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Welcome from the Graduate Coordinator

On behalf of the entire faculty of the School of Human Movement, Sport, and Leisure Studies (HMSLS), it is my pleasure to welcome you to our School, the University, and to Bowling Green, Ohio. We are pleased that you have chosen to study with us as we are very proud of our academic programs both at the undergraduate and graduate level.

The beginning of a school year is a very exciting time. Faculty and students come onto campus refreshed from the summer and looking forward to the challenges ahead. To assist faculty and students, we provide this booklet as a reference guide for your graduate program from Graduate Student Orientation week to commencement. We have also included hyperlinks on the on-line version.

My role as Graduate Coordinator is to oversee your studies, and when all goes well, to sign-off on your Tentative Degree Program (TDP) form! As you will see in this booklet, there are many aspects to your studies, and I encourage you to read the booklet completely at least once; and therefore, it is your first required reading. It is also a reference guide, and if the booklet does not answer your questions, then I should be able to assist you, but please refer to the booklet first.

Eppler complex is at the very heart of the campus. We hope that you are encouraged to bring much to the life of the University through your interaction with others on campus and in the wider community.

We wish you all of the best with your studies, as you explore the challenges ahead.

Dr. Dawn L. Anderson
Graduate Coordinator, HMSLS
HMSLS Faculty Welcome You!

The HMSLS faculty are pleased that you have chosen the School of Human Movement, Sport, and Leisure Studies at Bowling Green State University for your graduate study.

Overview and Mission of School of HMSLS

The vision of the School of HMSLS is based on the University vision, which is to be the premier learning community in Ohio and one of the best in the nation. In concert with the College of Education and Human Development, we are dedicated to fostering a dynamic community of lifelong learners and leaders. The School is committed to the creation, enhancement, and dissemination of knowledge in the fields of human movement, sport, and leisure studies. We strive to fulfill these commitments through exemplary scholarship, creative endeavors, teaching, and service. The School encourages academic excellence and the integration of academic disciplines in the hope that we will be agents of change within our diverse, multicultural and global society.

HMSLS Graduate Program in the University Structure

The three specializations (Kinesiology, Leisure & Tourism, and Sport Administration) constitute the graduate program of the School of Human Movement, Sport, and Leisure Studies. The procedures for the graduate program are overseen by the Graduate College. This means that all requirements for graduation, such as the TDP, are directed through the Graduate College. As a graduate student, you apply for graduation to the Graduate College, and this normally means that the commencement ceremony for the Graduate College is a separate event from the other Colleges. If you get an email from the Graduate College, it is invariable requesting something, so take it seriously!

The School of HMSLS also administers undergraduate programs within two Divisions. The Kinesiology Division oversees undergraduate majors in human movement science, exercise specialist, physical education teacher education, and dance. The Sport Management, Recreation, and Tourism Division oversees undergraduate majors in sport management, recreation and tourism, and athletic training clinic management.
Learning Outcomes for the M.Ed. in HMSLS Program

At the completion of the Master’s degree in the Human Movement, Sport, and Leisure Studies program, students will have mastered the following program learning outcomes:

1. Analyze, interpret, synthesize, and evaluate the literature appropriate to her/his area of study (through thesis defense or poster presentation).
2. Integrate learning from courses taken in his/her area of study.
3. Write clearly, demonstrating grammatical precision and avoiding unnecessary area of study jargon.
4. Speak clearly at a level appropriate for the listeners.
5. Articulate reasoned beliefs in a civil manner.
6. Demonstrate competence in those skills required of his/her area of study.
7. Provide leadership appropriate to her/his area of study.
8. Demonstrate the knowledge, skills, and dispositions needed to interact with a diverse, multicultural, and global society.
HMSLS Graduate Specializations

Specialization in Kinesiology.

Kinesiology is the study of human movement from a variety of perspectives. The core of courses in Kinesiology is flexible in order to accommodate a variety of interests and needs. Students work with their advisors to tailor a specialized program in:

- physical education
- teacher education
- biomechanics
- motor learning/control
- motor development
- sport psychology
- exercise psychology
- exercise physiology

Students and their advisors may also take advantage of the program’s flexibility to create a more eclectic program that samples systematically from the rich variety of courses available for graduate study. All students in Kinesiology complete either a project or a thesis. The program is designed to be completed in two, continuous years of study.

Specialization in Leisure and Tourism Studies.

The Leisure and Tourism Studies specialization embraces an interdisciplinary approach infused with its own body of knowledge and professional core. Psychosocial underpinnings, along with the skills of leadership and administrative facilitation, result in the study of leisure and tourism in a variety of contexts. The professional core courses, along with the research methods and interpretation of research courses, provide the necessary skills to read, interpret, critique, and conduct creative and scholarly activities for either a thesis or a project. Students work with an advisor in developing a specified course sequence relevant to their needs and interests beyond the required professional core and within a two-year cycle of course offerings.
Specialization in Sport Administration.

The master’s program in sport management is named Sport Administration. It addresses the planning, organizational, leadership, and evaluative aspects of management within the sport enterprises by holding the institution of sport to a high level of inquiry and serious scientific scrutiny. Students work with their advisors to complete a series of courses in the sport administration program and in a variety of other disciplines related to their specific academic interests. (e.g., business administration, marketing, mass communication, higher education administration, interpersonal communication, psychosocial foundations of sport). All students in sport administration complete either a thesis or a project. The program is planned for one or two continuous years of study and adheres to the curriculum standards established by the National Association for Sport and Physical Education/North American Society for Sport Management.

