FOREWARD to Graduate Students

Welcome to the Department of Sport Management at the Florida State University. This manual sets forth policies and guidelines that the Graduate Faculty and the Department follow in the conduct of the Graduate Program. Additionally, this manual highlights some of the more significant University requirements. However, knowledge of the material in this handbook does not relinquish you from the need and responsibility for familiarizing yourself with, and adhering to all University policy and requirements found in the Florida State University Graduate Bulletin (http://registrar.fsu.edu/bulletin/) and other appropriate documents from The Graduate School (408 Westcott), and the College of Education Office of Academic Services and Intern Support (http://www.coe.fsu.edu/Student-Academic-Services-OASIS/For-Graduates) (2301 Stone Building).
# Table of Contents

<table>
<thead>
<tr>
<th>Content</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENTAL POLICIES</td>
<td></td>
</tr>
<tr>
<td>I. RESIDENCY</td>
<td>1</td>
</tr>
<tr>
<td>II. ACADEMIC COMMON MARKET</td>
<td>1</td>
</tr>
<tr>
<td>III. FLORIDA’S LINKAGE INSTITUTE</td>
<td>1</td>
</tr>
<tr>
<td>IV. LATIN AMERICAN/CARRIBEAN SCHOLARSHIP PROGRAM</td>
<td>2</td>
</tr>
<tr>
<td>V. TRANSFER CREDITS</td>
<td>2</td>
</tr>
<tr>
<td>VI. RETENTION</td>
<td>2</td>
</tr>
<tr>
<td>A. General Policy</td>
<td>2</td>
</tr>
<tr>
<td>B. Departmental Policy</td>
<td>3</td>
</tr>
<tr>
<td>VII. REGISTRATION</td>
<td>3</td>
</tr>
<tr>
<td>VIII. ADVISORY COMMITTEES</td>
<td>3</td>
</tr>
<tr>
<td>A. Masters Committees</td>
<td>3</td>
</tr>
<tr>
<td>B. Doctoral Committees</td>
<td>4</td>
</tr>
<tr>
<td>IX. PLANNING PROGRAMS OF STUDY</td>
<td>5</td>
</tr>
<tr>
<td>A. Program Requirements</td>
<td>5</td>
</tr>
<tr>
<td>X. VARIABLES INFLUENCING DEGREE PROGRAMS</td>
<td>5</td>
</tr>
<tr>
<td>A. Time to degree</td>
<td>5</td>
</tr>
<tr>
<td>B. Summer schedules</td>
<td>5</td>
</tr>
<tr>
<td>C. Two-week turnaround</td>
<td>6</td>
</tr>
<tr>
<td>D. Summer supervision</td>
<td>6</td>
</tr>
<tr>
<td>E. Continuous enrollment</td>
<td>6</td>
</tr>
<tr>
<td>F. Student files</td>
<td>7</td>
</tr>
</tbody>
</table>

2015-2016
XI. ACADEMIC COURSE POLICIES 7
   A. Evaluation /Examinations 7
   B. Academic Honesty 7
   C. Grading 8
   D. Grade Appeals 8

XII. CANDIDACY 8
   A. Schedule for Admission to Candidacy 8
   B. Time Limit for Completion of Degree Requirements 8

XIII. PROSPECTUS FOR THESIS/DISSERTATION 10
   A. Format 10
   B. Content 10
   C. Reading Time 11
   D. Prospectus Hearing 11
   E. Submission for Approval 11
   F. Failed Prospectus Hearing 12

XIV. THESIS/ DISSERTATION 12
   A. Format 12
   B. Completing the Thesis/Dissertation 12

XV. CLEARANCE AND GRADUATION 14
   A. Clearance 14
   B. Graduation 14

XVI. SUMMER POLICY 15

XVII. ASSISTANTSHIPS 15
   A. Assistantships 15
   B. Funding Policy 16
   C. Professional Responsibilities of Graduate Teaching Assistants 17
   D. Employment Outside the Department 17

2015-2016
XVIII. TUITION WAIVER POLICY

XIX. ANNUAL EVALUATIONS

XX. MASTERS STUDENTS COMPREHENSIVE EXAMINATION
(Career Portfolio):

XXI. QUALIFYING EXAMINATIONS for DOCTORAL STUDENTS

XXII. FAILURE to PROGRESS

XXIII. READMISSION

XXIV. DOCTORAL PRELIMINARY EXAMINATION

A. Purpose
B. Format
C. Timing
D. Performance Criterion
E. Registration Procedures and Policies

XXV. LETTERS OF RECOMMENDATION

Appendix A: Master’s Thesis Guidelines

Appendix B: Application for Approval of Master’s Thesis Topic
Department Policies

I. Residency

A. University policies concerning resident status are followed.

1. Graduate students awarded a departmental assistantship will receive a tuition waiver for out-of-state rates, if applicable, during the first year of enrollment. Any departmental assistantship awarded in subsequent years will only include a tuition waiver for in-state rates. Domestic graduate students are responsible for establishing Florida residency as soon as possible. International students that are not eligible for residency may be awarded a tuition waiver for out-of-state rates in subsequent years, depending on availability of funds.

2. Information for residency classification may be obtained through the Office of Admissions (https://admissions.fsu.edu/Residency/Residency.cfm).

II. Academic Common Market

Through the Academic Common Market (ACM), residents of select states may qualify for in-state tuition rates at Florida State University. Eligibility varies by program of study and state of residence. The lists below indicate which states participate in the ACM in relation to the masters and doctoral degree programs.

MS—Louisiana, Maryland, & Texas
PhD—Georgia, Louisiana, Mississippi, Tennessee, Texas, & West Virginia

For information consult the Southern Regional Education Board (http://www.sreb.org/). Those who qualify may be exempt from out-of-state tuition fees and would only be required to pay in-state tuition and fees.

Note: Participating states identify the program at FSU as “Sport Administration.” Those participating in the ACM will be coded for administrative purposes as “Sport Administration.”

