TEXAS TECH UNIVERSITY
Department *of* Kinesiology
& Sport Management™

Graduate Student Handbook
2019-2020

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Welcome from the Departmental Chair

On behalf of the faculty and staff of the Department of Kinesiology and Sport Management (KSM), I want to welcome each student to our graduate programs. We are delighted that you have chosen to seek a Master of Science degree in Kinesiology or Sport Management or a Ph.D. in Exercise Physiology.

During your studies in our department, you will have bountiful opportunities to learn from caring, knowledgeable, and dedicated graduate faculty members. In addition to learning from them in your classes, you will have opportunities to participate in research studies under their supervision and mentoring. The key to maximizing your learning while a master's or doctor's degree student is to take advantage of a variety of experiences to grow and develop as a young professional. Please do not hesitate to contact any member of the graduate faculty for academic and career advice. You can find the members of the graduate faculty (professors, associate professors, and assistant professors) on the KSM webpage at http://www.depts.ttu.edu/ksm/contact/faculty.php. Best wishes for every success.

Recent History of Graduate Programs

During the 2014-2015 academic year as a part of our department's new strategic plan, the graduate faculty revised the graduate curriculum to focus the existing master's degree in four tracks—clinical exercise physiology, human performance, integrative physiology, and motor behavior/exercise and sport psychology—and requested a name change to Master of Science in Kinesiology. The graduate faculty also voted to seek a separate degree with a robust curriculum of specialized sport management courses, which is now the Master of Science in Sport Management. In the fall of 2016, the department began its first dual degree programs with its Master of Science in Sport Management with the School of Law and its J.D. In the fall of 2018, the department began its second dual degree programs with its Master of Science in Sport Management with the Rawls College of Business Administration and its M.B.A. In the fall of 2018, the department began its Ph.D. in Exercise Physiology.

Overview of Degrees

The Master of Science in Kinesiology and Master of Science in Sport Management require a minimum of 36 credit hours of coursework outlined by a faculty adviser. Each track in the Kinesiology degree is different in coursework and faculty advisers, so a student cannot switch or move to another program without approval of the faculty in the new track. The Ph.D. in Exercise Physiology provides students with advanced knowledge about the integrative physiological processes related to how exercise and lifestyle changes alter health and risk factors for disease and disability, with an emphasis on health disparities. This degree requires 60 credits that include focused required coursework, seminar, electives, and up to 18 dissertation credits.

Academic Advising

Each new master's student is assigned a faculty adviser. These advisers are graduate faculty with terminal degrees (Ph.D. or equivalent) who teach courses in the student's chosen track or degree. Students should not change advisers without consulting with the assigned adviser by the department. If you are uncertain who your adviser is, please contact Donna Torres (donna.torres@ttu.edu). In the Ph.D. program, a student's advisor is his or her research mentor.

It is each student's responsibility to contact his or her adviser before registering for courses in the first semester as a graduate student. Each program has specific courses that a student must take during the first semester and at times subsequent semesters. In addition, advisers will review all courses and their rotations at this initial meeting. This meeting is very important since courses are not taught each semester. If a course is missed, it could prolong how long it takes to complete the program. A master's degree student's degree plan must be completed no later than the beginning of the second semester of enrollment.

Registering for Courses

Students can register online at the Raiderlink portal. Again, students should register for courses required in their track or degree. The student's adviser must approve any course that is not a required part of the track or degree; otherwise the course may not count toward the degree.

Enrollment Requirements

Full-time enrollment in the fall and spring semesters is nine (9) credits; summer term is three (3) credits. If a student is graduating in August, then registration for one (1) credit of non-thesis coursework in the summer is required.

Graduate Teaching Assistants (GTAs), Research Assistants (RAs) and Graduate Part-time Instructors (GPTIs) receiving funding from Texas Tech university and the Department of Kinesiology and Sport Management for the entire summer must enroll in at least six (6) credits during the summer; those employed just summer 1 or summer 2 must enroll in at least three (3) credits during the summer (either session).

Doctoral students and students completing a thesis-based master's degree must enroll in at least six (6) credits in the summer. All students who have begun thesis or dissertation research (and not graduating in August) MUST enroll in at least one (1) credit of 6000 or 8000, as appropriate, during the summer.