Graduate College Forms and Documents

In addition to this handbook, there are three other online handbooks that you need to be aware of. These are:

- Graduate Catalog (http://www.bgsu.edu/colleges/gradcol/catalogs.htm).
- Graduate Student and Graduate Faculty Handbook (http://www.bgsu.edu/colleges/gradcol/studenthbk/studenthdbktoc.htm)

The Graduate College website has most forms listed as Microsoft Word document templates. These forms can be completed on-line and must be printed to secure the required signatures before forwarding to the Graduate College. Other important information is available on the Graduate College website, such as the Academic Calendar, Graduation Application, and Important Dates and Deadlines.

Graduate Student Orientation Week

The goal of the Graduate Student Orientation week is to acclimatize you to the University, the graduate program, and your school/department. This program is offered in the week prior to the fall semester each year. It is a full week of events that include teaching, research, technology, workshops, and personal and professional development sessions. There are also social events, meetings in your School, and classes. The
program is free to all students and is required for graduate students who are in their first semester of their assistantship contract. Follow the link for more information regarding Graduate Student Orientation (http://www.bgsu.edu/departments/gradstep/).

Meeting with Your Advisor

Your advisor agreed to accept you into your specialization, and in conjunction with the Graduate Coordinator, will oversee your progress through the program. The following are some of the interactions that you should have with your advisor:

- Meet with your Advisor frequently.
- Discuss potential thesis and project topics.
- Work together to plan sequences of courses.
- Talk about career possibilities.
- Approach your Advisor with any problems you may have.
- Discuss problems with courses.
- Make your advisor aware of any goals or plans you have during your time studying at BGSU.

Your advisor has many other responsibilities throughout the School, College, and University, it is incumbent upon you to be in control of your academic progress towards graduation. You must take the initiative, request meetings, and be familiar with your responsibilities as a graduate student and/or as a graduate assistant.

Graduate Student Representation to HMSLS

A Graduate Student Representative to HMSLS Graduate Faculty shall be elected each fall by the graduate students. An alternate will also be elected. Duties, rights, and responsibilities would include the following:

1. Serve as a liaison between the HMSLS graduate student population and graduate faculty
2. Attend monthly graduate faculty meetings
3. Give a monthly report on graduate student concerns
4. Chair HMSLS graduate student meetings at the beginning, middle, and end of each semester
5. Organize graduate student/faculty social events
6. Be given voting privileges during graduate faculty meetings except in personnel
and graduate student academic decisions
Passed March 1984 by HMSLS Graduate Faculty

COURSE OF STUDY

The Tentative Degree Program (TDP)

The Tentative Degree Program (TDP) is a listing of the courses a student plans to take to meet the requirements of his or her graduate degree program. It serves two main purposes. First, by defining the student’s course of study, it gives focus and direction to his or her individualized graduate degree program. Second, it constitutes an agreement that successful completion of the proposed course of study, and the general degree requirements set down in the Graduate Catalog, will result in the awarding of the degree. The Graduate College audits the student’s record against the TDP to verify eligibility for Graduation.

The TDP is to be submitted to the Graduate College during the semester in which the student enrolls for the 15th hour of credit toward his or her degree program. The student’s advisor and Graduate Coordinator must approve the TDP before it is submitted to the Graduate College.

The TDP form and information for filling out the form can be found at http://www.bgsu.edu/colleges/gradcol/graduation1.htm. The TDP can be changed by filing an addendum. The addendum form is available under Documents and Forms on the Graduate College’s homepage.

Graduate HMSLS Classes

HMSLS graduate classes are scheduled normally in the early morning or late afternoon/evening to allow graduate assistants to complete their contractual duties. Please be courteous to both your professor and classmates by being on time for class. At the graduate level your preparation and/or after class workload can be considerable with follow-up readings, preparation for seminars, or presentations. You should plan on at least three hours of study outside of class for each credit hour of a lecture-type class.
Variable Credit/Title Courses

Variable credit/title courses are an option if the scheduled classes do not fit your plan determined in consultation with your advisor. Variable credit/title courses are found in our course catalog between HMSL 6820-6990. These courses require approval from a supervising HMSLS Graduate Faculty member, your Advisor, second reader for HMSL 6910, and the Graduate Coordinator. The Variable Credit/Title form is available on-line on the HMSLS graduate webpage.

The School policy is that you cannot register for more than 3 credit hours of variable credit per semester until you have completed 30 credit hours or you are in your final semester of study. Some of the courses require a variable title which involves generating a 25-letter title, which will appear on your transcript. Choice of topic and title can be important when you are applying for jobs or further degree programs. Variable credit/title courses are an exciting way to gain experience and to work closely with a graduate faculty member. One credit hour equals 15 hours of contact time, so there is a responsibility to arrange with your supervisor appropriate meeting times to plan your independent variable credit studies.

The Variable Credit form requires that you and your supervisor determine how the credit will be assigned or assessed. Please pay close attention to the requirements on the form as this will make registering for the variable credit course run smoothly. Variable credit registration is not permissible on-line and is entered by the graduate secretary once it has been approved. All variable credit forms must be submitted and approved by Wednesday of the first week of each semester. No requests for HMSL 6910 (Master’s project) or HMSL 6990 (thesis) will be approved until the student’s TDP is submitted.