III. Florida’s Linkage Institutes

Through Florida's Linkage Institutes, citizens of numerous countries may be eligible to receive waivers of the out-of-state portion of tuition at Florida State University. For further information consult the information available through the following webpage: http://www.international.fsu.edu/types/Linkage/Default.aspx.
IV. Latin American/Caribbean (LAC) Scholarship Program

Graduate students who are citizens from Latin America and the Caribbean (including Puerto Rico and the U.S. Virgin Islands) who have been awarded a non-duty scholarship from the U.S. federal government or the State of Florida government of a minimum of $500 per academic year (fall and spring semesters), may be eligible to be designated as Latin American and Caribbean Scholarship recipients. The scholarship recipients will be classified as a Florida resident for tuition purposes. Further information is available at http://www.gradstudies.fsu.edu/Funding-Awards/Financial-Support-General-Information/Latin-America-Caribbean-LAC-Scholarship.

V. Transfer Credits

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school is limited to six (6) semester hours. The transfer of courses not counted toward a previous degree within Florida State University is limited to twelve (12) semester hours. The majority of credit hours for a graduate degree must be earned through Florida State University or its official consortia institutions. Transfer credit may be applied toward general elective coursework and/or department elective coursework (if applicable). Transfer credits will not be accepted for core coursework. The department chair in consultation with the department faculty members will determine how many, if any, courses will be recommended for transfer credit.

All transfer credit must: 1) be recommended by the major department; 2) be evaluated as graduate work by the evaluation section of the Office of Admissions of Florida State University; and 3) have been completed with grades of 3.0 (“B”) or better.

The University does not accept experiential learning, or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

VI. Retention

A. General Policy

1. University regulations are followed for retention.

2. Any student with cumulative GPA below 3.0 is placed on probation by the University and monitored by Departmental faculty. Two consecutive semesters with a cumulative GPA below 3.0 will result in dismissal from the university.

3. Students are expected to follow accepted, rigorous standards of academic performance and honesty that is consistent with the Honor Code found in the Student Handbook (http://www.gradstudies.fsu.edu/Information-For/New-Current-Students).
VI. Retention (cont.)

B. Departmental Policy

1. There is an annual review to assess the progress of all graduate students.

2. Feedback will be provided to all students concerning the results of the review; any student whose work is substandard must consult with their advisor about procedures for correcting the problem(s) and about proper registration for the next term.

3. Students with difficulty in reading, writing, and/or speaking English may be required to undertake specific work to improve language skills.

VII. REGISTRATION

A. Students must secure an advisor’s approval to register. Students should not enroll in courses prior to discussing their prospective schedule with their advisor.

B. Students should retain a copy of enrollment information.

C. To register for variable credit courses (Directed Individual Study (DIS), Supervised Research, Field Internship, Supervised Teaching, Thesis Hours, or Dissertation Hours) a student must obtain a computer reference and section number from the department’s Academic Program Specialist. The Academic Program Specialist will confirm with the appropriate faculty member(s) that a student is eligible for the particular variable credit course before the reference and section numbers will be assigned.

VIII. ADVISORY (SUPERVISORY) COMMITTEES

A. Masters Supervisory Committee: Non-Thesis Track

1. The Director of Graduate Studies for the Master’s program serves as the advisor for non-thesis students. The Director of Graduate Studies will work with students following the non-thesis track to identify and establish a supervisory committee.

2. The Committee Appointment form, a part of the Program of Study form, is to be completed and submitted to the College of Education Office of Academic Services and Intern Support. This form must be on file before the student can register for the master’s comprehensive examination.

3. The advisory committee may be changed if appropriate or necessary. There is a separate committee form that should be used for revising committees, and may be obtained from the COE website: http://www.coe.fsu.edu/Student-Academic-Services-OASIS/For-Graduates.
VIII. ADVISORY (SUPERVISORY) COMMITTEES (cont.)

B. Master’s Supervisory Committee: Thesis Track

Students approved for the thesis option are engaged in learning about the research process, and focus in-depth on a particular issue in the sport industry. Those seeking to develop a particular expertise in a certain topic area, and/or those with the future goal of pursuing doctoral studies, are encouraged to apply for the thesis track. **Individuals must complete the approval process to be eligible for the thesis track.** Refer to Appendix A for further information about applying for approval to conduct a master’s thesis. The application for approval of a master’s thesis topic is included in Appendix B.

C. Doctoral Advisory Committees:

1. The faculty member agreeing to sponsor a doctoral applicant’s admission will be appointed to serve as the major professor to assist the student in developing a program of study and to advise the student regarding enrollment.

2. Preliminary Exam Committee

   The committee is composed of three faculty members. The three members will provide testing pertaining to a student’s specialization, additional topic area, and research methods. At least two, if not all three, of the committee members must be from within the department. The members should be selected in consultation with a student’s major professor.

3. Dissertation Committee

   The committee is composed of no less than four faculty members with the proper graduate faculty status. One of the four members must be from outside the Department and have graduate faculty status. The outside member is also the designated University Representative; this member must have graduate faculty status and also be a tenured faculty member. Two committee members may be from outside the department; in such an instance, one outside member will be designated as the University Representative. The outside member(s) should be selected based on that person’s ability to make a significant contribution to the development of the dissertation. The other members should be chosen for their expertise, and their interest in and ability to assist in planning the student’s work, as well as (or) be able to guide research efforts. The student, in conjunction with the major professor, will identify prospective committee members that will subsequently be invited to serve.

4. The dissertation advisory committee may be changed if appropriate or necessary. There is a separate committee form that should be used for revising committees, and may be obtained from the COE website: [http://www.coe.fsu.edu/Student-Academic-Services-OASIS/For-Graduates](http://www.coe.fsu.edu/Student-Academic-Services-OASIS/For-Graduates).
IX. PLANNING PROGRAM OF STUDY

A. Program Requirements:

1. The Program of Study (POS) outlines the courses taken and the term of completion for these courses.

2. The advisor, advisory committee, and/or major professor are to assist the student in planning and preparing the Program of Study.

3. The College of Education POS form may be retrieved from the Office of Academic Services and Intern Support (http://www.coe.fsu.edu/Student-Academic-Services-OASIS/For-Graduates). The departmental doctoral student advising guide contains information about the program of study for PhD students, including a working template for setting up the POS.

4. For Master’s students the POS is to be approved and signed by the committee members and the Department Chair, and submitted to the COE Office of Academic Services and Intern Support (2301 Stone Building) during the first semester of enrollment. The student will not be permitted to register for the Master’s comprehensive examination until his or her POS is on file. The Director of Graduate Studies for the master’s students will coordinate identification of committee members for students completing the non-thesis track.