Key Steps to Graduate

1. Meet with the assigned academic adviser to review required coursework before registering for courses prior to your first semester.
2. Develop a degree plan with your academic adviser before the start of your second semester in the program. This degree plan is used by the Graduate School to clear a student for graduation (i.e., to ensure all courses have been completed).
3. Meet with your academic adviser about any desired deviations from the signed degree plan. A change of degree form must be completed by the adviser to reflect any course changes, because the degree plan as changed is used by the Graduate School to clear a student for graduation.
4. Pass qualifying exam if in the Ph.D. program during our fourth full semester after passing core coursework.
5. At the start of your last semester before graduation, you must apply to graduate. Go to TTU Raiderlink on the My Tech tab > Current Term > Apply to Graduate and submit the form titled "Statement of Intention to Graduate," or you can go to the Graduate School website at http://www.depts.ttu.edu/gradschool/academic/FormsResources.php to submit this form.

6. Register and pass your track or degree comprehensive evaluation if in a track in the M.S. in Kinesiology in the last semester of enrollment in the program. Complete the internship and required portfolio in the M.S. in Sport Management.
7. The minimum requirement for graduation is an average of 3.0 in the major subject and an overall average of 3.0 on all courses within their program, comprising the official program for the degree. Individual departments or colleges may have higher standards.
8. Inform your academic adviser about your future plans. Please inform your former adviser of your first position post-graduation.

Academic Integrity

Adherence to the highest standards of academic honesty is required, with academic integrity a requirement. (See https://www.depts.ttu.edu/studentconduct/academicinteg.php for TTU's statement of academic integrity.) The faculty member in whose class academic dishonesty allegedly occurs will report the student(s) involved with the act of academic misconduct to the Office of Student Conduct using the Academic Integrity Incident Report Form. All written assignments must be completed independently and individually, unless specified otherwise by the instructor. Any attempt by students to present as their own any work they have not completed themselves is regarded by the faculty as a serious offense and renders the student liable to serious consequences, including possible removal from the program, and possible probation, suspension or expulsion from the University. Upon investigation and adjudication by the Office of Student Conduct, a referred student who is found responsible for a policy violation will be subject to the following outcomes. If plagiarism or another act of academic dishonesty is found to occur in any departmental course, students will receive a zero on that assignment. If a student cheats on an exam or allows another student to cheat from his or her exam or other graded assignment, each student found responsible for academic dishonesty will receive a zero on that exam or other graded assignment. No materials such as a smartphone or smartwatch are allowed during an exam. Any use of a smartphone during an exam (for any reason) is considered a violation. If academic dishonesty occurs a second time in the same course the student will be referred to the Office of Student Conduct for academic dishonesty for further disciplinary action. If the Office of Student Conduct determines the student is responsible for the violation, the student will receive an F in the course.

Students who are admitted to the Graduate School or to a degree program on condition of maintaining a required GPA are automatically admitted on a probationary basis. Failure to fulfill the conditions stipulated at the time of admission will result in dismissal from the Graduate School.

Academic Probation, Suspension, and Dismissal

Probation

- A student whose cumulative GPA falls below 3.0 is placed on academic probation.
- The student must raise the cumulative GPA within two consecutive long terms to avoid academic suspension.
- If semester GPA drops below 3.0 during the two-semester period, students are subject to academic suspension.
- If cumulative graduate GPA remains less than 3.0 and their term GPA is greater than 3.0 in the next term, they are placed on continued probation.

- If the students overall GPA remains below 3.0 in the following term they are placed on academic suspension.

Suspension

- Students placed on academic suspension are required to remain out of the Graduate School for one term and must reapply to the Graduate School.
- In accordance with OP 64.07, any student who has been suspended must appeal to the Graduate School if reinstatement is desired.
- Automatic readmission is not guaranteed.
- Any student placed on academic suspension twice will not be allowed to return to the Graduate School.
- Students may be suspended for unprofessional conduct such as cheating or plagiarism. Appeal is subject to the provisions of the Code of Student Conduct in the Student Handbook.

Dismissal from Graduate School

- Continued unsatisfactory progress in any area of a student's work will be cause for dismissal by the Dean of the Graduate School.
- Any student placed on academic suspension twice will be dismissed from the Graduate School and will not be allowed to return.

Dismissal from an Individual Program

Individual departments and colleges may have higher standards than the minimum university requirements. Students who fail to meet higher program standards may be placed on probation, suspended or dismissed from the program. A student who is dismissed from a program yet maintains the minimum performance standards of the institution may apply for admission to another degree program at Texas Tech University.

- Failure to fulfil the conditions stipulated at the time of admissions will result in termination from the program.
- Students not making satisfactory progress may be placed on probation and given conditions to meet to stay in the program.
- Continued unsatisfactory progress in any area of graduate work will be cause for dismissal by the Graduate Dean.
- Failure to pass the qualifying examination within the specified time will result in dismissal from the program.

Master of Science in Kinesiology

The M.S. in Kinesiology consists of four tracks that differ in required courses. Students are admitted into one track and cannot switch tracks unless they withdraw their application and apply for admission into another track. In this case, there is no guarantee of admission because different faculty members review applications in each track. Each track was created to provide students with a distinct and well-thought out curriculum to support their career goals.

