



TEXAS TECH UNIVERSITY

Department of Kinesiology
& Sport Management™

**Graduate Student Handbook
2022-2023**

Table of Contents

Welcome from the Department Chair	1
Recent History of Graduate Programs	1
Overview of Degrees	1
Academic Advising	2
Registering for Courses	2
Enrollment Requirements	3
Academic Probation, Suspension, and Dismissal	3
Department of Kinesiology and Sport Management Academic Integrity Policy	4
Master of Science in Kinesiology	4
Required Steps for a Thesis Student	6
Clinical Internship	6
Master of Science in Sport Management	7
Doctor of Philosophy in Exercise Physiology	8
Timeline to Complete Program	8
Duration of Program and Funding	8
Transferred Credit Hours	9
Annual Evaluations	9
Probation	9
Graduate School Guidelines for Qualifying Exam	9
Departmental Qualifying Exam Guidelines	10
Expectation during Dissertation Work	11
Major Steps for Completing Dissertation	11
Enrollment Requirements for Dissertation Hours	12
Funding for Graduate Students	12
Graduate Teaching Assistantships	12
Department Scholarships	13
Travel Funding for Presenting Research at Professional Conferences	13
Important University Websites	13
Improving Research Skills	14
Improving Writing Skills	15
Appendix A: Courses in Master of Science in Kinesiology	16
Appendix B: Course Rotations in Master of Science in Kinesiology	17
Appendix C: Comprehensive Evaluation for Exercise Physiology Students	18
Appendix D: Comprehensive Evaluation for Human Performance Students	19
Appendix E: Comprehensive Evaluation in Motor Behavior/Exercise & Sport Psychology ..	21
Appendix F: Courses and Courses Rotations in Master of Science in Sport Management ...	22
Appendix G: JD/MS in Sport Management Dual Degree Program	23
Appendix H: MBA/MS in Sport Management Dual Degree Program	24
Appendix I: Comprehensive Evaluation in Sport Management	25
Appendix J: Courses in Doctor of Philosophy in Exercise Physiology	26
Appendix K: Mentor Annual Assessment of Ph.D. Student Performance	27
Appendix L: Faculty Annual Assessment of Ph.D. Student Performance	29

Welcome from Angela Lumpkin, Departmental Chair

On behalf of the faculty and staff of the Department of Kinesiology and Sport Management (KSM), I want to welcome you as a graduate student. We are delighted that you have chosen to seek a Master of Science degree in Kinesiology, Master of Science in Sport Management, or a Ph.D. in Exercise Physiology. We believe you are joining a department with an excellent faculty who are committed to your personal and professional development. We also believe you will benefit maximally in direct relationship to how diligently you commit yourself to learning as much as you can in each course and through every learning opportunity, including from classmates.

During your studies in our department, you will have bountiful opportunities to learn from caring, knowledgeable, and dedicated faculty members. In addition to learning from them in your classes, you will have opportunities to participate in research studies and internships under their supervision and mentoring. The key to maximizing your learning while a master's or doctoral 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 information about the graduate faculty on the KSM webpage at <http://www.depts.ttu.edu/ksm/contact/faculty.php> (Drs. Kembra Albracht-Schulte, Akira Asada, Jarrod Blinch, Katie Brown, Zack Damon, Audra Day, Arturo Figueroa, Joaquin Gonzales, John Harry, Melanie Hart, Hoyoon Jung, Danielle Levitt, Marc Lochbaum, HuiYing Luk, Angela Lumpkin, Michael Massett, Jake Mota, Ty Palmer, Nida Roncesvalles, Jimmy Sanderson, Yasuki Sekiguchi, Anna Tacon, and Grant Tinsley). Best wishes for every success in earning your graduate degree.

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 concentrations—clinical exercise physiology, human performance, and motor behavior/exercise and sport psychology—and requested a name change to Master of Science in Kinesiology. Starting in fall of 2022, the three concentrations will be exercise physiology (combination of clinical exercise physiology and integrative physiology), human performance, and motor behavior/exercise and sport psychology. The graduate faculty in 2014-2015 also voted to seek a separate degree for existing 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 program with a 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 program—a Master of Science in Sport Management with a M.B.A. from the Rawls College of Business. In the fall of 2018, the department began its Ph.D. in Exercise Physiology, with the first six graduates in 2022.

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, with the option of a 36-hour degree including the completion of a thesis. Each concentration 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 concentration or degree. 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. This degree requires 60 credit hours that include required exercise physiology courses, seminars, electives, and a minimum of 12 dissertation credit hours.

Academic Advising

Each new master's degree student is assigned an academic adviser upon admission. These advisers are graduate faculty with terminal degrees (Ph.D.) who teach courses in the student's chosen concentration or degree. Students should not change advisers without consulting with your assigned adviser. If you are uncertain who your adviser is, please contact Donna Torres (donna.torres@ttu.edu). In the Ph.D. program, a student's adviser 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. During this initial meeting with the adviser, students will learn about what courses to take during the first semester and subsequent semesters. Some courses are offered on specific rotations, thus are not offered every semester or every year. If a course is missed, it could prolong how long it takes a student to complete the program. A graduate student's degree plan must be completed no later than the beginning of the second semester of enrollment with an electronic copy sent to the Program Coordinator.

Students should meet with their academic adviser as they complete these basic steps to graduate:

1. Meet with the assigned academic adviser to review required coursework before registering for courses prior to your first semester and subsequent semesters as needed.
2. Develop a degree plan with your academic adviser before the start of your second semester in the program.
3. Students may transfer up to 6 credit hours of graduate coursework to replace electives in a program. Transferred credit hours 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.
4. 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, which must be approved by the Program Coordinator.
5. Pass qualifying exam if in the Ph.D. program during our fourth full semester after completing the core coursework. The qualifying exam also may be taken in the summer immediately following the fourth full semester.
6. 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.
7. If you are a student in a concentration in the Master of Science in Kinesiology, you must register and pass your self-selected comprehensive evaluation (e.g., comprehensive exam, thesis) in the last semester of enrollment in the program.
8. If you are student in the Master of Science in Sport Management, you must complete the internship and required portfolio in SPMT 5003, with the final component completed in the last semester of enrollment in the program.
9. A comprehensive grade point average of 3.0 is the minimum required for graduation.
10. Please inform your former adviser of your first job or position following your graduation.

Registering for Courses

Students can register online at the Raiderlink portal. The student's adviser must approve any course that is not a required part of the concentration or degree; otherwise, the course may not count toward the degree. All Master of Science in Kinesiology students are required to register for KIN 5315 Research Methods in their first fall semester of enrollment.