5. For Doctoral students the POS is to be approved and signed by the committee members and the Department Chair, and submitted to the COE Office of Academic Services and Intern Support (2301 Stone Building) immediately following the successful completion of the first year of course work. Doctoral students are to consult with their major professor to identify committee members.

X. VARIABLES INFLUENCING DEGREE PROGRAMS

A. Time to degree completion

1. The master’s program is structured so that the degree may be completed in three semesters, though more time may be used to complete the degree requirements.

2. The doctoral program is structured so that two years will focus on course work, and the third year (and any subsequent years) is utilized for completion of the dissertation.

B. Due to budgetary and programmatic fluctuation, summer schedules, faculty employment, and the class schedules of other departments cannot be predicted with great accuracy. Therefore, advance inquiry is required so plans and programs of study can be as accurate as possible and delays anticipated.
X. VARIABLES INFLUENCING DEGREE PROGRAMS (cont.)

C. Faculty members in this department will attempt to honor a two-week turnaround schedule regarding papers and other work unless holidays or professional obligations interfere. The two-week turnaround applies for students in good academic standing who are continuously enrolled, and who are in Tallahassee. Students should not expect a shorter turnaround time. Doctoral students working ABD and not residing in Tallahassee, or master’s student working to complete a thesis and not residing in Tallahassee, should allow for a four-week turnaround regarding papers and other work.

D. Faculty who are not employed for a term, such as summer, cannot supervise work for which credit is given. They may, if they wish, serve on committees or advise students.

E. Continuous Enrollment:

1. Doctoral Students:

   a. Departmental policy requires continuous enrollment in at least two dissertation hours, every term after admission to candidacy, until the degree is completed.

   (1) An exception to this requirement would occur when the major professor is not employed for a term.

   (2) An exception to this requirement would also occur when a candidate has completed the dissertation defense and must enroll in one subsequent semester in order to graduate. In this instance, only one credit hour is required by the department. Note: The university may require two credit hours. The requisite number will be determined by the Dean of the Graduate School.

   b. A minimum total of 24 dissertation hours is required. Additional hours may be completed.

2. Masters students completing a thesis should enroll continuously for at least two thesis hours, unless the major professor is not employed for a term, for a minimum of six total thesis hours. Additional credits may be required.

3. Registration shall be required in the final term in which the degree is granted and shall consist of a minimum of two semester hours of thesis/dissertation credit, unless a student qualifies for an exception as noted in item E 1 a (2) above, plus registration for the appropriate examination, defense, etc.

4. Students must register for graduation in the semester they expect to graduate. If a student registered in a previous semester and was unable to graduate, s/he must register again.
X. VARIABLES INFLUENCING DEGREE PROGRAMS (cont.)

F. Student Files:

a. Departmental files for each student are located in the Departmental Office, Suite 1002 Tully Gym.

b. Each major professor may also maintain a working file on each student that he/she advises.

c. Each student should maintain his/her own file of all transactions. Each transaction or decision should be in writing (which may be in electronic form) with a copy for the student and the advisor.

d. The official student files are in the COE Office of Academic Services and Intern Support (2301 Stone Building). All verifications of eligibility, etc., are received in and from that office.

XI. ACADEMIC COURSE POLICIES

A. Evaluation/Examinations:

1. The Department follows the final examination policy specified by Florida State University.

2. Final examinations may or may not be required in graduate courses as some professors choose to use other performance data for evaluation.

3. If a final examination is to be given, the published examination schedule is to be followed. University policy states that no examination in lieu of a final examination is to be given during the last week of classes.

4. The Department adheres to the policy of continuous evaluation and examination of all graduate students. Please refer to the information regarding student evaluation, comprehensive examinations, qualifying and preliminary examinations.

B. Academic Honesty:

As stated in The University’s Student Handbook (http://www.gradstudies.fsu.edu/Information-For/New-Current-Students), students are expected to adhere to the highest standards of academic honesty, which include doing one’s own work and giving an acknowledgment when using the work of others. Each student should be thoroughly aware of the standards to which the Academic Honor System holds each student, and the consequences for failing to meet those standards. The department strongly supports the Academic Honor System embraced by the university. Students should consult the University policy on Academic Honesty for more details:
http://registrar.fsu.edu/bulletin/grad/info/acad_regs.htm#AcademicHonorSystem.
XI. ACADEMIC COURSE POLICIES (cont.)

C. Grading:

1. The University scale of letter grades is used. Each professor will indicate how his/her grading system translates to that format.

2. Incomplete grades will be given only for extenuating circumstances. The “I” is to be removed during the next term of enrollment or the next term in which the professor is employed. If there is a delay in this process, the professor may request an extension. It is the responsibility of the student to ask the professor for the extension.

3. Incomplete grades for credit hours will become “F” at the end of one semester if the instructor of record does not submit a grade change form or request an extension. It is the responsibility of the student to request a grade change once course requirements have been completed, or to ask the instructor for the extension.

D. Grade Appeals

University procedures are followed for grade appeals. In general, this includes discussing the problem with the professor first, and then with the Department Chair if subsequent action is necessary.

XII. DOCTORAL CANDIDACY

A. Schedule for Admission to Candidacy

1. All required course work (courses listed on Program of Study) must be completed.

2. Preliminary examination successfully completed.

3. Complete and submit an Admission to Candidacy form.

4. Upon admission to candidacy, the student must be continuously enrolled in a minimum of two dissertation hours unless the major professor is not employed that term.

5. A student must be admitted to candidacy six (6) months prior to planned graduation.

B. Time Limit for Completion of Degree Requirements

1. Upon successful completion of the preliminary examination, doctoral candidates must schedule and complete a prospectus hearing with their dissertation committee within 120 days. If a student is making progress and requires additional time to schedule the prospectus hearing, the major professor may petition the Department Chair for an extension. Failure to either complete a prospectus hearing or seek an extension can result in termination of any department support.
XII. DOCTORAL CANDIDACY (cont.)

B. Time Limit for Completion of Degree Requirements

2. All requirements for the doctoral degree must be completed within five (5) calendar years from the time the student passes the preliminary examination. Alternatively, the student’s Advisory Committee will require that a new preliminary examination be passed.