Schedule/Rotation of Classes

The three specializations have core and specialization courses to be completed. Your degree program includes HMSL core courses (HMSL 6530, Research Methods in HMSL and either HMSL 6510, Interpreting Quantitative Research in HMSL or HMSL 6540, Interpreting Qualitative Research in HMSL); specialization core courses; and electives. To assist you with the planning of your program, we provide a proposed course rotation plan by semester for each specialization. The rotation of classes is based on current projections and may be changed due to faculty availability or under enrollment of classes.
### Table 1. HMSL Core and Specialization Overviews

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<td>HMLS 6910 (4) or HMLS 6990 (4)</td>
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<tr>
<td>HMLS 6910 (4) or HMLS 6990 (3-6)</td>
<td>HMLS 6500 (2) or HMLS 6600 (3)</td>
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<td><strong>K Core (14 hrs)</strong></td>
<td><strong>SA Core (12 hrs)</strong></td>
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<td>HMLS 6750 (3)</td>
<td>HMLS 6670 (3) or HMLS 6680 (3)</td>
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<tr>
<td><strong>L&amp;T Core (12 hrs)</strong></td>
<td><strong>SA Selectives</strong></td>
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<td>HMLS 6100 (3)</td>
<td>HMLS 6300 (3) or HMLS 6330 (3)</td>
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<td><strong>Electives (10-13 hrs)</strong></td>
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<td>HMLS 6200 (3)</td>
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<td><strong>HMSL 6180 (3)</strong></td>
<td><strong>Electives (3-6 hrs)</strong></td>
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<td>HMLS 6300 (3)</td>
<td>Thesis plan requires 10 elective hours</td>
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<td><strong>HMSL 6380 (3)</strong></td>
<td><strong>Minimum of 24 HMSL prefix courses</strong></td>
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<td>HMLS 6350 (3)</td>
<td>Minimum of 24 HMSL prefix courses</td>
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<td><strong>Additional K credits</strong></td>
<td><strong>(10-11 hrs)</strong></td>
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<td>HMLS 6350 (3)</td>
<td>Thesis 30 hrs</td>
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<td>HMLS 6200 (3)</td>
<td>Project 33 hrs</td>
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<td><strong>HMSL 6080 (3)</strong></td>
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<td>HMLS 6350 (3)</td>
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<td>HMLS 6200 (3)</td>
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<td>HMLS 6170 (3)</td>
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<td>HMLS 6350 (3)</td>
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<td><strong>Minimum of 24 variable credit</strong></td>
<td><strong>Hours can count.</strong></td>
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<tr>
<td><strong>Thesis 32 hrs</strong></td>
<td><strong>Minimum of 24 HMSL prefix courses</strong></td>
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<tr>
<td><strong>Project 33 hrs</strong></td>
<td><strong>Thesis 30 hrs</strong></td>
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Registering for Classes

In the fall, registering for classes is held during the week of Graduate Student Orientation for all new students. (All returning students register for classes during a designated time the previous semester.) Before making any decisions on your own, please visit with your advisor to discuss your educational plans and requirements. Follow this format for the rest of your time at BGSU. Always discuss the upcoming semester with your advisor. After discussing it with your advisor, follow these steps to register online for classes.

- Go to the BGSU Home Page, and scroll to the lower right hand portion of the screen,
- Find MY BGSU, click on this and enter the appropriate User name and Password,
- Once in MY BGSU, find My Registration, click on the link and follow the instructions.

Before you talk with your advisor, make sure that you have collected all the information for each class. This information includes… Class title, class number, call number, class session, time and day of each class.

For a graduate-level class to be offered, a minimum of seven students must be enrolled. All classes are contingent on minimum enrollments. This can affect course rotations, so register early to allow planning to be completed well in advance of the next semester. To be considered a full-time student, you must be registered for at least 12 credit hours. If you have a graduate assistantship contract, then you must be enrolled for at least 12 credit hours. (If you receive a summer GA contract, you will be required to register for 9 credit hours during the summer.)

GRADERS

Maintaining Academic Excellence

The Graduate College and the School of Human Movement, Sport, and Leisure Studies require that an individual maintain a 3.0 GPA to be in good standing. If the student’s GPA falls below a 3.0, the student is placed on academic probation. If the individual happens to be a graduate assistant, that person is in jeopardy of losing the graduate assistantship. Unless one maintains a 3.0 GPA, there is absolutely no guarantee of retaining an assistantship. Also, a student not in good academic standing, meaning the
GPA is below 3.0, may not participate in a directed project or write a thesis and therefore, would have to postpone graduation.

**Grades and Degree Audit**

Acceptable final grades for academic courses you complete can range from A to C (see the Graduate Catalog for the Grading System). The grade of C is considered below standard, worth 2.0 GPA points, and would jeopardize your ability to maintain academic excellence. Some courses are graded on an S/U (satisfactory/unsatisfactory) basis and are so indicated in the individual course descriptions. A grade of S is equivalent to a letter grade of B or higher.

Your grades are posted immediately when the instructor submits the grades to the Registrar. To view your grades, go to the *BGSU Home Page* and scroll to the lower right hand portion of the screen. Find *My BGSU*, click on this and enter your user name and password. Once in *My BGSU*, find the Registration Services tab on the right hand side of the screen. Choose *Grades*.

The degree audit is the University’s system to allow you to be aware of your grades and progress through your program. Go to BGSU Home Page and scroll to the lower portion of the screen. Find *My BGSU*, click on this and enter your user name and password. Once in *MY BGSU*, look down the right hand side until you find Academic Services. Choose *Degree Audit*.

The Graduate Coordinator receives a progress report for you each semester, which is called the *Internal Academic Summary*.

**Dropped for Scholastic Deficiency**

A graduate student who is not making satisfactory progress toward a graduate degree is subject to involuntary termination from the Graduate College, or, alternatively, to be placed on probation for one or more semesters contingent upon the recommendation of the Academic Program and the decision of the Dean of the Graduate College. If a student has more than two incompletes, he/she is not considered to be making satisfactory progress toward the degree. If a graduate student fails to make satisfactory progress toward a graduate degree while holding an assistantship or fellowship, the contract is subject to termination without a probationary period. Thus, two terminations can occur: cancellation of the contract and dismissal from the graduate degree program.
It is the responsibility of the Graduate Appeals Committee to review the progress of academically deficient students at the end of each semester. Students who achieve less than a 3.0 GPA in their graduate work must be recommended for probationary status or dropped from the Academic Program. A Program decision to drop a student automatically results in the student also being dropped from the Graduate College.