Enrollment Requirements

Graduate Teaching Assistants (GTAs), Research Assistants (RAs), and Graduate Part-time Instructors (GPTIs) receiving funding from the Department of Kinesiology and Sport Management must maintain full-time enrollment of nine credit hours during the fall and spring semesters. Nine credit hours enrollment is considered the minimum for full-time status by the Graduate School, including for students not funded by the department. GPTIs must enroll in at least six credit hours during the summer. GTAs employed just in Summer I or Summer II must enroll in at least three credit hours during the summer, in either session. If a student is graduating in August, then registration for a minimum of one credit hour of non-thesis coursework in the summer is required.

Academic Probation, Suspension, and Dismissal

Probation

- A student whose cumulative grade point average (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 a student's 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 TTU Code of Student Conduct in the Student Handbook (<https://www.depts.ttu.edu/dos/handbook/>).

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

Department of Kinesiology and Sport Management Academic Integrity Policy

Adherence to the highest standards of academic honesty is required, with academic integrity a requirement. (See

https://www.depts.ttu.edu/tlpdc/Resources/NewFacultyResources/Student_Handbook_Academic_Integrity_Procedures.pdf 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.

Master of Science in Kinesiology

The Master of Science in Kinesiology consists of three concentrations with unique course requirements. Students admitted into one concentration cannot switch concentrations unless they apply for and are admitted into another concentration. In this case, there is no guarantee of admission because different faculty review applications within each concentration. Each concentration provides students with a distinct curriculum to support their career goals.

- The Exercise Physiology concentration is designed for students interested in pursuing careers in allied health as an ACSM-Certified Clinical Exercise Physiologist or obtain a Ph.D. in exercise physiology.
- The Human Performance concentration is designed to prepare students for careers specializing in maximizing health and physical performance.
- The Motor Behavior and Exercise and Sport Psychology concentration is designed for students interested in advanced study within sport psychology and/or motor learning and control.

Appendix A in this handbook outlines the required courses within each concentration. Students must take the core courses that comprise their concentration to graduate. Other courses cannot be substituted for core courses. Missing a core course when it is offered or failing a core course with a final grade less than a C may result in delayed graduation since some core courses are offered on rotation (e.g., once every two years). See Appendix B for the graduate course rotations.

The Graduate School requires all students to pass a comprehensive evaluation prior to graduation. Students are required to register for a self-selected comprehensive evaluation associated with his or her degree or concentration. Registration must be completed by a Graduate School deadline that Donna Torres sends to students in an email message. If a student fails to register for the comprehensive evaluation or does not pass this evaluation, then he or she is not allowed to graduate despite completion of coursework.

You will receive notification of the results (pass or fail) of the evaluation of the comprehensive evaluation from your adviser. If you do not pass, you must wait until the next academic term (i.e., spring, summer, or fall) before another comprehensive evaluation may be scheduled. All deadlines established by the Graduate School must be met including enrollment in at least one credit hour. The options for the comprehensive evaluation for the Master of Science in Kinesiology vary among the concentrations.

- Motor Behavior and Exercise and Sport Psychology offers a written comprehensive exam, manuscript preparation, or thesis.
- Clinical Exercise Physiology offers a comprehensive exam, thesis, or passing the American College of Sports Medicine (ACSM) Clinical Exercise Physiologist certification exam.
- Exercise Physiology offers a comprehensive exam, thesis, or passing the American College of Sports Medicine (ACSM) Clinical Exercise Physiologist certification exam.
- Human Performance offers a written comprehensive exam, thesis, manuscript preparation, or passing the Certified Strength and Conditioning Specialist exam.
- Integrative Physiology only offers the thesis option.

The following information provides more detail about the comprehensive evaluation options, but students are encouraged to discuss each option with their academic adviser in their first semester in the program:

- Comprehensive examination. This examination varies in format within each concentration of the Master of Science in Kinesiology program, but is often in a written format and covers information learned from the core coursework required in each concentration. The comprehensive examination is given in the semester that the student plans to graduate.
- Manuscript preparation. Often referred to as the “manuscript option,” students must a) identify a graduate faculty member who agrees to supervise their research; b) agree on a research project to be completed within a specified timeframe; c) write a full-length manuscript formatted using the author guidelines set by an appropriate peer-reviewed target journal; and d) have the manuscript approved by the research supervisor then evaluated by the faculty. The manuscript must be of a sufficient quality that it could reasonably be submitted to a peer-reviewed journal.
- Thesis. A thesis project is a research study performed by the student and supervised by a graduate faculty member in the department. 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 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 credit hours of KIN 6000 or SPMT 6000 (thesis credit hours) prior to graduation. Three of these credit hours 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 credit hour of KIN 6000 or SPMT 6000 during the summer.

Required Steps for a Thesis Student

1. Identify a graduate faculty member who has agreed to supervise the thesis.
2. Form a thesis advisory committee (the Graduate School requires at least two graduate faculty members be a part of a thesis committee) who will oversee the thesis project and ultimately approve its successful completion.
3. Formation of this committee should take place before the start of the second semester since the thesis title and committee members must be listed in the student's degree plan submitted by the academic adviser at the start of the second semester.
4. A thesis student must present to the thesis advisory committee a proposal in the form of a formal oral presentation before starting data collection for the thesis project. This presentation should occur no later than the student's second semester. In conjunction with the presentation, the student must present to the thesis committee a document containing introduction (i.e., background), literature review, and method sections that describe the proposed project.
5. Students must take at least six credit hours of KIN 6000 or SPMT 6000 (thesis) prior to graduation. Once the project has begun, a student must be enrolled in such courses every semester and at least one session during the summer until completion. Three of these credit hours must be taken in the last semester prior to graduation.
6. In the final semester, a student must defend the thesis by giving a formal oral presentation to their thesis advisory committee about the study findings. In conjunction with the presentation, a complete document containing introduction, literature review, method, results, and discussion must be provided to the thesis committee. The candidate will pay Student Business Services a Thesis/Dissertation Fee to cover the cost of electronically storing the official copy (ETD) of the thesis. This fee is only paid once during the student's graduating semester.
7. Approval of the thesis must be granted by the thesis advisory committee in the form of signatures on the Thesis-Dissertation Approval Form provided by the Graduate School. A student should bring a copy of the form to the oral defense presentation for the committee to sign if they approve of the thesis. If the committee decides that revisions to the thesis document are necessary, the student must complete the revisions prior to submitting the approval form. Committee members may not sign the approval form until their requested revisions are made to the thesis document. It is the right of the thesis supervisor not to sign the approval form until all the revisions are completed by the student, even if this prolongs the student's time to graduation.

Clinical Internship

The clinical internship, KIN 5304, is only available for students admitted into the exercise physiology concentration that plan to work in allied health (e.g., cardiac rehabilitation). These students are often referred to as 'clinical students' in the program. These students are strongly encouraged to 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. Audra Day. Please note that University Medical Center and Covenant Hospital in Lubbock have application processes, 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 1st and July 1st
- For the spring semester—between October 1st and November 15th
- For the long summer session—between February 1st and April 1st

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

Master of Science in Sport Management

Master of Science in Sport Management provides students with a focused curriculum to support their career aspirations. Appendix F in this handbook shows the required and elective courses students may take to graduate. Other courses cannot be substituted for required courses. Students are responsible for identifying their internship sites and supervisors before enrolling in SPMT 5003 Internship in Sport Management in consultation with their academic advisers.