3. Extension of Dissertation Time Limit

a. Doctoral students who have used up the allotted five-year time period for completing the dissertation after being admitted to candidacy may request a one-semester extension if they meet the following criteria:

(1) The prospectus must have been approved by the student’s committee and signed off by the College of Education’s Associate Dean of Graduate Studies at least two months prior to the beginning of the extended semester.

(2) It must be determined and verified by the student’s Doctoral Committee that the student is making satisfactory progress toward the completion of the degree, and that a one-semester extension is sufficient for completion of all requirements. In most cases, this will mean that data has been collected prior to the start of the time extension.

b. A second semester extension may be requested by the student only if the student can demonstrate and document that failure to complete the dissertation during the first extension was due to extreme personal hardship. This request must be accompanied by a letter of support by the student’s Major Professor, and must have the endorsement of the student’s Doctoral Committee as a whole.

c. Approval of extensions, described in items 2 and 3, must be obtained through a majority vote of the faculty of the Department. If the student’s request is not approved at the departmental level, the student has the right to continue pursuit of approval of the extension at the College and/or University levels. If a student has been denied at all levels, and wishes to continue in the Doctoral Program, the student must satisfy requirements for readmission to candidacy, as described in the Graduate Student Handbook.

d. Steps in the Approval Process

1. Student makes request for extension to Major Professor.

2. Major Professor brings request to Doctoral Committee for endorsement.
XII. DOCTORAL CANDIDACY (cont.)

B. Time Limit for Completion of Degree Requirements

3. Extension of Dissertation Time Limit

d. Steps in the Approval Process

3. Major Professor presents the request in writing to the faculty for discussion and vote.

4. If approved, request then goes to the Associate Dean for Graduate Studies in the College of Education.

5. The request for extension is submitted to the Dean of the Graduate School for approval.

6. If request is not approved, the Major Professor will advise the student of options.

XIII. PROSPECTUS FOR THESIS/DISSERTATION

A. A prospectus should be prepared using the Graduate School’s ETD formatting guidelines. The guidelines are posted through GradSpace, the Graduate School's Blackboard site for all graduate students.

B. Content

1. The prospectus should be written in future tense.

2. Chapter 1 contains the introduction, statement of the problem, research questions and/or hypotheses, definitions of terms, assumptions, limitations, and significance of the study. Chapter 2 contains the review of literature. Chapter 3 contains the selection of subjects, the instruments or apparatus to be used, procedures, and proposed analysis of data. If a pilot study is completed, the results are to be incorporated in the appropriate section/chapter.

3. All thesis and dissertation prospectuses must include (usually as an appendix) a letter of approval from the Florida State University Institutional Review Board. That letter must acknowledge that the student is the primary research/researcher of record, and that the proposed research has been approved for a time period following the proposal date and in line with the data collection period proposed by the student.
XIII. PROSPECTUS FOR THESIS/DISSERTATION (cont.)

C. Reading Time:

The standard of two weeks for the reading of each draft of the prospectus by the Major Professor is to be expected. More than one draft of the prospectus will likely be completed before approval is given by the Major Professor for distribution of the document to the Committee. Students should recognize that it may take several drafts before the prospectus is approved as suitable for a defense. Once the prospectus has been distributed to the Committee, the reading time for the committee is at least two weeks prior to the defense of the prospectus.

D. Prospectus Hearing

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g. medical or other emergency situations prevent the participation of a committee member, it may be necessary to arrange for an additional appropriately qualified colleague to attend the prospectus hearing. A minimum of four members with requisite status must participate in a doctoral dissertation prospectus hearing. A minimum of three members with requisite status must participate in a master’s thesis prospectus hearing.

E. Submission for Approval:

1. After the committee has received the prospectus, completed the prospectus hearing, approved it, and signed it, the prospectus is to be delivered to the Department Chair for final Department approval. At this stage it may be approved for submission to the COE or returned to the student and committee for revisions. The student is to submit to the department chair:
   a. A copy of the prospectus on a CD
   b. One (1) title page
   c. One (1) signed copy of the Prospectus Clearance Form

2. As part of the approval process, the major professor/advisor will process the prospectus document through a document review program (e.g., Turnitin, SafeAssign, etc.). The major professor/advisor will submit to the Department Chair a copy of the summary report page from the document review program as additional evidence of the authenticity of the student’s work.

3. After Department Chair approval, items a through c in item 1 above are to be submitted to the Associate Dean for Graduate Studies of the COE. See COE guidelines (http://www.coe.fsu.edu/Student-Academic-Services-OASIS/For-Graduates) for additional requirements.

4. The Associate Dean will approve the prospectus as submitted, approve and amend minor concerns, or after review by a COE Faculty Committee, return the prospectus unapproved. In the latter case, it must be rewritten and submitted as a new proposal.
XIII. PROSPECTUS FOR THESIS/DISSERTATION (cont.)

F. Failed Prospectus Hearing

If the prospectus is not approved by at least two-thirds of the committee members, a memo will be prepared by the committee members for the department chair explaining the reasoning for failure to approve the prospectus, and advising that a student be dismissed from the program.

XIV. THESIS/DISSERTATION

A. Format

A thesis/dissertation document should be prepared using the Graduate School’s ETD formatting guidelines. The guidelines are posted through GradSpace, the Graduate School's Blackboard site for all graduate students.

B. Completing the Thesis/Dissertation:

1. Chapters 1, 2, and 3 are to be updated and completed as necessary and converted to past tense.

2. Chapters 3, 4 and 5 are written according to guidelines for each specialization.
   a. Chapter 3 should contain methods and pilot study results (if applicable).
   b. Chapter 4 should contain the results.
   c. Chapter 5 should contain the summary, conclusions and recommendations.

   Note: The preceding outline of chapters is one approach to structuring the document. Other structures, approved by the committee, may be used.

3. When all chapters have been written to the satisfaction of the advisor, they are submitted to the committee for review.