1. The program decision to drop a student from a degree program and subsequent termination of the student from the Graduate College should be made prior to the semester in which termination will be effective.

2. To implement the guidelines in a timely fashion, the Graduate Coordinator should confer with the instructors of probationary students at the end of the semester to obtain progress reports or wait to secure grades as soon as they are provided by the Registrar.

3. If the grade report indicates a probationary student has not made adequate progress during the semester, the Graduate Appeals Committee must make a recommendation to the Graduate College to continue or terminate the student’s probationary status.

4. The program decision to discontinue a student and the subsequent recommendation that the student be dropped from the Graduate College should be brought directly to the attention of the Graduate Dean.

5. The Dean should promptly approve or disapprove the recommendation and notify the student by letter of his/her status in the Graduate College before the beginning of a new semester or as soon as possible.

6. If the decision to terminate a student because of academic deficiencies is made after a semester begins, it will not be effective until the end of the term.

7. A student placed on drop status may request admission to another graduate degree program; however, this request may be approved only once for academically deficient students.

In summary, the guidelines affirm that the Graduate Coordinator and faculty should continuously monitor the academic progress of their students. Also, advisors must make a special effort to secure the grades of probationary and academically deficient students in adequate time for the graduate committee to determine their academic status for the following semester.

When the Graduate Dean approves the Program recommendation to terminate a student, the student will be promptly notified by letter of the decision made by the
Graduate College. Following the notification, an exit conference, when feasible, may provide an opportunity for the graduate advisor to secure relevant answers to questions pertaining to difficulties experienced by students in the degree program. This step reflects personal interest in the student and may be a supplementary means of evaluating aspects of the degree program.

The primary emphasis of the guidelines is that a graduate student should be terminated for academic deficiencies at the end of a designated semester. Cancellation of an assistantship or fellowship once the semester is in progress inadvertently creates hardships for a student with off-campus contractual obligations. Therefore, the Graduate College and academic program must cooperatively and efficiently implement the decision-making process regarding graduate student probation and termination.

The Appeals Committee will make a recommendation to the Graduate Coordinator. The Graduate Coordinator will then indicate support or non-support with an accompanying rationale statement.

CULMINATING EXPERIENCE

Upon successful completion of 12 hours of graduate level course work, you should declare the Thesis Research option (Plan I) or the Master’s Project option (Plan II) in consultation with your Advisor. You will indicate either Plan I or Plan II on the Tentative Degree Program (TDP) that you file. If you subsequently decide to change Plans, you must complete a Request to Change Plans form. After you and your advisor sign the form, you will submit it to the HMSLS Graduate Coordinator for approval.

Choosing Plan I or Plan II will focus your studies towards your final semester within the program when you complete either HMSL 6910 (Master’s Project in HMSL) or HMSL 6990 (Thesis Research in HMSL) as a variable credit class. This forms your culminating experience within the program and signifies your development as a graduate student. You will need to generate a topic and complete a graduate project or thesis that encapsulates your experiences during your program. The next sections deal with issues that are pertinent to decisions and requirements of this culminating experience.

Choosing a Topic
Selecting a topic is a critical step in the completion of either a Thesis or a Master’s Project. The process begins with a general reading in your specialization.
Readings you do for classes will be useful at this stage. When you discover topics in the literature that are of particular interest, you will begin to narrow your reading to this research area. Courses, such as HMSL 6840, *Directed Readings in HMSL*, are designed to give you opportunities to focus on exploring the literature under the supervision of a HMSL Graduate Faculty member and to begin to build your expertise in a particular area. It is possible to start the inductive process of thinking and developing a topic for requirements in HMSL 6530, *Research Methods in HMSL* and also HMSL 6510, *Qualitative Research in HMSL*. Finding a topic of interest is frequently challenging; therefore, you should start exploring the literature during your first semester, either through class assignments or in Directed Readings courses. You can also gain valuable advice through discussions with your advisor.

**Choosing between Thesis Research and Master’s Project**

In general, your choice of Plan I, Thesis Research or Plan II, Master’s Project may depend on three factors.

**First, what is the question/problem you wish to explore in your culminating experience?**

Research has been categorized by Christina (1989) at three levels: Level 1 Basic Research or laboratory setting theoretically-driven; Level 2 Applied Research or laboratory or specific setting; and Level 3 Applied Research or testing solutions to specific problems and maybe atheoretical or have minimal generalizability. Questions/problems at Levels 1 and 2 are best addressed through thesis research. These questions, based on a theoretical approach theory an what is currently known about he topic, require collection, analysis, and interpretation of data. Other types of questions at Level 3 are better suited for projects. Projects are also based in scholarly literature but usually address problems of a more practical nature. Projects can also be theory-based. Projects that require data collection typically involve fewer subjects/participants than a thesis, acting more as pilot studies for future research. Both theses and projects are high-quality scholarly products that generally require more than one semester to complete.

**Second, what is the audience toward whom your scholarly project is directed?**

Theses are generally directed toward an academic audience and are written in a formal style, using the lexicon of research. Projects must also be well written but the
style of writing may be directed toward an alternative scholarly audience with the intention of the information being applied in a practical setting.

**Third, what are your plans for the future?**

If you plan to continue your education through the doctoral level, a thesis will be very helpful to you and is, in fact, required for acceptance into many doctoral programs. If, however, you have no plans to earn a doctorate and plan to work in applied fields, a project may be more useful to you.