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 an ePortfolio, although students may choose the thesis option to earn this degree.

- **ePortfolio**

The ePortfolio is a capstone representation of the student's internship experience in SPMT 5003 and work demonstrating achievement of the degree/course learning outcomes and professional competencies. The ePortfolio is the authentic performance-based assessment for earning credit in the internship and a comprehensive assessment of the student's successful completion of the Master of Science in Sport Management degree. The ePortfolio 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.

The portfolio is graded with a letter grade based on the seven components listed below.

1. Description of the internship organization within the sport industry overall and the sub-unit within which you completed your internship.
2. Description in general of the responsibilities you performed and the leadership and management opportunities you experienced while an intern.
3. Specific examples, such as theories, concepts, ideas, and practices learned in a minimum of four SPMT courses (SPMT 5320 and SPMT 5324 and any two or more SPMT elective courses) of linkages and applications between learning in these courses and the work you completed during your internship.
4. Description of the contributions you made during your internship.
5. Reflection on your professional and personal growth during your internship.
6. Analysis of professional and personal challenges you experienced during your internship.
7. List of recommendations for future interns who might work at your internship site.

- **Comprehensive Evaluation**

The comprehensive evaluation (comps) must be taken in the semester in which you plan to graduate, and you must be enrolled in at least one hour in the semester in which you plan to

graduate. You need to register for comps in the semester you plan to graduate by completing this form and giving it to Donna Torres.

The comprehensive evaluation should demonstrate your mastery of content learned through completion of your sport management courses and your ability to apply this learning to real-world situations. The comprehensive evaluation must include a clear description of and reflection about how you met each of these 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 how you met each of the student learning outcomes for the M.S. in Sport Management degree must include numerous specific examples of how SPMT coursework demonstrated you met these three learning outcomes. Information in your response to component #3 in your internship ePortfolio may be included and expanded upon in your comprehensive evaluation. The comprehensive evaluation will be evaluated on a pass or fail basis.

You will receive notification of the results (pass or fail) of the evaluation of the comprehensive evaluation by your adviser. If you do not pass, you must wait until the next academic term (i.e., spring, summer, or fall) before another comprehensive evaluation may be scheduled. All deadlines established by the Graduate School must be met, including enrollment in at least one credit hour.

Doctor of Philosophy in Exercise Physiology

The Doctor of Philosophy 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. The doctoral degree requires 60 credit hours beyond the master's degree that include required exercise physiology courses, seminars, electives, and a minimum of 12 dissertation credit hours, which count in the degree plan. Appendix J in this handbook outlines the required courses for this program.

• 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 or summer following the fourth full semester after successfully completing all core courses.
- Propose dissertation after passing qualifying exam.
- Defend dissertation after completing the research project.

• Duration of Program and Funding

The Ph.D. in Exercise Physiology is designed for students to graduate in four years (eight long semesters plus summers). This duration may be shorter or longer based on student productivity in completion of the dissertation. The Graduate School requires a minimum of three years beyond the bachelor's degree to earn a doctorate degree. The maximum number of years a Ph.D. student can serve in a GPTI position funded by the department is four years. Funding

received from other sources, such as a fellowship or grant, may support completion of the Ph.D. in more than four years. For funding beyond the fourth year, students are encouraged to apply for grant funding or the Doctoral Dissertation Completion Fellowship. For more information see <https://www.depts.ttu.edu/gradschool/financial/DoctoralFellowships.php>.

- **Transferred Credit Hours**

Students may transfer up to 12 credit hours of graduate coursework to replace electives in a program. Transferred credit hours 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 are reviewed every December by their mentors (Appendix K) and other exercise physiology faculty (Appendix L). Students must maintain active engagement in research as demonstrated by time spent in their mentor's laboratory conducting research, presenting research at local and national meetings, and publishing scholarly work. Faculty provide students feedback through the annual evaluation with the expectation that students will address any concerns. Consecutive poor evaluations will result in dismissal of the student 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, 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.

Graduate School Guidelines for Qualifying Exam

- The qualifying exam "requires a synthesis and application of knowledge acquired during the course of study for the doctoral degree; consequently, satisfactory performance in coursework does not necessarily guarantee successful performance on the qualifying exam."
- An advisory committee must consist of at least three members of the graduate faculty.
- Either the chair or co-chair of the advisory committee must be graduate faculty and a member of the department or program faculty from which the student will receive the doctorate.
- A qualified individual outside the university may serve as an external committee member but may not serve as chair and must be approved by the Graduate Dean.
- The major portion of the examination is ordinarily a written exam requiring at least six hours. It also includes an oral examination under the supervision of the committee.
- An applicant who does not pass the qualifying exam may be permitted to repeat it once after a time-lapse of at least 4-months and no more than 12 months from the date of the

unsatisfactory exam.

Departmental Qualifying Exam Guidelines

1. Requires four committee members – three departmental and one external to the department but part of the Texas Tech University graduate faculty. For external committee members not employed by Texas Tech University, prior approval from the Dean of the Graduate School is required. At least one of the three departmental committee members should teach one of the sections in KIN 7301 Advanced Exercise Physiology I or KIN 7303 Advanced Exercise Physiology II.
2. The written component should be comprised of questions submitted by *each committee member*. The written component is intended to assess students' ability to synthesize and apply the knowledge acquired during their doctoral course of study. Students will be given two to four hours to complete questions from **each** committee member. All questions should be completed within one workweek. The committee will grade responses as Satisfactory, Marginal, or Unsatisfactory. If a student receives an Unsatisfactory response from a committee member, a remediation period of two weeks will occur. During this two-week period, the student is responsible for addressing the weaknesses identified in their original response. The student must receive a Satisfactory or Marginal response from the committee before proceeding to the oral exam. In the event that there are two Unsatisfactory votes, the committee will decide whether remediation or a fail decision is warranted. Three or more Unsatisfactory votes indicates the student's performance was below expectations of a Ph.D. candidate and the student must retake the exam.
3. Other options for the written portion of the exam include writing a grant proposal or literature review. The topic for the grant or literature review will be selected by the *entire committee* and submitted to students at the start of the qualifying exam, and no earlier. The grant or literature review topic should be broadly related to students' research, but not the exact topic of their intended dissertation. Students will be given four weeks to complete the grant or literature review. The grant must follow formatting guidelines for an NIH F31 Pre-doctoral fellowship application. The literature review must follow guidelines for a journal that is selected by the committee. Students will not receive assistance from any committee member during this initial writing period. After the four weeks, the written document will be reviewed by each committee member for a Satisfactory, Marginal, or Unsatisfactory vote. If a student receives an Unsatisfactory response from a committee member, a remediation period of two weeks will occur. During this two-week period, the student is responsible for addressing the weaknesses identified in their original response. The student must receive a Satisfactory or Marginal response from the committee before proceeding to the oral exam. In the event that there are two Unsatisfactory votes, the committee will decide whether remediation or a fail decision is warranted. Three or more Unsatisfactory votes indicates the student's performance was below expectations of a Ph.D. candidate and the student must retake the exam.
4. The oral exam will be scheduled within two weeks following a Satisfactory or Marginal vote from their committee on the written portion of the qualifying exam. The oral exam is intended to assess students' knowledge ranging from a detailed explanation related to the written exam to a broad range of topics related to exercise physiology. Thus, it is recommended that students meet with individual committee members in these two weeks to discuss any areas of improvement before the oral exam. However, committee members should not share what specific questions will be asked during the oral exam. The oral exam should be at least two hours in duration. Any formal presentation by the student is not