4. Reading Time:
   a. A minimum of two weeks for the reading of each draft of the thesis/dissertation is to be allowed. More than one draft may be required by the committee so it can review corrections and changes.
   b. Meetings, holidays, and faculty absences may extend the reading time.
   c. Students who are off campus must allow additional time for receipt, reading, and returning. A minimum of four weeks per draft is to be expected.
B. Completing the Thesis/Dissertation:

5. Schedule for Defense

a. Sport Management students must register for SPM 8976 (Thesis Defense) or SPM 8985 (Dissertation Defense), for 0 credit, at the beginning of the term in which they plan to defend the thesis or dissertation. If they do not defend during that term, they will receive an “I”. This “I” will not convert to a “U,” and students need only sign up for thesis or dissertation defense one time, regardless of the length of time between registration and the successful defense.

b. Students must be registered for a minimum of two hours of thesis or dissertation in the term they defend. They must defend before the conclusion of the seventh week of classes.

c. The doctoral defense cannot be scheduled until at least four (4) months after the approval of the prospectus and six (6) months after admission to candidacy. There is no similar time constraint for defense of a master’s thesis.

d. The defense is scheduled by the student and advisor, with the approval of the committee when the thesis/dissertation is in its final form. At this time, the advisor notifies the COE so that defense results forms can be secured. A student should schedule the room and equipment with the department for their defense. Permission to schedule a defense is no guarantee that a student will successfully defend his or her dissertation document.

e. University policy requires that at least two weeks prior to the date of the examination an abstract of the dissertation with an announcement of the dissertation title and the data and place of the examination must be submitted to the Graduate School. The major professor should e-mail all department faculty members announcing the student’s defense.

f. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g. medical or other emergency situations prevent the participation of a committee member, it may be necessary to arrange for an additional appropriately qualified colleague to attend the prospectus hearing. A minimum of four members with requisite status must participate in a dissertation defense. A minimum of three members with requisite status must participate in a master’s thesis defense.

g. A grade of PASS for the defense of the thesis or dissertation must be agreed upon by at least 2/3’s of the committee members.
h. If a student fails to pass the defense of the thesis or dissertation, a memo shall be prepared by the committee members documenting the reasons for the failing evaluation. The memo shall be submitted to the department chair with the recommendation that a student be dismissed from the program.

XV. CLEARANCE AND GRADUATION

A. Clearance:

1. Students must process clearance forms prior to and after defense.

2. As part of the approval process, the major professor will process the dissertation document through a document review program (e.g., Turnitin, SafeAssign, etc.). The major professor/advisor will submit to the Department Chair a copy of the summary report page from the document review program as additional evidence of the authenticity of the student’s work.

3. Approval and clearance must come from the University Business Office, the Graduate School, the COE, and the Department.

4. The dissertation document must be submitted and cleared for graduation within 60 days of the defense date. Failure to complete any revisions and receive approval for final clearance within 60 days will nullify the first defense and require a second defense.

B. Graduation

1. Students must apply for graduation (University Registrar Office) at the beginning of the term in which they expect to graduate. Doctoral students must be registered for at least two dissertation hours the term they plan to graduate. If the dissertation has been defended in a previous term, the Graduate School may approve enrollment in only one dissertation credit hour. The staff in the Graduate School must be consulted for a final decision.

2. Application for graduation does not carry over. If a student does not graduate the term in which he/she applied, application must again be made the next term.

3. There is not a fee for application for graduation the first time the student applies. However, if the student must reapply, the University will charge the student a fee.

4. Students must rent/buy caps, gowns, and hoods if they plan to participate in the ceremony.

5. Students and Major Professors must arrange for the hooding ceremony. Either the Major Professor or a substitute may perform this duty.

6. If the work was completed, but not during the scheduled dates, it is proper for the student to return at the appropriate date for the graduation ceremony.
XVI. SUMMER POLICY

A. As faculty summer employment cannot be readily predicted, students should plan their programs of study carefully. No student can expect any service or attention from a faculty member not employed during a term.

B. University policy prohibits a faculty member not employed for that term, from teaching any course for credit; thus, a student may not enroll with that professor for DIS, supervised research, etc. A student may register for dissertation hours as long as the College of Education continues the policy of paying the major professor for dissertation supervision during the summer.

XVII. ASSISTANTSHIPS

A. Assistantships

Students receiving graduate assistantships must be enrolled for a minimum of 9 credit hours per term. When funding is available, students will be expected to enroll in more than 9 credit hours. Assistantship award letters will include information about the minimum number of credit hours in which a student is required to enroll. Students may submit a request to the Department Chair to enroll in more than 9 credit hours per term.

1. Types

   a. Teaching assistantships (TA’s) will be awarded to students who are assigned instructional duties of various types.

   b. Research assistants (RA’s) will assist faculty in their research.

   c. Graduate assistants (GA’s) will assist faculty and/or staff in administrative projects or assignments as defined by the Department Chair, Associate Department Chair, and/or Department Manager.

   d. A student may receive funding support from a combination of sources.

2. Administrative Procedures:

   a. Employment papers should be processed early, prior to the beginning of classes, to avoid a payroll delay of up to six weeks.

   b. The supervision of assistants is the obligation of the Department Chair. When TA’s and RA’s are assigned to work with faculty, however, the involved faculty member is also responsible for supervision and guidance.

   c. TA’s are expected to follow all University regulations. If they are ill, they are to attempt to arrange for a substitute to cover the course, and to notify the Department Chair or supervising faculty member.
XVII. ASSISTANTSHIPS (cont.)

A. Assistantships

2. Administrative Procedures:

e. For Teaching Assistants assigned in the Lifetime Activities Program, the coordinator of that program will serve as their primary administrator.

B. Funding Policy:

The policy of the Department is that funding of graduate students is a recruitment tool. The funding of new students has priority over the funding of students currently in the program who may or may not have previously received funding. Although students who are enrolled in the department without an assistantship will have a lower funding priority than new students, a student might receive an assistantship on a semester by semester basis according to department priorities.

The policy of funding graduate students is based on Department needs, College of Education and University policy, and equal opportunity guidelines.

1. Priority:
   a. Recruitment

   b. Instructional needs of the department.

   c. Retention of students who are members of groups under-represented in both the profession and our graduate programs.

   d. Academic performance, test scores, work experience, etc.