- The Motor Behavior and Exercise and Sport Psychology track is designed to provide students with a broad educational foundation in kinesiology.
- The Clinical Exercise Physiology track is designed for students interested in working in allied health and/or wellness professions.
- The Human Performance in Exercise Physiology track is designed to prepare students for careers specializing in maximizing health and physical performance.
- The Integrative Physiology track is designed for students interested in pursuing a doctoral degree.

Appendix A in this handbook outlines the required courses within each track. Students must take the core courses that comprise their track to graduate. Other courses cannot be substituted for core courses. Missing a core course when it is offered may result in delaying graduation since some core courses are offered on rotation (e.g., once every two years). The course rotations are shown in Appendix B.

The Graduate School requires all students to pass a comprehensive evaluation as a graduation requirement. Donna Torres will send an email message to all graduate students asking those graduating to register for the comprehensive evaluation option associated with his or her degree. This registration must be completed by the deadline stated in the email message. If the student fails to register for and successfully complete the comprehensive evaluation on the first or second attempt, he or she is not granted a degree.

The options for the comprehensive evaluation for the M.S. in Kinesiology vary among the tracks.

- Motor Behavior/Sport Psychology: written comprehensive assessment, manuscript preparation, or thesis.
- Clinical Exercise Physiology: written comprehensive assessment, thesis, or ACSM Clinical Exercise Physiologist certification exam.
- Human Performance in Exercise Physiology: written comprehensive assessment, thesis, or manuscript preparation.
- Integrative Physiology: successful completion of a thesis.

The following information details each comprehensive evaluation option:

- **Written comprehensive assessment:** A written assessment is given in a student's final semester over content learned from courses completed in the program. Questions from the exam may be graded by different faculty in the department who provided questions from different courses taught by these professors and taken by the student. If a student fails this written assessment, he or she must register for one (1) credit hour in KIN 7000 for the following semester and retake the evaluation. If the student fails the written assessment on the second attempt, he or she is not granted a degree.
- **ACSM certification exam:** Students in clinical exercise physiology are given an option to take the Clinical Exercise Physiologist certification exam. The cost of the exam is paid by the student, and students must meet the clinical hours' eligibility requirement prior to registering for the exam. Students are allowed to take the exam at the end of the third semester or start of their last semester. If students pass the certification exam prior to the deadline to register for the comprehensive written examination, they do not have to take it. Students who pass the certification exam must provide the official certification test results to their faculty adviser. If students fail the certification exam, they must register for the written comprehensive assessment in their last semester. The comprehensive assessment for clinical exercise physiology students consists of multiple-choice questions based on job task analysis questions for the ACSM certification exam.
- **Manuscript preparation:** To complete this option, students must prepare a manuscript for peer-reviewed journal publication. Students must identify a departmental graduate faculty member who agrees to supervise the research project must agree on a specific manuscript to be written by the student. The manuscript needs to be an original research investigation involving data collection, analysis of previously collected data, or a review article. The

manuscript is the culmination of this research project and must be of sufficient quality that it could reasonably be submitted to and accepted by a peer-reviewed journal. With guidance from the faculty supervisor, students will need to identify a peer-reviewed target journal and format the manuscript accordingly. The journal must be approved by the student's adviser. After the student and his or her adviser have approved the manuscript, it must be sent to the members of the human performance faculty for final approval prior to graduation.

- **Thesis:** A thesis project is a research study performed by the student and supervised by a graduate faculty member. The thesis supervisor does not need to be the same person as a student's faculty adviser. The research experience will be dependent on the faculty member's area of research, so students are encouraged to examine the different types of research being conducted in the department when choosing a thesis adviser. Students must decide if they will be conducting a thesis before the start of their second semester, since this information is required on the degree plan form. Completing a thesis project is highly recommended for students aspiring to earn a Ph.D. degree. Students must take at least six (6) credits of KIN 6000 (thesis hours) prior to graduation. Three (3) of these credits must be taken in the last semester prior to graduation. All students who have begun thesis research (and not graduating in August) MUST enroll in at least one (1) credit of KIN 6000 during the summer.

Master of Science in Sport Management

The M.S. in Sport Management was created to provide students with a unique curriculum to support their career aspirations. Appendix C in this handbook shows the required and elective courses students must take in order to graduate. Other courses cannot be substituted for required courses.

The Graduate School requires that every graduate student must pass a comprehensive evaluation in the last semester of enrollment before being allowed to graduate. The primary option for completing the comprehensive evaluation for students in sport management is a portfolio, although students may choose to complete a thesis.