permitted during the oral examination.

5. After completing the oral exam, students should be asked to leave the room in which the oral examination is being held. The committee will determine whether the student passed or failed the entire qualifying exam. The pass/fail decision will be determined by majority vote, requiring three out of the four members to vote Pass. Passing the qualifying exam indicates that student performance was at the level expected of a doctoral candidate. Once a decision is reached regarding the examination outcome, students will be asked to return to the examination room and the committee, led by the committee chair, will discuss the committee decision.
6. A Fail decision indicates students' performance was below expectations of a Ph.D. candidate. A student who does not pass the qualifying exam is permitted to repeat the entire exam after at least four months after receiving the fail decision from the first attempt. The committee will decide whether the student should retake the entire qualifying exam (written and oral), only sections of the written exam, and/or just the oral exam.
7. The departmental graduate policy currently states that if a Ph.D. student has not passed their qualifying exam before the start of their third year, they will no longer receive funding from the department. Therefore, the department recommends that the first attempt at the qualifying exam be early in the spring semester (i.e., early March) of their second year. A second attempt, if required, can then occur in the summer semester. This schedule should allow the entire qualifying exam process to be finished before starting the student's third year.

Note: The date of the decision on the oral portion of the qualifying exam is used as the starting date for counting the four months.

- **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.

- **Major Steps for Completing a Dissertation** (see

https://www.depts.ttu.edu/gradschool/academic/forms/List_of_Required_Major_Steps-Doctoral_Degree.pdf)

1. Submit the title of the research project to your mentor when generating degree plan at the start of the second semester in the program. Any change in degree plan must be discussed with and approved by the doctoral adviser with the approval of the Program Coordinator. https://www.depts.ttu.edu/gradschool/academic/forms/Doctoral_Degree_Plan.pdf
2. Formulate an advisory committee. The advisory committee must include at least three members of the graduate faculty (see OP 64.10 Graduate Faculty).
3. Pass qualifying exam during the fourth full semester or summer following the fourth full semester after successfully completing all core courses.
4. Prepare a dissertation proposal 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. https://www.depts.ttu.edu/gradschool/academic/thesis_diss/forms/2021-2022/Formatting_Manual_2021.pdf

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. Note: Your research project should have the appropriate ethical approval prior to starting your project.
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.
The Graduate School requires three weeks notification prior to the oral examination. Students and/or their chair must recommend a graduate faculty member to serve as the Graduate Dean's Representative during the final examination or defense. The Graduate Dean's Representative must be a member of the graduate faculty who does not have an appointment in the student's department; this representative's appointment may be in the student's college or outside the college. A copy of the dissertation also should be sent to the Graduate Dean's Representative two-three weeks prior to the defense for review.
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. Guidelines for the final oral examination can be found at the following link:
<https://www.depts.ttu.edu/gradschool/academic/forms/DoctoralOralDefenseGuidelines.pdf>
8. After the defense, obtain committee signatures on the Oral Defense and Thesis-Dissertation Approval form and submit it to the Graduate School.
9. Pay Thesis-Dissertation fee.
https://www.depts.ttu.edu/gradschool/academic/thesis_diss/forms/Oral-Exam-and-Thesis-Dissertation-Approval-Form.pdf
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 for Dissertation Hours

Students must take three credit hours of KIN 8000 Doctoral Dissertation in the last semester prior to graduation. All students who have begun dissertation research (and are not graduating in August) MUST enroll in at least one credit hour of KIN 8000 during the summer. Only 12 hours count toward the degree plan. Permission from the research mentor is needed to enroll in KIN 8000. While taking KIN 8000 may begin after passing the Qualifying Exam and after gaining approval of the dissertation proposal, enrollment typically occurs during the final year of study. Continuous enrollment in KIN 8000 is required once students start taking these credits. Students should receive a grade of "CR" for all KIN 8000 hours until the final semester. Faculty members should only assign a letter grade for KIN after the final defense.

Funding for Graduate Students

- **Graduate Teaching Assistantships**

Students can apply for a graduate teaching assistantship (GTA) by contacting Karla Kitten (karla.kitten@ttu.edu) or by visiting the department's website at <https://www.depts.ttu.edu/ksm/grad/assistantships.php>. The application process includes submission of an application form and an oral interview. If an interview cannot be scheduled, the applicant

must submit a short (3- to 5-minute) video showing the applicant teaching a new skill. GTA appointments are for one year. Based on performance, GTA appointments may be renewed for a second year, but never longer than four semesters.

A teaching assistantship provides financial support in the form of a nine-month stipend of \$14,000 (paid monthly with the first payment on October 1) and waivers of most, but not all, tuition and fees, except for the international fee, for nine (9) credit hours. GTAs are required to work on a half-time basis (20 hours per week) teaching Personal Fitness and Wellness (PFW) courses to meet the 20-hour per week requirement while maintaining a full-time course schedule in a master's graduate degree offered by the department. A full-time course schedule is considered nine credit hours in the fall and spring semester.

- **Departmental 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. Deadline for Graduate School scholarships is January 15 for scholarship awards for the following academic year.

- **Travel Funding for Presenting Research at Professional Conferences**

Graduate students may submit one travel request annually to the Department of Kinesiology and Sport Management (for travel to be completed between September 1, 2022, and August 31, 2023) to receive funding from the department of up to \$400 for master's degree students and \$500 for doctoral students for research presentations at professional conferences. To request these funds, graduate students need to send an email message to Dr. Lumpkin (angela.lumpkin@ttu.edu) with this information—degree seeking; conference title, location, and dates; name of hotel and rationale for not staying in the conference hotel; name and type of research presentation, and if this presentation was competitively accepted. These funds typically are matched by the Graduate School, when the Graduate School's travel application is submitted (see <http://www.depts.ttu.edu/gradschool/financial/travel.php>) but only if submitted at least 30 days in advance of traveling to the conference.