2. Length of Funding:

   All assistantships are for one semester. Assistantships may be renewed in subsequent semesters if the University continues an appropriate level of funding, according to the Department priorities, and the student satisfactorily meets Department obligations. To retain funding, the criteria students must meet include, but are not limited to:

   a. Performing instructional and administrative duties in an acceptable manner.

   b. Maintaining regular academic standing.

   c. For doctoral students, making consistent progress toward their degree, as determined by the faculty members. Doctoral students making consistent progress toward their degree may anticipate funding through the completion of their degree. Funding should not be expected though, beyond a fourth year.
XVII. ASSISTANTSHIPS (cont.)

B. Funding Policy:

2. Length of Funding:

   d. Adhering to the University’s Student Conduct Code; students violating the code are subject to losing their funding.

C. Professional Responsibilities of Graduate Teaching Assistants:

Each teaching assistant should treat people with respect and carry out duties with integrity. Each teaching assistant has an important obligation to students. It is important to be friendly and professional. Teaching assistants represent the Department, the College, and the University. Members of the University community are responsible for their actions on and off campus. A teaching assistant’s obligation to behave in a manner that reflects favorably upon the Department and the University does not cease when the teaching assistant leaves the classroom. If a teaching assistant is unable to answer a question of an ethical nature, the teaching assistant should see the Department Chair.

Each instructor should be well prepared for class. An instructor should begin and end class at the scheduled time. Instructors should follow the course syllabus carefully. The Department considers the course syllabus a binding document between the instructor and the instructor’s students.

It is inappropriate to arrange with a student for individual instruction outside of class time. This may include the invitation to a student to meet for the purpose of participating in recreational activities.

It is unprofessional to date, even once, to have a personal relationship with a student enrolled in a class you are teaching, or to intrude upon the personal dignity of any person. It is unacceptable to make sexist remarks about a student’s appearance, sexual activity, or sexual orientation; or to verbally harass or abuse a student; or to attempt in any way to establish physical or emotional intimacy with a student.

D. Employment outside the department

Students seeking other employment within the university must notify the Department Manager of their intent. Students must request permission from the Department of Sport Management to pursue other university employment. The Department of Sport Management reserves the right to terminate an offer of assistantship to an individual who takes other employment within the university without receiving prior permission from the Department Manager.
XVIII. TUITION WAIVER POLICY

Tuition waiver moneys should be considered as part of a financial aid package offered to graduate students to enhance the recruitment and retention of graduate students of highest professional potential. The assistantship award letter will designate the rate at which a tuition waiver will be paid (in- or out-of-state).

XIX. ANNUAL EVALUATIONS

The focus of the evaluation is the periodic assessment by the faculty of the student’s progress in developing competence in the required areas. This will normally occur during the end of the spring term, or beginning of the summer term. Students will be notified following the evaluation of their progress, and in the event the performance is below the acceptable standard, they will be provided recommendations for improving their performance. The evaluation will be conducted by the Sport Management faculty and based on the predetermined competencies or standards. Students will be notified of the results of the evaluation.

XX. MASTERS STUDENTS COMPREHENSIVE EXAMINATION (Career Portfolio)

Non-thesis students must register for SPM 8969 (0 credits) during the registration period of the term the student expects to complete the comprehensive exam, usually their final semester. If the exam is not completed, the student will receive an Incomplete (“I”). An “I” for exams will not expire at the end of one term, and students do not have to register again. If the examination is not completed in a given semester by the University or COE deadline, the program of study for the degree may be completed, but the degree cannot be awarded until the next graduation date.

The Career Portfolio serves as the comprehensive exam or final evidence of scholarly work students are required to submit before the awarding of a master’s degree from the Sport Management program. The electronic career portfolio should reflect the knowledge, skills, and abilities an individual has learned and/or developed as a graduate student in the program. More information on a career portfolio is available on the website, http://www.career.fsu.edu/portfolio/resources/students.cfm

The portfolio must be written using complete sentences as well as the correct grammar and spelling. The portfolio is a comprehensive exam and as such should not be written using informal language and abbreviations. It is recommended that students type up the various sections in a word processor document in order to use spell check and grammar check. The writing should be of high enough quality that the portfolio could be sent to a prospective employer.
XX. MASTERS STUDENTS COMPREHENSIVE EXAMINATION (Career Portfolio) (cont.)

The various components of the comprehensive exam will include:
- **Introduction**
- **Resumes (2)**
- **Job Description**
- **Cover Letter**
- **Mock Interview**
- **Skills**
- **Artifacts**

There should be an **introduction** to the career portfolio along with detailed descriptions in each section. The **resume** section will include **two resumes**. The student will have their resume reviewed by the FSU Career Center staff. The career center staff will review it, write suggestions on the resume and stamp it showing they have reviewed it. A copy of the **original resume** (including the corrections and stamp), and a **revised resume** will be submitted in the final version of the portfolio.

The student will provide a **job description** for a position currently open that they are interested in applying for. They will need to write a **cover letter** for this specific position and have it reviewed by the career center staff. The student will also need to schedule a “**mock interview**” with the career center staff for this position. Proof of this mock interview with their comments must be submitted as part of the student’s career portfolio.

The career portfolio will include a **skills** section describing 6-8 skills the student has been able to strengthen **during their coursework** in the Sport Management program. There will also be a section on **artifacts** describing various projects, papers and presentations done in the program.

When putting together the portfolio, it is important to show a direct link from the courses taken and experiences at this university to the **skills** listed in the portfolio. The explanations in all of the sections should be detailed.

**Artifacts** include projects, papers and reports from completed coursework. Write detailed explanations for each of the artifacts and how each one contributed to their knowledge as a graduate student.

The career portfolio is an opportunity to showcase one’s educational experience as a graduate student receiving a master’s degree in Sport Management.

The career portfolio should be compiled throughout the student’s experience in the master’s program with the final project due 6 weeks before the end of the final semester of graduation. The master’s advisor will send out a notice to those students at the beginning of their final semester with the actual due date.
XXI. QUALIFYING EXAMINATIONS FOR DOCTORAL STUDENTS

A. In order to demonstrate their ability to continue the program, students will be required to complete a written qualifying examination by the end of their first summer term. They will enroll in SPM 6967 for zero credit hours during the term in which the exam is administered (usually the third semester [summer] of degree program).

B. The examination will be given over a specified time block to all eligible students. Students will be notified of the exam schedule at least two weeks in advance of the exam date.