As you and your faculty advisor discuss the merits of Plan I and Plan II relative to your particular needs and interests, you will gain additional insight about differences between the two approaches.

**Academic Credit Requirements**

If you select the Thesis option, you must complete a minimum of 30 hours of course work for the degree. If you select the Master’s Project option, you must complete a minimum of 33 hours of course work for the degree.

To be eligible to register for HMSL 6910, Master’s Project in HMSL or HMSL 6990, Thesis Research in HMSL, you must have a GPA or 3.0 or higher in at least 12 credit hours of graduate work, including a research methods class.

Depending on the area of specialization, Plan I students in the School of HMSLS are required to take a minimum of either 3 or 4 credit hours of HMSL 699, Thesis Research. During your academic career, you may take any number of thesis hours; however, **no more than 4 credit hours** of HMSL 6990 may count toward the degree. It is a good idea, although not a requirement, to defer registering for HMSLS 6990 until after the thesis topic has been approved. The reason for this suggestion is that if you take thesis hours prior to topic approval and you decide to switch from Plan I to Plan II, those thesis hours will not count toward your degree or toward your Master’s Project. Moreover, they will remain permanently on your transcripts as “In Progress.” On the other hand, if you take HMSL 6840, Directed Readings, those hours **will** count toward the degree, regardless of whether you complete a Thesis or a Master’s Project. **Once you register for thesis hours, you must maintain continuous enrollment (i.e., at least 1 credit hour every semester, (excluding summers) in HMSL 6990 until you graduate.**
**Human Subjects/Participants**

If your Thesis or Project involves collecting data from or about living persons, then you must receive approval from the BGSU Human Subjects Review Board (HSRB) *prior* to the collection of any data, including pilot data. To receive HSRB approval, you must be registered for at least 1 credit hour at the time of application. Your advisor will explain in more detail the process of obtaining HSRB approval.

Faculty and graduate students wanting to conduct research with humans must complete HSRB training.

- Go to [HSRB Home Page](http://www.bgsu.edu/offices/orc/hsrb), scroll to the middle of the page and click on, *HSRB Training Schedule and web-based training "registration" instructions.*
- As you scroll down this page you will see the words “CAN’T MAKE A TRAINING SESSION?”
- At this point read and follow the instructions and you can complete your HSRB training online. Remember, the institutional code is “Bowling Green.”

When your committee (Thesis) or your advisor (Project) approves your topic, the HMSLS Graduate Coordinator will inform the Graduate College. The Graduate College will hold approval of your topic in abeyance until you give them a copy of a letter from HSRB granting you permission to proceed with data collection.

If you wish to involve *School of HMSLS students* as subjects/participants in your theses/projects, you must also obtain approval from the School of HMSLS Executive Committee prior to data collection. If you wish to involve *BGSU student-athletes* as subjects/participants in your theses/projects, you must obtain approval from the BGSU HSRB and the BGSU Intercollegiate Athletics Committee prior to data collection. If you wish to involve *students or student-athletes from universities other than BGSU*, you must obtain approval from (a) the BGSU HSRB, (b) the Institutional Review Board (IRB) at the other institution, and possibly (c) the Athletics Department at the other institution prior to data collection.

**Timelines**

The Graduate College publishes the deadlines for the completion of Theses and Projects. If you miss the deadline for completion of the Thesis or Project for the semester in which you planned to graduate, you must defer graduation until the next
You must register for at least 1 hour of graduate credit during the semester in which you expect to graduate. The one exception to this rule is if you finish the Thesis or Project prior to the beginning of classes in the semester in which you plan to graduate. In that case, you will not be required to register for credit during that semester. When you complete the Thesis or Project, you may request a letter indicating to an employer or prospective employer that you have completed the degree requirements. You may also participate in the commencement exercise held at the end of that semester.

You and your Thesis Chair or Project Advisor must plan carefully in order for you to finish in a timely fashion. You should expect multiple revisions on each section of the Thesis or Project. Therefore, a series of short-term, intermediate, and long-term deadlines are recommended to keep the Thesis or Project on track. A good idea is to identify the date on which you wish to graduate and work backwards from there, building in realistic periods of time in which to complete the various phases of your Thesis or Project. This strategy allows you to determine whether your projected graduation date is reasonable and to reschedule it if necessary. In your planning be aware of the deadlines for submission of Thesis (Deposit of approved, error-free copy of master’s thesis/doctoral dissertation) and Master’s Project (Results of the Capstone Experience for ALL Plan II Master’s degrees) are in advance of the end of the semester by several weeks.

Graduate Student Grants

Small grants are available to defray expenses for theses, projects, and professional development travel, such as presentation at a conference. HMSLS Graduate Student Grants are awarded typically in the amount of $100 or less. Katzner and University Bookstore Funds for Graduate Student Research and Professional Development are also available. The criteria and application forms for this award can be found on the Graduate College’s webpages. Talk with your advisor about additional grants that may be available in your academic specialization.

Graduate Thesis and Master’s Project Awards

The Mary Ann Roberton Outstanding Thesis and Master’s Project Awards were established in 1999 by HMSLS faculty in honor of Dr. Mary Ann Roberton, Director of
the School of HMSLS, 1992-1999. In the fall of each year, a committee of Graduate Faculty selects the outstanding thesis and Master’s project completed during the immediately preceding academic year.

Each year, the Graduate College recognizes the best thesis of the year with the BGSU Distinguished Thesis Award. The recipient of the Mary Ann Roberton Outstanding Thesis Award becomes the HMSLS nominee for the BGSU Award.