Important University Websites

- **Responsible Academic Conduct Training is required of all graduate students; the training must be completed within the first semester of enrollment.**
<https://www.depts.ttu.edu/gradschool/training/responsible-academic-conduct-training.php>
- Deadlines associated with graduation can be found at the Graduate School website at <https://www.depts.ttu.edu/gradschool/>; then click ‘Academic Progress’ located at the top of the page to find ‘Graduation Deadlines.’
- Graduate Center including Statistical Consulting <https://www.depts.ttu.edu/gradcenter/>
- Graduate Writing Center <http://www.depts.ttu.edu/gradschool/gswc.php>
- Professional development for graduate students
<https://www.depts.ttu.edu/gradschool/ProfessionalDevelopment/index.php>
- University Career Center <https://www.depts.ttu.edu/careercenter/>

- Student Employment Center <https://ttu.studentemployment.ngwebsolutions.com/>
- Graduate student travel <https://www.depts.ttu.edu/gradschool/financial/travel.php> and <https://www.depts.ttu.edu/gradschool/academic/forms/Funding-Application.pdf>
- Texas Tech Graduate School thesis/dissertation information https://www.depts.ttu.edu/gradschool/academic/thesis_diss/whatyouneedtoknow.php
- Thesis/dissertation defense timeline https://www.depts.ttu.edu/gradschool/academic/thesis_diss/images/defense.png
- Formatting and submitting a thesis/dissertation https://www.depts.ttu.edu/gradschool/academic/thesis_diss/completion_requirements/completiorequirements.php

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, 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 courses. 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, PubMed, PsycINFO, Sport Discus, ABI/INFORM, and JSTOR. These databases can be easily found at our library website <https://www.depts.ttu.edu/library/>. 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 you identify articles of interest, many are available online for downloading and reading. If a scholarly, 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. To request an article from the library to interlibrary loan go to <https://www.depts.ttu.edu/library/docdel/>. 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 systematic 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 choosing to include information from scholarly 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). 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. 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.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html for APA format guidelines.

Improving Writing Skills

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

1. Make an outline and write using an outline.
2. Create an introduction to state clearly the purpose statement and key points to be discussed.
3. Ensure the first (topic) sentence is most important in each paragraph and always use variety in sentence structure.
4. Focus each paragraph starting with a topic sentence connecting with the next sentences and making the last sentence a springboard to the following paragraph.
5. Conclude each paragraph by restating the thesis statement followed by its implications.
6. Compose short sentences and four- or five-sentence paragraphs.
7. Use active (not passive) verbs—search online for a list of active verbs to use.
8. 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.
9. Avoid overuse of these often, unnecessary words—the, that, these, which, and as well as.
10. Ensure subject and verb agreement (i.e., both singular; both plural).
11. Match the pronoun with its antecedent noun (i.e., both singular; both plural).
12. Use parallel construction, such as list of equivalent items beginning with present participle verbs, such as studying the criteria, writing papers, and submitting assignments.
13. Punctuate possessive nouns correctly (e.g., boy's toy is singular; girls' toys indicate plural).
14. Eliminate clutter, such as using several words instead of only one or two words, and exclude unnecessary prepositions and equivalent adverbs and adjectives.
15. Avoid clichés (a phrase so overused it shows a lack of original thought).
16. Use spellcheck, a dictionary, and a thesaurus to improve writing.
17. Read aloud as you proofread your writing to ensure connecting links and clarity.
18. Never submit for a grade a first draft, second, or even third draft, since writing well requires several drafts to write clear, edited, and concise sentences.

Appendix A Courses in Master of Science in Kinesiology

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

Exercise Physiology Concentration (18 credit hours)

- KIN 5315 Research Methods I (must take in first fall semester of enrollment)
- KIN 5334 Clinical Exercise Testing and Prescription
- KIN 5335 Cardiopulmonary Exercise Physiology
- KIN 5336 Skeletal Muscle Physiology

Plus choose two:

- KIN 5304 Clinical Internship*
- KIN 5337 Electrocardiography
- KIN 6000 Master's Thesis
- KIN 7000 Research

Human Performance Concentration (24 credit hours)

- KIN 5315 Research Methods I (must take in first fall semester of enrollment)
- KIN 5317 Seminar: Topics in Human Performance
- KIN 5318 Biomechanical Assessment of Human Performance
- KIN 5338 Human Body Composition
- KIN 5353 Research and Assessment of Muscular Performance
- KIN 5355 Program Design for Strength and Conditioning
- KIN 5357 Applied Neuromuscular Performance
- KIN 5358 Ergogenic Aids and Human Performance

Motor Behavior and Exercise and Sport Psychology (18 credit hours)

- KIN 5302 Motor Control
- KIN 5305 Motor Learning
- KIN 5312 Behavioral and Psychological Aspects of Exercise
- KIN 5313 Applied Psychology of Sport
- KIN 5315 Research Methods I (must take in first fall semester of enrollment)
- KIN 5316 Research Methods II

*This elective is only available for students wanting to complete internship hours in allied health and/or prepare for the ACSM-Clinical Exercise Physiologist certification exam.

Appendix B

Course Rotations in Master of Science in Kinesiology

Courses offered every Fall

KIN 5004 Special Topics in Kinesiology and Exercise Physiology
KIN 5301 Independent Study
KIN 5304 Clinical Internship
KIN 5312 Behavioral and Psychological Aspects of Exercise
KIN 5315 Research Methods I
KIN 5316 Research Methods II
KIN 6000 Thesis
KIN 7000 Research

Courses offered in the Fall, but during **odd years only**

KIN 5335 Cardiopulmonary Exercise Physiology
KIN 5338 Human Body Composition

Courses offered in the Fall, but during **even years only**

KIN 5305 Motor Learning
KIN 5336 Skeletal Muscle Physiology
KIN 5357 Applied Neuromuscular Performance

Courses offered every Spring

KIN 5004 Special Topics in Kinesiology and Exercise Physiology
KIN 5301 Independent Study
KIN 5304 Clinical Internship
KIN 5313 Applied Sport Psychology
KIN 5317 Seminar
KIN 6000 Thesis
KIN 7000 Research

Courses offered in the Spring, but during **odd years only**

KIN 5302 Motor Control
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 5337 Electrocardiography
KIN 5355 Program Design for Strength and Conditioning
KIN 5358 Sports Nutrition and Ergogenic Aids

Appendix C

Comprehensive Exam Registration Form for Exercise Physiology Students

(Student's Name)

(Student ID Number)

The comprehensive evaluation must be taken in the semester in which you plan to graduate. In order to take this exam, you must be enrolled in at least one credit hour, complete this form by circling the option you wish to pursue and submit the form to Donna Torres by the deadline listed below.