- **Portfolio**

Graduate students in Sport Management who began the program prior to the fall of 2019 will complete the comprehensive evaluation through a written paper in response to Section "A" of the required portfolio in SPMT 5003 Internship in Sport Management. The portfolio is a capstone representation of the student's internship experience and work demonstrating achievement of the degree/course learning outcomes and professional competencies. The portfolio is the authentic performance-based assessment for earning credit in the internship and a comprehensive assessment of the student's successful completion of the M.S. in Sport Management degree. The portfolio must demonstrate the student's mastery of content learned in each of the required sport management courses and an ability to connect learning to real-world situations.

Graduate students in Sport Management who begin the program in the fall of 2019 or thereafter will complete a comprehensive evaluation portfolio during the last semester of enrollment. Information in response to component #3 in the student's internship portfolio may be included and expanded upon in this portfolio. The comprehensive evaluation portfolio should demonstrate mastery of content learned through completion of sport management courses and ability to apply

this learning to real-world situations. The portfolio must include a clear description of and reflection about meeting each student learning outcomes for the M.S. in Sport Management degree:

1. Demonstrate advanced critical thinking skills when analyzing sport management issues and the ability to make applications of sport management knowledge.
2. Critically analyze sport management scholarship and case studies and demonstrate practical conclusions in sport management settings.
3. Demonstrate the knowledge and ability to apply sport leadership and management theories and practices in sport-based projects and understand their application in sport management settings.

This description of and reflection about meeting each of the student learning outcomes for the M.S. in Sport Management degree must include numerous specific examples of how SPMT coursework demonstrates meeting these three learning outcomes. The comprehensive evaluation portfolio will be evaluated on a pass or fail basis.

If a student fails the portfolio, he or she must register for one (1) credit hour in SPMT 7000 for the following semester and submit a new portfolio. If the student fails the portfolio on the second attempt, he or she is not granted a degree.

- **Thesis**

A thesis project is a research study performed by the student and supervised by a graduate faculty member. The thesis supervisor does not need to be the same person as a student's faculty adviser. The research experience will be dependent on the faculty member's area of research, so students are encouraged to examine the different types of research being conducted in the department when choosing a thesis adviser. Students must decide if they will be conducting a thesis before the start of their second semester, since this information is required on the degree plan. Students must take at least six (6) credits of SPMT 6000 (thesis hours) prior to graduation. Three (3) of these credits must be taken in the last semester prior to graduation. All students who have begun thesis research (and not graduating in August) MUST enroll in at least one (1) credit of SPMT 6000 during the summer.

Ph.D. Program in Exercise Physiology

The doctoral program in Exercise Physiology provides students with advanced knowledge about the integrative physiological processes related to how exercise and lifestyle changes alter health and risk factors for disease and disability. Special emphasis will be placed on recognizing and addressing health disparities.

The doctoral degree requires 60 credits that include focused required coursework, seminars, electives, and up to 18 dissertation credits. Appendix D in this handbook outlines the required courses for this program for students beginning in fall of 2019.

- **Timeline to Complete Program**
  - Complete a degree plan with faculty mentor before the start of the second semester in the program. Core courses in the Ph.D. program must be included in the degree plan.
  - Pass qualifying exam during the fourth full semester after passing all core courses.
  - Propose dissertation after passing qualifying exam.

- Defend dissertation after completing the research project.

- **Duration of Program**

The Ph.D. program in Exercise Physiology is designed for students to graduate in four years (eight semesters along with summers). This duration may be shorter or longer based on student productivity in their dissertation, but it should be noted that students will not be funded on a graduate part-time instructor (GPTI) position for more than four years. The Graduate School requires a minimum of three years beyond the bachelor's degree for a doctorate degree.

- **Transferred Credits**

Students may transfer up to 12 credits of graduate coursework to replace electives in the program. Transferred credits cannot replace core courses. Graduate courses completed at another institution with a grade less than B or grades of pass/fail or satisfactory will not be accepted.

- **Annual Evaluations**

Doctoral students will be reviewed every December by exercise physiology faculty. Students are expected to maintain active research as demonstrated by time spent in the laboratory conducting research, presenting research at local and national meetings, and contributing to published scholarly work. Students will be provided feedback from the annual evaluation with the expectation that students will address any concerns. A consecutive poor evaluation will result in the student being dismissed from the program.

- **Probation**

The Graduate School will place students on probation if their cumulative GPA falls below 3.0. The student must raise the GPA within two consecutive full semesters to avoid academic suspension. If a semester's GPA drops below 3.0 during the two-semester probation period, then the student will be suspended. If cumulative graduate GPA remains less than 3.0 and their term GPA is greater than 3.0 in the next term, they are placed on continued probation.