C. The examination will cover core prerequisite courses and other content to be determined by the program faculty.

D. The Examining Committee will develop, monitor, and evaluate the examinations.

E. The Committee will evaluate the questions both for content and for writing ability. Students will be notified of the examination results by the PhD Program Coordinator or the Major Professor.

F. The committee will read, evaluate, and give results to students within a two-week period.

G. In cases where the student fails the examination, he/she is to be referred to his/her faculty advisor to discuss future exams, academic program plans, or program termination.

H. Satisfactory performance earns a grade of “S”.

I. A grade of “U” or “I” may be given. An “I” will expire at the end of one term; students must complete the qualifying exam within one term or the grade will be “U.”

XXII. FAILURE TO PROGRESS

Upon finishing course work it is expected that students will progress toward completion of the preliminary examination in a timely manner. During the intervening period between completion of required course work and the preliminary examination, students will be enrolled in preparatory course work to maintain their status as a student in the program.
XXII. FAILURE TO PROGRESS (cont.)

The course work will be structured to allow a student to prepare for the preliminary examination. For example, a student may complete a literature review of a topic which will be a component of his or her preliminary examination. The course work will be graded as “S” or “U.” A grade of “U” reflects unsatisfactory progress in preparing for the preliminary exam. A student that earns a grade of “U” in two (2) successive semesters may be dropped from the program. A student dropped from the program based on poor performance may apply for readmission, but there is no guarantee of readmission. The university does require that students be continuously enrolled. Any student not enrolled for two consecutive semesters will be dropped from the program. A student dropped from the program due to non-continuous enrollment may apply for readmission. There is no guarantee, however, of readmission.

XXIII. READMISSION

The university criteria for readmission are in effect. Refer to http://www.fsu.edu/students/current/readmission.html for specific information.

In addition to the university criteria, the following department criteria are also in effect.

A. Master’s students may seek readmission for any term; doctoral students are only approved for readmission in the Fall term.

B. An individual seeking readmission to the Department of Sport Management must meet all the admission requirements for the degree program at the time of application for readmission. For individuals seeking readmission to the doctoral program, this includes having a faculty sponsor, a faculty member in the Department of Sport Management with graduate faculty status who agrees to work with the individual. Given the dynamic nature of faculty responsibilities from year-to-year in teaching, research, and service, previous sponsorship does not guarantee future sponsorship.

C. Readmitted former students are subject to policies and procedures in effect at the time of reentrance.

XXIV. DOCTORAL PRELIMINARY EXAMINATION

A. Purpose

The purpose of the preliminary examination is to determine if the student has mastered the requisite content, and is prepared to plan and conduct independent and scholarly research. Upon successful completion of the preliminary examination, the student is admitted to candidacy and may begin taking dissertation hours.
XXIV. DOCTORAL PRELIMINARY EXAMINATION (cont.)

B. Format of the Preliminary Examination:

1. The preliminary examination will consist of a written examination and an optional (at the committee’s discretion) oral examination. Students should enroll in SPM 8968, preliminary examination, for zero credit hours during the semester in which they will complete their coursework (or in the semester immediately following).

2. The examination will be given over a specified period to eligible students at times scheduled with their committee. It should be scheduled within the first seven weeks of the semester if the student wishes to enroll in dissertation hours in that semester. If modification of the schedule is required, students will be notified.

3. The examination will have questions that cover three content areas: 1) the student’s area of specialization, 2) research tools, and 3) a second selected sport management content area. Questions for the respective content areas will be determined by discussion between the student and his/her committee. The examination will be facilitated by the students’ major professor. The testing of each content area will be completed across three 8-hour “in-house” testing periods. Each testing period will cover one content area. The assessment of the three content areas must be completed within a two (2) week period.

4. The committee will evaluate the questions both for content and for writing ability. An oral examination may be required at the discretion of the committee.

5. The committee will read, evaluate, and give results to students within a two-week period. If an oral examination or additional writing is needed it will be scheduled with the committee as soon as possible. If the preliminary examination is completed in the summer term, the availability of faculty members may necessitate a review period beyond two weeks.

6. It will be the responsibility of the major professor to communicate to the student the results of the written examination. In cases where the student fails the written examination, he/she is to be referred to his/her faculty advisor to discuss future exams, academic program plans, or dismissal from the program.

7. Satisfactory performance earns a grade of “S” on SPM 8968. A grade of “U” or “I” may be given for SPM 8968. An “I” will not expire at the end of one term and students do not have to register again, regardless of the length of time it takes him/her to complete the preliminary exam.
**XXIV. DOCTORAL PRELIMINARY EXAMINATION (cont.)**

B. Format of the Preliminary Examination:

8. The preliminary exams may only be taken twice. Failure to pass the preliminary examination after a second administration will result in dismissal from the program. The first administration will include at least a written component, and may include an oral component as well. The second administration may include another written and oral component, only a written component, or only an oral component.

C. Timing of the Preliminary Examination

1. When course work is completed, a student has one subsequent full semester to complete the preliminary exam. For example, if course work is completed in the Fall semester, the first administration of the preliminary exam must be completed by the end of the Spring semester.

2. The student will only be eligible to sit the preliminary exam after completion of all coursework listed in the “Doctoral Core” and “Research Tools” sections of his/her Program of Study. The student may still be enrolled in elective coursework in the semester in which the examination takes place (or take elective coursework in subsequent semesters).

3. If an individual fails the first administration of the preliminary exam, she/he will develop a plan with the major advisor for completing a second administration of the preliminary exam, if a second administration is recommended by the examination committee. The second administration must be completed by the end of the following semester. For example, if a student fails the first administration in the Fall semester, the second administration must be completed by the end of the Spring semester. If the second administration is not completed in the specified time period, a student will be dismissed from the program.

D. Performance criterion

Students completing the preliminary exam will be evaluated based on the following.

1. High Pass
   A student is able to discuss ideas based on a synthesis of information, portrays confidence in her/his responses, and is able to convey personal positions and ideas.

2. Minimum performance (Pass)
   A student is able to provide “textbook” answers, and their delivery conveys a confidence in the knowledge. A student is able to discuss foundational or key ideas. In this instance, an individual shows retention of foundational knowledge.
XXIV. DOCTORAL PRELIMINARY EXAMINATION (cont.)

3. Fail
A student cannot or does not discuss content or ideas; she/he is unable to provide even “textbook” answers. In this instance an individual does not show retention of foundational knowledge.