Options for the Exercise Physiology track include:

1. Thesis
2. Pass a written comprehensive examination based on content covered in KIN 5315, KIN 5334, KIN 5335, and KIN 5336.
3. Pass a comprehensive examination based on job task analysis questions for the American College of Sports Medicine (ACSM) Certified Clinical Exercise Physiologist (CEP) examination.
4. Pass the ACSM CEP exam:
 - a. We suggest that you take the CEP exam at the end of your third full semester in the program, ideally towards the end of your second internship (KIN 5304). If you pass the exam, you can use it as your final comprehensive evaluation even if it is not your last semester. You need to give the passing certificate to your adviser, and he or she will inform Donna Torres that you have passed.
 - b. Students must pass the ACSM CEP exam before the department deadline to register for the comprehensive evaluation. If they have not passed the certification exam at that time then students must register for a comprehensive examination (option 2 or 3).
 - c. Refer to online study guide when preparing for option #3 and/or the ACSM CEP exam at www.depts.ttu.edu/ksm/grad/acsm_exam.php

You will be notified of the results (pass or fail) of the comprehensive exam by your academic adviser. In the event of a failing score, the student must retake the comprehensive exam the following semester after a 4-month delay. The student must also register for at least one credit hour in the semester that they retake the exam. Failing the comprehensive exam a second time results in removal from the program without earning the degree. All deadlines established by the Graduate School must be met.

Your signature below verifies that you have read and understand these requirements.

Deadline for the ACSM exam is two weeks before the exam date, which is

_____. Exam Date _____.

Signed _____ Date ____/____/____

Adviser's Name _____

Appendix D

Comprehensive Exam Registration Form for Human Performance Concentration

(Student's Name)

(Student ID Number)

Master's students in the Human Performance Concentration must successfully complete one of the following comprehensive evaluations by _____.

Please check the evaluation you are electing to complete:

Comprehensive Evaluation Options

Thesis

Comprehensive examination

Preparation of a manuscript for peer-reviewed journal

Pass the NSCA Certified Strength and Conditioning Specialist certification exam:

- a. The certification exam must be taken in their third or fourth full semester in the program. If you pass the exam, you can use it as your final comprehensive evaluation. You need to give the passing certificate to your adviser, and he or she will inform Donna Torres that you have passed.
- b. Students must pass the certification exam before the department deadline to register for the comprehensive evaluation. If they have not passed the certification exam at that time then students must register for a comprehensive examination.

Thesis option. The thesis option requires successful completion of a research project culminating in a thesis and its defense, which comprises 6 credit hours (thesis hours). All thesis requirements and deadlines established by the Graduate School must be met.

Comprehensive examination. This exam will be given in two sections. Section 1 is a take-home exam. Section 2 is an in-class exam. Both sections will consist of questions on concepts and material in the area of Human Performance.

The student will be notified of the results of the written exam by his or her adviser. If the written exam is passed, the student passes the comprehensive exam. If a majority of faculty readers assign a failing grade to the written questions (either or both sections), an oral exam must be scheduled, as soon as possible. A passing grade on the oral exam will result in satisfactorily passing the comprehensive exam. If the student does not pass the oral exam, four months must pass (i.e., no sooner than the next semester) before another comprehensive exam may be scheduled. All deadlines established by the Graduate School must be met.

The comprehensive exam must be taken in the semester in which a student plans to graduate. During this semester, students must be enrolled in at least one credit hour.

Preparing a manuscript for a peer-reviewed journal. In order to complete this terminal examination option, the student must:

1. Identify an adviser from the Kinesiology faculty who agrees to supervise the project.
2. Identify a specific project to be completed. This project could 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.

3. Identify a specific peer-reviewed target journal and format the manuscript accordingly. The journal must be approved by the student's research adviser.
4. 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 further evaluation.
5. The evaluation of the student's research adviser and the Human Performance faculty will determine whether the student has successfully met the requirements necessary to fulfill this terminal examination option. If the original manuscript is deemed unacceptable, the student will be given suggestions for revisions. It is the student's responsibility to complete the manuscript early enough to allow for faculty review (and possibly revisions) prior to the final deadline as stated above.

I have read this form and agree to its contents.

If for any reason I am unable to complete the comprehensive evaluation selected above by _____ due to illness or other cause, I will notify Donna Torres (donna.torres@ttu.edu or 806-834-7968) and reschedule the evaluation for the following semester.

Signed _____

Date ____ / ____ / ____

Appendix E
Comprehensive Evaluation Form for Motor Behavior and Exercise and Sport Psychology
Concentration

 (Student's Name)

 (Student ID Number)

There are three options for your comprehensive evaluation in the Motor Behavior and Exercise and Sport Psychology (Motor Psych) concentration: thesis, comprehensive examination, or preparation of a manuscript for a peer-reviewed journal. Regardless of which you choose, you will be evaluated on topics in motor behavior, exercise and sport psychology, or both in addition to research methods, statistics, or both. Your topics will be selected by your adviser and approved by at least one other faculty member in the Motor Psych concentration.

You must complete your comprehensive evaluation and be registered with at least one credit hour in the semester in which you plan to graduate.

For a thesis, refer to the Graduate School (https://www.depts.ttu.edu/gradschool/academic/masters_thesis.php) for the requirements.

To complete the “manuscript option” students must a) identify a Motor Psych graduate faculty member who agrees to supervise the project; b) agree on a research project to be completed within a specified timeframe; c) write a full-length manuscript formatted using the author guidelines set by an appropriate peer-reviewed target journal; and lastly, d) have the manuscript approved by the research supervisor then evaluated by the Human Performance faculty. The manuscript must be of a sufficient quality that it could reasonably be submitted to a peer-reviewed journal.

The comprehensive exam begins with a written exam. If you receive a passing grade from all evaluators, then you pass the comprehensive exam. If, however, you receive a failing grade from any evaluator, then you must take an oral exam as soon as possible. If you receive a passing grade from all evaluators on your oral exam, then you pass the comprehensive exam. Alternatively, if you receive a failing grade from any evaluator, then you must restart the comprehensive exam process after at least four months. The comprehensive exam must be completed by

_____.

Evaluation: Thesis Manuscript option Comprehensive Exam

Signed _____

Date _____ / _____

Adviser's Name _____

Appendix F Courses in Master of Science in Sport Management

Non-thesis: Minimum 36 credit hours

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

Required Coursework (9 hours)

SPMT 5003 Internship in Sport Management (3 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 Applied Issues in Sports Analytics

SPMT 5345 Administration of Intercollegiate Athletics

SPMT 5346 Law in the Sport Industry

SPMT 5347 Sport Media Management

SPMT 5348 Sponsorship and Endorsement in Sport

SPMT 6000 Thesis (+KIN 5315 Research Methods I (required if choosing thesis option))

SPMT 7000 Research

Note: Master's degree students, except students completing a dual degree program, are limited to taking a maximum of nine credit hours outside of the department.