Students are expected to earn a B or higher in all required and elective courses in the program. Grades lower than a B will result in students being placed on departmental probation for one semester with the expectation that students will raise their performance in the classroom. If students continue to earn grades lower than a B, they will be dismissed from the program. Student performance in the classroom will be monitored by the student's research mentor.

- **Qualifying Exam**

By the end of the spring semester of the second year, students are expected to have completed the curriculum core. At this point, they must submit a focused literature review that will be used in a qualifying exam. The topic of the literature review must be approved by the students' exam committee. The qualifying exam committee must consist of 3-4 members consisting of the student's research mentor, an external researcher in the area of the literature review or outside instructor, a senior departmental faculty member, and/or one other faculty who teaches a course in the core curriculum (this latter person is optional). The committee will conduct an oral examination of the student's ability to critically evaluate the literature and knowledge of the physiology that underlies the student's literature review. The oral exam also will consist of information learned in the core courses relevant to the student's area of study.

If a student passes the qualifying exam, he or she will advance to Ph.D. candidacy and can start the dissertation stage of the program. <u>If a student fails the qualifying exam, then he or she will be given one other opportunity to pass the qualifying exam that must occur in the semester immediately following the first exam</u>. In this case, the student must register for one (1) credit

hour in the semester immediately following the exam. The student must pay for this credit hour, i.e., it will not be funded by the department or other Texas Tech University funds. If a student fails the second attempt, then he or she cannot proceed in the program.

- **Expectation during Dissertation Work**

In addition to following the guidelines for dissertations, at completion of the dissertation project, a student must defend this work. For a student to defend they must have at least two publications (first-author or co-author is acceptable). These publications must occur during time as a doctoral student, therefore, publications a student may have prior to entering the program do not meet this requirement.

Information about Completing a Research Thesis or Dissertation

Major Steps

1. Identify a graduate faculty member in the department who has agreed to supervise the research project. This should occur during the first semester of the program.
2. Submit the title of the research project to your academic adviser when generating degree plan at the start of the second semester in the program.
3. Formulate an advisory committee. For a thesis, the advisory committee must include at least two members of the graduate faculty. For a dissertation, the advisory committee must include at least three members of the graduate faculty.
4. Prepare an original written document that contains the following chapters: Introduction, Purpose and Hypotheses, Literature Review, and Method. Send this document to the advisory committee at least two weeks before proposing the research project.
5. Propose your research project to the advisory committee before actually starting the study. The proposal is a presentation of relevant background material, purpose, and hypotheses of the study, and methods to be used to complete the study.
6. Finish writing the written document following the Graduate School formatting guidelines. It should be written in past tense since at this point the study should be completed. The document must contain the following chapters: Introduction, Purpose and Hypothesis, Literature Review, Method, Results, Discussion, and References. Send the document to the committee at least two weeks prior to defending the research project.
7. Defend your research project to the advisory committee after the study is complete. The defense is a presentation that contains a brief background and methods and focuses on the results and discussion of study findings.
8. After the defense, obtain committee signatures on the Oral Defense and Thesis-Dissertation Approval form then submit to the Graduate School.
9. Pay Thesis-Dissertation fee.
10. After incorporating committee changes, submit a .pdf file of thesis or dissertation to the ETD site for official review.
11. After making revisions requested by ETD, submit a final .pdf copy of the thesis or dissertation to the ETD website.

Enrollment Requirements

Students must take three (3) credits of KIN 8000 in the last semester prior to graduation. All students who have begun dissertation research (and not graduating in August) MUST enroll in at least one (1) credit of KIN 8000 during the summer.

Helpful Resources

- Graduate Student Writing Center http://www.depts.ttu.edu/gradschool/gswc.php
- Texas Tech Graduate School Thesis/Dissertation Information

http://www.depts.ttu.edu/gradschool/academic/ThesesDissertation.php

- Thesis/Dissertation Timeline

http://www.depts.ttu.edu/gradschool/academic/defense.png

- Formatting and Submitting a Thesis/Dissertation

http://www.depts.ttu.edu/gradschool/academic/DefendFormatSubmit.php

Clinical Exercise Physiology Track Internship Program

The graduate clinical internship, KIN 5304, is only available for students admitted into the clinical exercise physiology track. Students in this track must complete at least three credit hours of internship prior to graduation. A three-credit hour internship requires 250 clock hours. The internship site must be related to cardiac rehabilitation and approved by Dr. Jacalyn McComb. Please note that University Medical Center and Covenant Hospital in Lubbock have an application process, thus students must be accepted at the internship site prior to registering for KIN 5304.