**Plan I: Thesis**

The BGSU Thesis and Dissertation Handbook provides detailed information on BGSU Graduate College regulations and requirements pertaining to a thesis. The Handbook is on-line at [http://www.bgsu.edu/colleges/gradcol/tdhdbk/index.html](http://www.bgsu.edu/colleges/gradcol/tdhdbk/index.html). Your Thesis will be developed in conjunction with a style manual selected with your advisor’s approval and in accordance with HMSLS guidelines. In addition, some HMSLS faculty prefer the “Journal Article” style of thesis presentation over the traditional thesis format. You, your Thesis Chair, and Thesis Committee will determine the style most appropriate for your thesis.

**Steps in the Completion of the Thesis**

1. Typically, your faculty academic advisor will be your Thesis Chair, and you will choose a topic that is aligned with your advisor’s area of expertise. In the event your interests are more congruent with those of another HMSLS faculty member, you may, after discussion with your advisor, request the other faculty member to be your Thesis Chair. If both your advisor and the other professor agree to the change, you must complete an Advisor Change form and submit it to the Graduate Coordinator for approval. If either of them does not agree, you and your advisor will explore alternative possibilities, including inviting the other professor to serve on your Thesis Committee.

2. You and your Thesis Chair choose the other members of your Thesis Committee. Most Thesis committees have at least three members. The Chair and at least one other member of the committee must be from your specialization (i.e., Kinesiology, Recreation & Leisure, Sport Administration). Additional members must be regular or provisional graduate faculty at BGSU or individuals on courtesy appointments to the BGSU Graduate Faculty.
3. You choose your Thesis topic in consultation with your Chair. You and your Chair determine the degree of involvement of the other members of the Thesis committee at this stage.

4. You develop the Thesis Proposal, which is usually composed of the Introduction, Review of Literature, and Method sections of the Thesis (i.e., all but the Results and Discussion). At this stage, it is important to understand that writing is a recursive process and that developing the proposal will involve a considerable amount of writing, re-writing, and re-writing. Each time you submit a draft, your Chair will make suggestions and return the draft to you, whereupon you will develop another draft for submission. This process continues until you and your Chair agree that the Thesis proposal is of sufficient quality to be defended and approved by your committee. **To be eligible to defend your proposal, you must have a GPA of 3.0 or higher.**

5. You notify the Graduate Secretary, who will reserve room 105 Eppler Center, send announcements to the faculty and graduate students with the date and time of your proposal defense. The secretary will also place a copy of the Application/Report (yellow form) in your folder. **You must go to the Secretary’s office to complete the form in person; do not leave the secretary a voice-mail or send an e-mail.**

6. You defend your Proposal (see suggested guidelines in the following section). During the defense, your committee will be evaluating both the quality of your written proposal and the oral aspects of your presentation.

7. When the committee approves your Thesis topic (i.e., proposal), they sign the Application/Report (yellow form) in the section titled “**PLAN I: MASTER’S THESIS, PETITION FOR APPROVAL OF MASTER’S THESIS TOPIC**”. The Chair submits the yellow form to the Graduate Coordinator, who signs it and files it with the Graduate College. **Once the yellow form is signed, you are committed to the Thesis option (Plan I) and cannot subsequently change to Plan II.**

8. Once your proposal is approved, you must maintain continuous registration in HMSL 6990 every semester, excluding summers, until the manuscript is approved by the
Graduate College. If you wish to graduate during the summer term, you must be enrolled in HMSL 6990 during that term.

9. If your Thesis involves collecting data from or about living persons, you must submit an application to the HSRB and, depending on your specific study, to other groups. Before you may collect any data, including pilot data, these groups must grant formal approval.

10. After you receive the requisite permissions, you collect your data and complete the Thesis in accord with the method delineated in the proposal, working closely with your Thesis Chair and committee members. Again, the recursive process you followed in developing the proposal will apply.

11. When you and your Committee determine the Thesis is of sufficient quality to be defended, you notify the Graduate Secretary, who will reserve room 105 Eppler Center, send announcements to the faculty and graduate students, and place a copy of the Application/Report (yellow form) in your folder.

12. You defend your thesis. Upon completion of the formal defense, you present a brief reflection on the experience of conducting the study and writing the Thesis. The quality of your reflection will be considered in the assessment conducted by each faculty member in attendance.

13. When the committee approves your Thesis defense (examination), they sign the Application/Report (yellow form) at the space marked “RESULTS OF THE FINAL EXAMINATION FOR THE DEGREE”.

14. Following the Thesis defense, you make the modifications suggested by your Committee and submit the final copy to your Chair on or before the date specified.

15. When the Committee approves your manuscript, they sign the yellow form in the space labeled “MANUSCRIPT APPROVAL” and submit it to the Graduate Coordinator, who signs it and submits it to the Graduate College.
16. It is the responsibility of you and your committee to ensure that your thesis adheres to the requirements of the style manual you used and is free of grammatical, spelling, and punctuation errors. The Graduate College will check BGSU formatting requirements but will not check adherence to particular styles and formats.

17. You submit the error-free electronic version of your Thesis (see BGSU Thesis Handbook) to the Graduate College no later than 5:00 PM on the deadline noted on the Graduate College calendar. No extensions to this deadline will be granted.

18. When personnel in the Graduate College determine that your Thesis is acceptable, they will inform the Registrar to record a grade of “S” for your Thesis.

Guidelines for Formal Defenses

Your Thesis Chair will prepare you for the defense of your Thesis proposal as well as your defense of the completed Thesis. Talking with your Chair about her/his expectations regarding attire and other professional protocols could allay many of your anxieties about these experiences.