Course Rotations in Master of Science in Sport Management

Course Number and Title	Typically when taught
SPMT 5003 Internship in Sport Management	Fall; Spring; Summer
SPMT 5300 Special Topics	TBA
SPMT 5320 Sport Leadership [required]	Spring; Summer
SPMT 5321 Financial Management in Sport	Spring
SPMT 5322 Organizational Behavior in Sport	Fall
SPMT 5324 Marketing and Promotions in Sport	Fall; Summer
SPMT 5325 Ethics and Morality in Sport	Spring
SPMT 5329 Sport Event Management	Fall
SPMT 5031 Independent Study	TBA
SPMT 5344 Applied Issues in Sports Analytics	Spring
SPMT 5345 Administration of Intercollegiate Athletics	Fall
SPMT 5346 Law in the Sport Industry	Fall of odd years
SPMT 5347 Sport Media Management	Summer
SPMT 5348 Sponsorship and Endorsement in Sport	Spring
SPMT 6000 Thesis	TBA
SPMT 7000 Research	TBA

Appendix G

JD/MS in Sport Management Dual Degree Program

The School of Law, in association with the Graduate School, offers a dual-degree program that enables a student to earn both the Doctor of Jurisprudence (JD) and Master of Science in Sport Management (MS) degrees in three years of academic work. The first year of study must be in School of Law courses. This degree program may be particularly beneficial to students in becoming athletic directors or senior administrators of collegiate or professional sport programs as well as those who wish to represent athletes as sports agents.

Both degrees will be awarded upon completion of 102 hours (78 hours, including the 55 credits in first-year and advanced required law courses) and a total of 24 hours of sport management). This is made possible by allowing 12 hours of approved law courses to transfer as elective credit toward the MS degree and vice versa.

The remainder of the 12 hours should include four credit hours each from LAW 5402 Contracts and LAW 6435 Business Entities and any of the following courses:

LAW 6034 Trademarks and Unfair Competition (2-3 credits)
 LAW 6035 Negotiation Workshop (2-3 credits)
 LAW 6065 Discrimination in Employment Law (2-3 credits)
 LAW 6071 Employment Law (2-3 credits)
 LAW 6090 Gaming and Racing Law (2-3 credits)
 LAW 6255 Sports Law (2 credits)
 LAW 6231 Introduction to Intellectual Property (2 credits)
 LAW 6217 Entertainment Law (2 credits)

Master of Science in Sport Management

Required Curriculum (9 hours)

- SPMT 5003 Internship in Sport Management (3 hrs.)
- SPMT 5320 Sport Leadership
- SPMT 5324 Marketing and Promotions in Sport

Elective Curriculum (choice of 5 courses from among the following):

- 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 Applied Issues in Sport Analytics
- SPMT 5345 Administration of Intercollegiate Athletics
- SPMT 5346 Law in the Sport Industry
- SPMT 5347 Sport Media Management
- SPMT 5348 Sponsorship and Endorsement in Sport

Any of the Law courses count for the other 12 credit hours in this degree.

Appendix H

MBA/MS in Sport Management Dual Degree Program

The Graduate School in association with the Rawls College of Business Administration and Department of Kinesiology and Sport Management offers a dual-degree program that enables a student to earn both the Master of Business Administration (MBA) and Master of Science in Sport Management (MS) degrees in two years of concentrated study. Courses may be completed in any order. The MBA requires 42 credit hours, while the MS in SM requires 36 credit hours. Electives (12 hours in each degree) count for both degrees, so students can complete both degrees in two years of concentrated study.

MBA Core (24 hours)

ACCT 5301 Financial and Managerial Accounting
 ISQS 5331 IT for Managers and Operations Management
 ISQS 5345 Statistical Concepts for Business and Management
 MKT 5360 Marketing Concepts and Strategies
 MGT 5372 Leadership and Ethics
 FIN 5320 Financial Management Concepts
 MGT 5391 Strategic & Global Management—Capstone
 MGT 5371 Managing Organizational Behavior and Organizational Design

Choose 2 out of 3 (6 hours)

ISQS 5330 Managerial Decision Theory and Business Analytics
 BECO 5310 Economic Analysis for Business
 BLAW 5390 Legal, Regulatory, and Ethical Environment of Business

Electives for SPMT (12 hours)

SPMT 5324 Marketing and Promotions in Sport
 SPMT 5325 Ethics and Morality in Sport
 SPMT 5329 Sport Event Management
 SPMT 5345 Administration of Intercollegiate Athletics

M.S. in Sport Management (24 credit hours)

Required

SPMT 5003 Internship in Sport Management (3 hrs.)
 SPMT 5320 Sport Leadership
 SPMT 5324 Marketing and Promotions in Sport
 SPMT 5329 Sport Event Management
 SPMT 5325 Ethics and Morality in Sport
 SPMT 5345 Administration of Intercollegiate Athletics

Choose any three courses

SPMT 5321 Financial Management in Sport
 SPMT 5322 Organizational Behavior in Sport
 SPMT 5344 Applied Issues in Sports Analytics
 SPMT 5346 Law in the Sport Industry
 SPMT 5347 Sport Media Management
 SPMT 5348 Sponsorship and Endorsement in Sport

Appendix I Comprehensive Evaluation in Sport Management

(Student's Name)

(Student ID Number)

The comprehensive evaluation (comps) must be taken in the semester in which you plan to graduate, and you must be enrolled in at least one hour in the semester in which you plan to graduate. You need to register for comps in the semester you plan to graduate by completing this form and giving it to Donna Torres.

The comprehensive evaluation should demonstrate your mastery of content learned through completion of your sport management courses and your ability to apply this learning to real-world situations. The comprehensive evaluation must include a clear description of and reflection about how you met each of these 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 how you met each of the student learning outcomes for the M.S. in Sport Management degree must include numerous specific examples of how SPMT coursework demonstrated you met these three learning outcomes. Information in your response to component #3 in your internship portfolio may be included and expanded upon in your comprehensive evaluation. The comprehensive evaluation will be evaluated on a pass or fail basis. You will receive notification of the results (pass or fail) of the evaluation of the comprehensive evaluation by your adviser. If you do not pass, you must wait until the next academic term (i.e., spring, summer, or fall) before another comprehensive evaluation may be scheduled. All deadlines established by the Graduate School must be met.

You must submit your Comprehensive Evaluation to your adviser for grading no later than _____.