Deadlines for applying for an internship are

- For the Fall Semester—between April and July 1
- For the Spring Semester—between in October and November 15th
- For the Long Summer Session—between February and April 1st

Complete details of the clinical exercise physiology internship are provided at http://www.depts.ttu.edu/ksm/grad/internships.php

Graduate Teaching Assistantships

Students can apply for a graduate teaching assistantship (GTA) by contacting Karla Kitten or by visiting the department's website. The application process includes filling out an application form and an oral interview. If an interview cannot be scheduled, the applicant can submit a short (3- to 5-minute) video showing the applicant teaching a new skill. Go to the following link for more information https://www.depts.ttu.edu/ksm/grad/assistantships.php .

A teaching assistantship provides financial support in the form of a nine-month stipend of $13,000 (paid monthly with the first payment on October 1) and full (except the international fee) tuition and fee waivers for nine (9) credit hours. GTAs are required to work on a half-time basis (20 hours per week) while maintaining a full-time course schedule in a master's graduate degree offered by the department. GTAs may be assigned to teach Personal Fitness and Wellness (PFW) courses or assist a faculty member in undergraduate courses with teaching-related tasks (grading, assisting with classes, etc.) to meet the 20-hour per week requirement. For more information, please contact Karla Kitten in room 136 of the Kinesiology and Sport Management Building or at karla.kitten@ttu.edu.

Scholarships

Departmental scholarships are available for students (see https://www.depts.ttu.edu/ksm/scholarships/ug_index.php. To apply, students must complete an

application prior to the posted deadlines. Other scholarship opportunities can be found at www.scholarships.ttu.edu. Click on the link under "Current Red Raiders." When completing the university scholarship application, students become eligible for Graduate School scholarships. Some scholarships have specific eligibility criteria, so be sure to complete all questions in the scholarship application to be connected to the scholarships. Deadline for Graduate School scholarships are January 15 for the following academic year.

Travel Funding for Presenting Research at a Professional Conference

Graduate students may submit one travel application worksheet annually and request travel funding of up to $400 for master's degree students and $500 for doctoral students for research presentations at professional conferences. Travel dates must fall between September 1, 2019, and August 31, 2020.

Improving Research Skills

The development of fundamental research skills will help you in completing course assignments. As a graduate student you must focus your research on using scholarly or peer-reviewed articles because your professors will require you to identify and use research-based resources written by academic or professional experts in exercise physiology, kinesiology, and sport management. Texas Tech University provides electronic bibliographies that will direct you to sources of information relevant to a multiplicity of topics of interest. For example, you can use the Google Scholar database or general databases such as Medline Complete, Education Sources, PubMed, PsycINFO, Sport Discus, ABI/INFORM, and JSTOR. Similar to using your favorite Internet search engine, to start a scholarly article search you enter key words or topics in the chosen database, and then click on search. Be sure to check "peer reviewed." If your topic is too broad, your search may have identified thousands of articles; conversely, too specific of a search may yield nothing. You probably will need to try several key words or sub-topics to refine your search—using terms that are more broad or narrow as you prefer.

Once articles of interest are identified, many are available online for reading and downloading. If a scholarly or peer-reviewed article is not easily accessible, the Texas Tech University Library provides interlibrary loan or document delivery services so you can obtain articles to read and use. Reading the abstract online is a great way to determine if this article will be helpful in your research. In analyzing a scholarly article, you might choose to follow a step-by-step process. First, identify the thesis statement, purpose, hypothesis, or objective of the article. Second, determine how the author placed the research in context, such as through reviewing related literature and stating a gap in the literature that the research seeks to fill or justifying why the topic was being examined. Third, study the major findings or results of the research study. Fourth, examine how the author explained the significance of the study in the discussion and conclusion. Using the information learned in this process will help you more clearly extract information to use in a research paper. You also might scan the references listed at the end of peer-reviewed articles to find additional scholarly articles to use in your research.

After reading a scholarly article and choosing to include information from this article in your own work, you must include a full citation to attribute key points, theories, research results, or other information to the author, and to prevent plagiarism (i.e., failure to cite the reference from which information written by someone else was obtained). For most articles, all of the required

citation information is located on the first page of the article (or in the database where the article was originally found). The Department of Kinesiology and Sport Management asks you to use American Psychological Association (APA) style format for in-text citations and references. You can go to https://owl.english.purdue.edu/owl/resource/560/01/ for APA format guidelines.

When using scholarly articles, academic integrity requires an in-text citation whenever quoting from someone else's writing. In your research paper or other written assignment, another author's exact words must be placed within quotation marks along with the page number from which the quote is taken listed immediately following the closing quotation marks.