How a Thesis Defense Might Proceed

- Your Committee Chair introduces you to the assembled group, either telling them a bit about your background and your aspirations for the future or asking you to share this information with them.
- Your Chair explains how questions will be handled following your defense.
- You present either your Thesis proposal or your completed Thesis.
- After your presentation, the floor is open for questions. The Chair might indicate a preference for the order in which questions will be taken (e.g., committee, faculty, students).
- After the Q and A period, everyone except the committee leaves the room. You should remain close to the room so you will be easily located when the Committee is ready for you to return.
- In the case of a Thesis proposal defense, the Committee assesses the research plan outlined in your proposal and whether or not you are ready to proceed collecting data. In the case of a completed Thesis defense, the Committee evaluates your written thesis as well as whether your oral defense was satisfactory. In both cases, the Committee probably will have additional suggestions for improvement.
- Your Chair invites you back into the room and the Committee discusses the results of the assessment with you. At this time they will either sign the yellow form or indicate what additional work must be done before they will sign it (see steps #7, #13, and #15 above).
• When you and your Committee are finished, you attend to the following details: raise the projection screen, erase the chalk board, return the chairs and tables to their original and upright positions, wait for someone from IMS to pick up the equipment, extinguish the lights, and lock both doors.

All faculty and students are encouraged to attend as many proposal and thesis defenses as possible. Frequently, both faculty and students gain ideas for future research at these events. Plus, students get a “feel” for how these important milestones proceed.

Assessment

Assessment of the thesis occurs in six stages: (a) you and your Thesis Committee assess the quality of the Thesis proposal and determine when it is ready to be presented; (b) you present the proposal, fielding questions from faculty and students in attendance; (c) you and your Committee assess the quality of the completed Thesis and determine when it is ready to be defended; (d) all faculty who attend the Thesis defense complete an assessment form (see Attachment M) and submit the completed form to a member of the Graduate Faculty Assessment Committee; (e) following the Thesis defense, you modify the thesis in accord with your Committee’s instructions; and (f) your Committee evaluates the final copy before approving the Thesis.

Bound Copies of Your Thesis

Your Thesis Chair and each of your thesis committee members may request that you provide them with a bound copy of your thesis. Typically, these copies are placed in less expensive bindings, such as those available at Kinko’s or Fast Company. You are responsible for having these copies bound and delivered to any Committee members desiring them.

You will give the Graduate Secretary a hard bound copy of your thesis which will be filed in the Mary Watt Learning Resource Center. Stampers in the Bowen-Thompson Student Union or another commercial establishment can hard bound your thesis.
Plan II: Master’s Project

Steps in the Completion of the Master’s Project

1. You will choose your Master’s Project topic in consultation with your Project Advisor, who must be a member of the School of HMSLS Graduate Faculty. Typically, your faculty academic advisor will be your Project Advisor, and you will choose a topic that is aligned with your advisor’s area of expertise. In the event your interests are more congruent with those of another faculty member, you may, after discussion with your advisor, request the other faculty member to be your Project Advisor. If both your advisor and the other professor agree to the change, you must complete an Advisor Change form and submit it to the Graduate Coordinator for approval. If either of them does not agree, you and your advisor will explore alternative possibilities, including inviting the other professors to serve as a member of a Master’s Project Committee.

2. You and your Project Advisor will choose a Second Reader to aid in assessing your Project. The Project Advisor must be from your specialization (i.e., Kinesiology, Recreation & Leisure, Sport Administration). The Second Reader must be a regular or provisional graduate faculty at BGSU or an individual with a courtesy appointment to the BGSU Graduate Faculty.

3. Regardless of the product resulting from a given Project (e.g., CD-ROM, Web Site, fund raising plan), a written report must be submitted. The report must include, but is not limited to, the following elements:
   a. a rationale for the project that locates the idea/focus of the project in the scholarly/professional literature;
   b. a description of the project;
   c. the results of the project;
   d. an evaluation of the project outcomes in relation to the purpose/goals of the project;
   e. a personal reflection on the experience of conducting the project. The quality of your reflection will be considered in the assessment conducted by each faculty member in attendance at the Poster Session.

Note to Kinesiology (K) students only: K students are required to present their Master’s Project proposals in a course titled HMSL 650 Seminar in Exercise Science. These presentations are unique to K and are not to be confused with thesis proposals or thesis defenses. Prior to the presentation of the Master’s Project proposal, K students must complete a form that will be used to publicize the presentation to HMSLS faculty. You must go to the Secretary’s office in 107 Eppler Center to complete this form in person; do not leave the secretary a voice-mail or send an e-mail.
4. You complete the project, working closely with your Project Advisor. It is important to understand that writing is a recursive process and that completing the Project will involve a considerable amount of writing, re-writing, and re-writing. Each time you submit a draft, your Project Advisor will make suggestions and return the draft to you, whereupon you will develop another draft for submission. This process continues until you and your Advisor agree that the Project is of sufficient quality to be presented.

5. When you, your Project Advisor, and Second Reader agree that the project is of sufficient quality to be defended, notify the Graduate Secretary that you are going to be a presenter at the next Graduate Student Poster Session (see next section for details on the Poster Session).

6. When requested, e-mail a 300 word maximum abstract, written in the past tense, of the project to the Graduate Coordinator who is responsible for creating the program. This abstract will be printed in the Poster Session Program. Include your name, the name of your project, your Project Advisor’s name, and Second Reader’s name.

7. Obtain your Project Advisor’s approval for the format of the poster. Posters are mounted on a tri-fold cardboard display board. You are responsible for all costs incurred for poster production and display.

8. Place the title of the project and your name on a banner that goes across the top of the poster. Include the name of your Project Advisor and Second Reader somewhere on the poster, but not in the banner.

9. When your Project Advisor approves the completed project, she/he will sign the HMSLS Project Report cover page that must be used with all Master’s Projects.