Signed _____

Date _____ / _____ / _____

Please provide this information:

Mailing Address _____

City _____ St _____ Zip _____

Cell Phone # _____

Email Address _____

Adviser's Name _____

Appendix J
Courses in Doctor of Philosophy in Exercise Physiology

Core		Students Entering Fall 2020	Students Entering Fall 2021	Students Entering Fall 2022	Students Entering Fall 2023
KIN 5316	Research Methods II	Spring 2021	Spring 2022	Fall 2022	Fall 2023
KIN 7104	Seminar in Exercise Physiology	each fall and spring	each fall and spring	each fall and spring	each fall and spring
KIN 7301	Advanced Exercise Physiology I	Fall 2020	Fall 2022	Fall 2022	Fall 2024
KIN 7303	Advanced Exercise Physiology II	Fall 2021	Fall 2021	Fall 2023	Fall 2023
KIN 7304	Advanced Topics in Exercise Physiology	Spring 2022	Spring 2023	Spring 2024	Spring 2025
KIN 7305	College and University Teaching in Exercise Physiology	Fall 2020	Fall 2021	Spring 2023	Spring 2024
KIN 6319	Development of Exercise Physiology Proposals	Spring 2021	Spring 2022	Fall 2023	Fall 2024
Electives					
KIN 7000	Research (faculty member approval required)	Any semester or summer session	Any semester or summer session	Any semester or summer session	Any semester or summer session
Other Electives*					
	Qualifying Exam after core courses are completed				
KIN 8000	Doctoral Dissertation (three credit hours of KIN 8000 are required in the last semester prior to graduation)	12+ continuous fall, spring, summer	12+ continuous fall, spring, summer	12+ continuous fall, spring, summer	12+ continuous fall, spring, summer

The doctoral degree requires 60 credit hours that include exercise physiology courses, seminars, electives, and a minimum of 12 dissertation credit hours. The table above outlines the required courses.

*As other electives, Ph.D. students may enroll in courses outside the department to strengthen their doctoral program learning, if approved by the Ph.D. mentor. If funded by the department, then the department pays the associated tuition and fees for these courses as long as they are not in excess of the nine credit hours in the fall and spring semesters or six credit hours in the summer.

Appendix K
Mentor Annual Assessment of Ph.D. Student Performance

This form must be completed on an annual basis by the mentor of each student in the exercise physiology program. The first assessment should occur after the student's first semester in the program then repeated every December thereafter. After completion, please submit this form to the Ph.D. Program Coordinator. This assessment must be discussed with each student to help ensure students maintain satisfactory progress toward graduation and becoming productive scholars.

Student Name _____ **Year in Program** _____ **Semester/Year** _____

Every exercise physiologist must have a core set of skills. Summarize the student's activities in the space provided. Details (article references, etc.) can be listed on the next page.

Basic Statistical Methods

(Report grades from relevant courses and/or include relevant activity in research)

Reporting Research Activities

(Might include published, submitted, or draft papers; conference presentations)

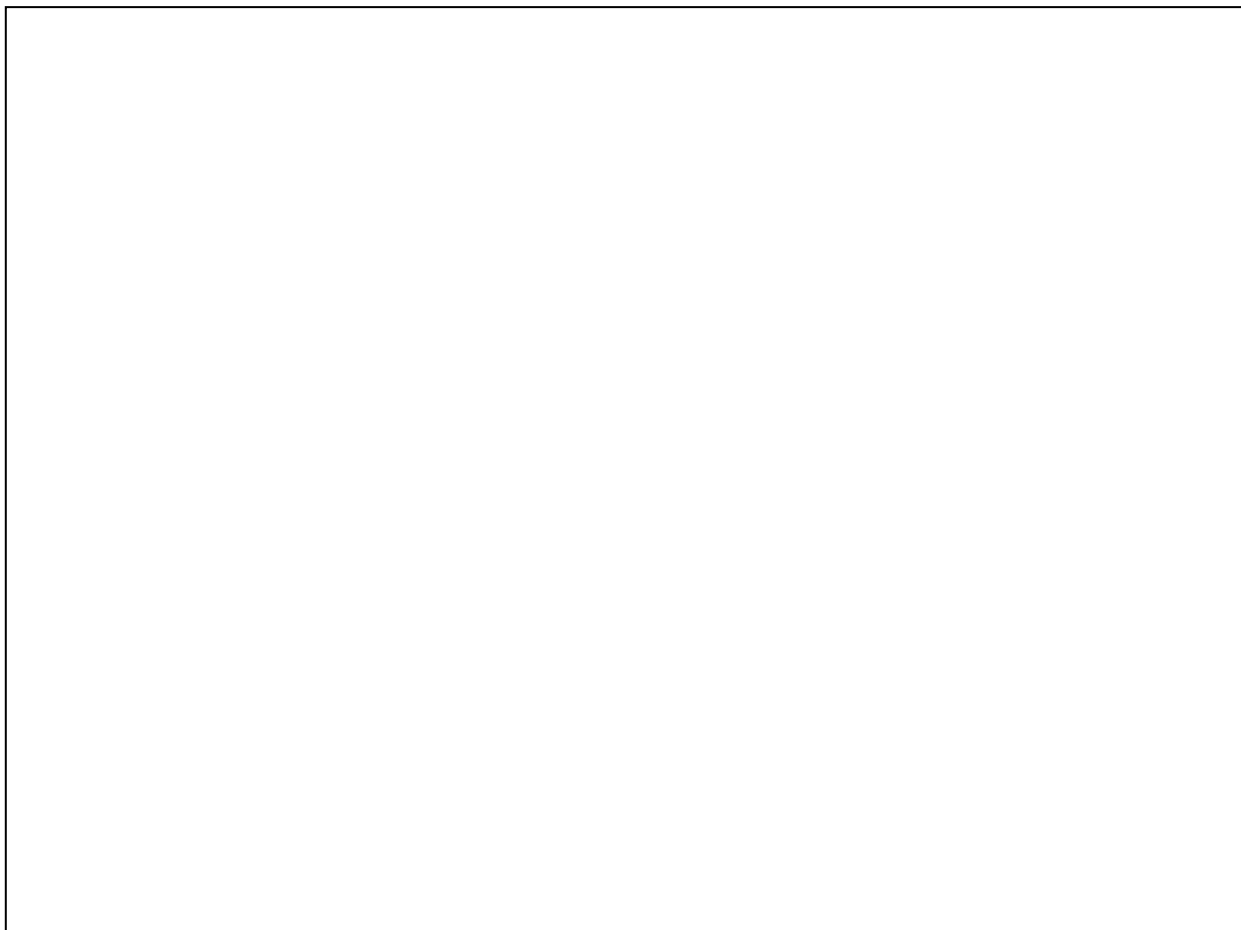
Work Ethic

(Might include time spent in lab relative to peers; workshops attended; grants submitted)

Teaching

(Might include teaching assignment; role as course Instructor; peer evaluation scores)

Use the space below to provide more information about the student's progress not yet mentioned. Please list student publications and/or presentations summarized on the first page.



Relative to the student's previous year, has the student shown significant progress? What specific areas should the student focus on to improve in the upcoming year?



Appendix L
Faculty Annual Assessment of Ph.D. Student Performance

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 anonymous and give these to the Ph.D. Program Coordinator who will provide a copy to each mentor.

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