Improving Writing Skills

Writing clearly and well is very challenging and hard work. Seldom are sentences written specifically and understandably the first, second, or even the third time. A key to effective writing is rewriting and making revisions. Students are encouraged to use the resources of the Graduate Student Writing Center (see http://www.depts.ttu.edu/gradschool/gswc.php). Below is a list of suggestions for improving your writing.

1. Avoid overuse of these often, unnecessary words—the, that, these, which, and as well as.
2. Eliminate clutter, such as using several words instead of only one or two words, and exclude unnecessary prepositions and equivalent adverbs and adjectives.
3. Avoid clichés (a phrase so overused it betrays a lack of original thought).
4. Use active (not passive) verbs—search for a list of active verbs and use active verbs.
5. Learn proper grammatical use of punctuation, such as using a comma between three or more items in a series including the last two, setting off parenthetical openers in a sentence, joining independent clauses, and preceding words like and, but, and yet.
6. Punctuate possessive nouns correctly.
7. Ensure subject and verb agreement (i.e., both singular; both plural).
8. Match the pronoun with its antecedent noun (i.e., both singular; both plural).
9. Make an outline and write using an outline.
10. Develop a thesis statement or purpose statement and start with it as a point of emphasis.
11. Identify the type of writing (e.g., analytical, persuasive, or descriptive) and add details to capture and keep the reader's attention, such as through compare and contrast, question and answer, or point by point.
12. Create an introduction to clearly state what the purpose and key points discussed.
13. Ensure the first (topic) sentence is most important in each paragraph and always use variety in sentence structure.
14. Focus each paragraph starting with a topic sentence connecting with the next sentences and making the last sentence a springboard to the following paragraph.
15. Compose short sentences and four- or five-sentence paragraphs.
16. Use parallel construction, such as list of equivalent items beginning with present participle verbs, such as studying the criteria, writing papers, and submitting assignments.
17. Conclude each paragraph by restating the thesis statement followed by its implications.
18. Use spellcheck, a dictionary, and a thesaurus to improve writing.
19. Never submit for a grade a first draft, second, or even third draft, since writing well requires several drafts to author clear, edited, and concise sentences.
20. Read aloud as you proofread your writing to ensure connecting links and clarity.

Appendix A

Master of Science in Kinesiology

Non-thesis: Electives to complete 36 credits must be approved by adviser
Thesis Option: Minimum 30 course credits + 6 credits of KIN 6000 Thesis (36 credits total)

Motor Behavior and Exercise and Sport Psychology *Core (18 credits)*

- KIN 5315 Research Methods I
- KIN 5315 Research Methods II
- KIN 5312 Behavioral and Psychological Aspects of Exercise
- KIN 5313 Applied Psychology of Sport
- Choose any two of KIN 5302 Motor Control or KIN 5305 Motor Learning or KIN 5307 Motor Development

Exercise Physiology

Students in the clinical, human performance and integrative physiology tracks must take the Exercise Physiology Core in addition to their required courses listed under their track.

Exercise Physiology Core (12 credits).

- KIN 5315 Research Methods I
- KIN 5335 Cardiopulmonary Exercise Physiology
- KIN 5336 Skeletal Muscle Physiology
- KIN 5357 Applied Neuromuscular Performance

Clinical Track (18 credits)

- KIN 5304 Clinical Internship
- KIN 5312 Behavioral and Psychological Aspects of Exercise or KIN 5313 Applied Psychology of Sport
- KIN 5330 Health Issues for the Active Female
- KIN 5332 Applied Physiology of Exercise
- KIN 5334 Clinical Exercise Testing and Prescription
- KIN 5337 Electrocardiography

Human Performance Track (15 credits)

- KIN 5317 Seminar
- KIN 5318 Biomechanical Assessment of Human Performance
- KIN 5353 Research and Assessment of Muscular Performance
- KIN 5355 Program Design for Strength and Conditioning
- KIN 5358 Ergogenic Aids and Human Performance

Integrative Physiology Track (15 credits)

- KIN 5332 Applied Physiology of Exercise
- KIN 6000 Master's Thesis (6 credits)
- KIN 7000 Research (6 credits)

Appendix B

Courses offered every Fall and Spring
KIN 5301 – Independent Study
KIN 5304 – Clinical Internship**
KIN 5315 – Research Methods I
KIN 5336 – Skeletal Muscle Physiology
KIN 5357 – Applied Neuromuscular Performance
KIN 6000 – Master's Thesis
KIN 7000 – Research

Courses offered every Fall
KIN 5312 – Behavioral and Psychological Aspects of Exercise
KIN 5336 – Skeletal Muscle Physiology
KIN 5335 – Cardiopulmonary Exercise Physiology
KIN 5357 – Applied Neuromuscular Performance