E. Registration Procedures and Policies:

1. PRELIMINARY EXAM AND DISSERTATION HOURS MAY NOT BE TAKEN IN THE SAME SEMESTER. Therefore, it is recommended that students enroll for SPM 8968 for 0 credit, during the last term of their coursework. The student will be given an incomplete for that semester. It is then recommended that the student enroll for “dummy” courses for the next semester for whatever number of hours (minimum of two (2) and maximum of twelve (12) credit hours) that the student plans to “convert” to dissertation hours AFTER the preliminary exam is successfully passed. THE PRELIMINARY EXAM MUST BE TAKEN AND PASSED BEFORE THE SEVENTH (7TH) WEEK OF CLASSES in order for the “dummy” courses to be dropped and dissertation hours added. If not, the fee liability becomes the responsibility of the student.

2. When the preliminary exam is successfully passed, the student and the major professor should submit the following documents to the Program Assistant:

   a. Signed prelim results form(s).
   
   b. Incomplete grade change form, changing the incomplete on the PRELIMS from the previous semester, to a “P” (for passing). The student cannot register for dissertation hours until the “P” has been posted on your transcript,
   
   c. Use a Drop/Add slip to drop the “dummy” courses, and adding the same number of dissertation hours. “Retro drop/add and no fee liability, please,” should be written on each form. REMEMBER, THIS MUST BE DONE BEFORE THE SEVENTH WEEK OF CLASSES.

   THE ABOVE MENTIONED PROCEDURES/DOCUMENTATION MUST BE COMPLETED AND SENT FORWARD AT THE SAME TIME, IN ORDER TO HAVE THE FEE LIABILITY WAIVED, and to make sure the grade change form and drop/add slips are taken care of by the Registrar’s Office at the same time.

XXV. LETTERS OF RECOMMENDATION

As candidates complete their degree program, it is expected that some will seek letters of recommendations from members of the Sport Management faculty. Doctoral candidates are encouraged to seek recommendations from faculty members who are
familiar with the individual and her/his work. Doctoral candidates seeking letters of recommendation for academic positions are advised that faculty members do not write such letters until **after** a candidate has successfully proposed and defended her/his prospectus.
APPENDIX A

Florida State University
Department of Sport Management
Master's Thesis Guidelines*

What is a Master’s Thesis?

The master’s thesis is a carefully argued scholarly paper of approximately 10,000 – 30,000 words (roughly 35-100 pages). It should present an original argument that is carefully documented from primary and/or secondary sources. The thesis must have a substantial research component and a focus that falls within the social sciences, and it must be written under the guidance of an advisor. As the final element in the master’s degree, the thesis gives the student an opportunity to demonstrate expertise in the chosen research area.

Initiating the Thesis

You should be thinking about your thesis, if only abstractly, from your first enrollment in the Department of Sport Management Master’s Program. At the latest, you should have a clear idea of your topic and have found an advisor by the end of the semester before the one in which you will complete the thesis (see the timetable and deadlines chart, below).

Master’s Thesis Advising

Any Sport Management faculty member with graduate faculty status can be your primary thesis advisor, although individual faculty are not required to advise a set number of master’s theses. It is your responsibility to find an advisor. Your advisor will provide general guidance, and will help you refine your topic and develop your argument. Most students choose faculty members they have worked with in courses. Thesis advisors must be approved by the faculty (along with the thesis topic).

Approval Process and Protocol

After doing the initial research on your topic, prepare a 250-300 word abstract, a preliminary bibliography (approximately ten to fifteen books or journal articles), and a brief outline before approaching a possible advisor. These will help you to convince your future advisor of the value and interest of your project. Once a faculty member has agreed to advise you, discuss your anticipated graduation date and agree on a timetable for meetings and submission of drafts. It is your responsibility to keep your advisor apprised of your progress.

After you have refined your topic and your advisor has approved it, complete the Application for Approval of Master’s Thesis Topic, have your sponsoring advisor sign it, and submit it to the Director of Graduate Studies (Masters) office. This form must be submitted no later than the thesis due date for the semester before the one in which you intend to graduate (e.g., December
for May graduation). You will be notified by email if/when the faculty has approved your proposal. Do not start writing the thesis until you have an advisor and the faculty has approved your topic.

In most cases, students and advisors need to meet three or four times: initially, to finalize a topic, and to review the first or second draft. Keep in mind that your advisor must have enough time to read and evaluate your work before returning it to you with comments, and that you must have time to incorporate those comments. Don’t expect your advisor to return your thesis in a day or two, whether it is an early draft or the final copy. It is appropriate to ask your advisor when you can expect comments, but not to pressure her or him to respond quickly. You should also be prepared for the possibility that your advisor will request substantial changes in the thesis. Do not expect that your draft will require only minor corrections, or that the proposed final version you submit will necessarily be approved without further changes. It is your responsibility to see that the final copy is free from spelling and grammatical errors; your advisor is not responsible for line-by-line editing.

**HUMAN SUBJECT RESEARCH**

Theses involving interviews, surveys, or other research on human subjects often require prior approval. Because approval can take time, you should begin the application process as early as possible. Further information is available at http://www.research.fsu.edu/humansubjects/ or via phone at (850) 644-7900.

**Thesis Formatting Requirements**

All masters theses must conform to the Graduate School guidelines as outlined at: http://www.gradstudies.fsu.edu/Information-For/New-Current-Students/Manuscript-Clearance

*For the avoidance of doubt, nothing in this policy shall be construed that a master’s student shall have the right to pursue a thesis absent explicit advisor approval.*
APPENDIX B

Florida State University
Department of Sport Management

APPLICATION FOR APPROVAL OF MASTER’S THESIS TOPIC

Student Name: __________________  ID #: _____________

Email: ______________________  Phone: _____________

Proposed Advisor: ________________________________

Campus Address: ______________________________________

Office Phone: ______________

Email: ______________________

Sponsoring Advisor Signature  Date

Thesis Title:
_____________________________________________________

_____________________________________________________

Thesis Abstract*:
_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

* Attach to this document a preliminary bibliography (approximately ten to fifteen books or journal articles) and a brief outline of the project

Degree Expected:

Semester: _______________  Month: _______ Year: ___________

Chair Signature  Date

28