Courses offered every Spring
KIN 5313 – Applied Psychology of Sport
KIN 5316 – Research Methods II

Courses offered in the Fall, but during even years only
KIN 5305 – Motor Learning

Courses offered in the Spring, but during odd years only
KIN 5307 – Motor Development
KIN 5332 – Applied Physiology of Exercise
KIN 5334 – Clinical Exercise Testing and Prescription
KIN 5353 – Research and Assessment of Muscular Performance
KIN 5318 – Biomechanical Assessment of Human Performance

Courses offered in the Spring, but during even years only
KIN 5302 – Motor Control
KIN 5330 – Health Issues for the Active Female
KIN 5337 – Electrocardiography
KIN 5355 – Program Design for Strength and Conditioning
KIN 5358 – Ergogenic Aids and Human Performance

** course can only be taken by students in the clinical track due to limited intern positions at local hospitals

Appendix C

Master of Science in Sport Management

Non-thesis: Minimum 36 credit hours
Thesis Option: Minimum 30 hours + 6 hours of SPMT 6000 Thesis (36 hours total)

Required Coursework (12 hours)
SPMT 5003 Internship in Sport Management (6 hours)
SPMT 5320 Sport Leadership
SPMT 5324 Marketing and Promotions in Sport

Elective Coursework (24 hours)
SPMT 5031 Independent Study
SPMT 5300 Special Topics
SPMT 5321 Financial Management in Sport
SPMT 5322 Organizational Behavior in Sport
SPMT 5325 Ethics and Morality in Sport
SPMT 5329 Sport Event Management
SPMT 5344 Sport Analytics
SPMT 5345 Administration in Intercollegiate Athletics
SPMT 5346 Law in the Sport Industry
SPMT 5347 Sport Media Management
KIN 5315 Research Methods I (required if choosing thesis)

Course Rotations

Course Number	Course Title	
KIN 5315	Research Methods	fall
SPMT 5003	Internship in Sport Management (6 hrs.)	fall, spring, and summer
SPMT 5320	Sport Leadership	spring
SPMT 5321	Financial Management in Sport	spring
SPMT 5322	Organizational Behavior in Sport	fall
SPMT 5324	Marketing and Promotions in Sport	fall
SPMT 5325	Ethics and Morality in Sport	fall
SPMT 5329	Sport Event Management	spring
SPMT 5031	Independent Study	fall, spring, and summer
SPMT 5344	Sport Analytics	spring
SPMT 5345	Administration in Intercollegiate Athletics	fall
SPMT 5346	Law in the Sport Industry	fall of odd years
SPMT 5347	Sport Media Management	summer
SPMT 6000	Thesis	fall, spring, and summer
SPMT 7000	Research	fall, spring, and summer

Appendix D

Courses in Doctor of Philosophy in Exercise Physiology

Core		**Entering Fall 2018**	**Entering Fall 2019**
KIN 5316	Research Methods II	Spring 2019	Spring 2020
KIN 6318	Experimental Design in Exercise Physiology	(NRM 5403 in fall 2019)	Spring 2021
KIN 7104	Seminar in Exercise Physiology	each fall and spring	each fall and spring
KIN 7301	Advanced Exercise Physiology I	Fall 2018	Fall 2020
KIN 7303	Advanced Exercise Physiology II	Fall 2019	Fall 2019
KIN 7304	Advanced Topics in Health Disparities	Spring 2020	Fall 2020
KIN 7305	College and University Teaching in Exercise Physiology	Strongly recommended	Spring 2020
ENGL 5393	Grants and Proposals for the Academy and Industry	Spring 2019	Fall 2019
STAT 5302	Applied Statistics I	Fall 2018	Not required
Electives			
KIN 7000	Research	fall, spring, summer	fall, spring, summer
Other			
	Qualifying Exam after core completed		
KIN 8000	Dissertation	12+ continuous fall, spring, summer	12+ continuous fall, spring, summer

The doctoral degree requires 60 credits that include focused required coursework, seminars, electives, and up to 18 dissertation credits. The table above outlines the required courses.

Faculty Annual Assessment of Student Performance
Ph.D. in Exercise Physiology

It is the responsibility of all faculty to support doctoral students as they progress through the doctoral program in Exercise Physiology. Part of this responsibility is to assist mentors in identifying strengths and weaknesses of each student to ensure continued student growth. Please use this form to evaluate each student's annual report. Please type your responses in order to stay anonymous.

Student's Name _____ Year in Program ____
Semester/Year _____

Strengths
(Might include annual activity; change in performance from past year(s))

Weaknesses….suggestions for improvement are helpful
(Might include annual activity; change in performance from past year(s))

Satisfactory ☐ Unsatisfactory ☐ Needs Improvement ☐