10. Your Project Advisor will also sign the Application/Report (yellow form) which the Graduate Secretary has placed in your folder. There is no Advisor’s signature line on the yellow form. The Advisor should sign it in the large space at the bottom, left corner of the form.
11. After your Project Advisor signs the cover sheet and the Application/Report (yellow form), have the HMSLS cover sheet and the Master’s Project bound in a soft cover and deliver it to the office of the HMSLS Graduate Coordinator. You also deliver the yellow form to the Graduate Coordinator at this time, but it is NOT bound with the Project.

12. The HMSLS Graduate Coordinator will sign the Application/Report (yellow form), submit the form to the Graduate College, and file the completed project in the Mary Watt Learning Resource Center.

13. Your Project Advisor will assign a letter grade for the project.

**School of HMSLS Graduate Student Poster Sessions**

All students who complete Master’s Projects present their projects at a School of HMSLS Graduate Student Poster Session. The Poster Session is designed exclusively for HMSLS graduate students to disseminate results of required projects. Your Project Advisor will give you additional details about attire and other professional protocols associated with the Poster Session.

The HMSLS Graduate Student Poster Session is held once each semester and once in the summer. The Graduate Coordinator establishes the dates and times of the Graduate Student Poster Sessions. Generally, these presentations are scheduled to take place a **minimum** of one week prior to the deadline for completion of Plan II experiences set by the Graduate College each semester and summer Session.

The Graduate Student Representatives to the HMSLS Graduate Faculty serve as co-chairs of a Poster Session Committee, which conducts the Graduate Student Poster Presentation Sessions. The Committee consists of the student Chairs, a volunteer faculty member, and the Graduate Coordinator. The Committee is responsible for reserving the site, creating the printed program, and notifying presenters of the date, time, and location and the presenters’ space assignments. The Committee will also issue invitations to the School, College, and University faculty and students as well as assist in other details.

Graduate Student Poster Sessions are held in an announced location in the Gertrude M. Eppler Complex. Sessions begin promptly at the published starting time and are precisely 90 minutes in duration. Students who are presenting projects must be present for the entire 90 minutes and must be prepared to address questions and comments from attendees.
Students who are presenting posters must report to the site no later than 30 minutes prior to the starting time to assist in room arrangement. They must remain after the Session and assist with returning the room to its normal configuration.

Assessment

Assessment of the Master’s Project occurs in four stages: (a) you and your Project Advisor will assess the quality of the project and determine when it is ready for presentation; (b) all faculty who attend the poster Session will complete an assessment form on each project and submit the completed forms to a member of the Graduate Faculty Assessment Committee; (c) following the Poster Session, you may modify the project report, reflecting feedback received during the Poster Session; and (d) your advisor will evaluate the completed Project and assign a letter grade.

Faculty and students are encouraged to attend as many Poster Sessions as possible. They are intellectually stimulating, and both students and faculty may discover ideas for their own research at these events.

GRADUATE ASSISTANTSHIPS

General Responsibilities of a Graduate Assistant

The information contained in this section is principally directed towards graduate assistants who are sponsored by the School of HMSLS. However, there are other sources of sponsorship for assistantships within the University in the BGSU Department of Athletics and BGSU Recreational Sports. Whatever source of sponsorship the following guidelines are provided to assist you with conducting your responsibilities. If you are sponsored by another agency, that agency may have specific directions and responsibilities. However, please be aware that you are an assistant because of your admission to our graduate program and as such the School of HMSLS wants to maintain high standards of assistantship effectiveness. So these guidelines are for everyone representing our School in whatever agency you are working as an assistant. It is a critical aspect of your education and development, and we value and appreciate your commitment to our School.
Professionalism

a. **Conduct:** Your conduct reflects on your colleagues and on the faculty of the School of HMSLS. Please make that reflection a good one.

b. **Socializing with undergraduates:** Socializing with undergraduate students under your supervision or in classes you are teaching is not appropriate. Asking for dates is unacceptable. Use common sense.

c. **Sexual Harassment:** Familiarize yourself with the issues involved in sexual harassment. As a teacher-supervisor you are in a position of power. You must be careful not to misuse that power. Moreover, as a contractual employee of the university, you can be sued for your actions (See the Graduate Student and Graduate Faculty Handbook).

d. **Absences:** In case of illness, please call the person to whom you are responsible. Do so in a timely manner so that person can assume your responsibilities or find someone to do so. The School of HMSLS tries to avoid canceling classes when an instructor is ill or called out of town. All absences for professional reasons require written permission from your supervisor. This permission automatically gives you accident coverage. Absence forms are available from the secretaries.

e. **Dress:** Dress appropriately for the job you are doing or the classes you are teaching: no cut-offs, T-shirts with offensive or sexual slogans, or clothes with obvious holes in them. Activity teachers should wear appropriate sports apparel. Take pride in yourself as a university teacher.

Office Protocol

a. **Office Hours:** As a Graduate Assistant, you will provided with access to the Graduate Student Office (Eppler N 109). You can use this for meetings with undergraduate students although it may be easier to relocate to a quieter room, such as Eppler N 108 or the class meeting room or even to the Bowen-Thompson Student Union. Document meetings with time, place, and topic discussed.

b. **Office telephone:** Answer the Graduate Office phone in a courteous and professional manner. Identify the office and yourself. If the call is not for you, ask if you can take a message.

c. **Office Supplies:** If supplies are needed, make a list and give it to Ms. Mary Bobb, the Graduate Secretary.

d. **Weekly schedule:** As soon as you know it, please give your complete schedule to the relevant secretary to keep on file. Undergraduate students often go to the School
secretaries when they can’t find their instructors/supervisors. The secretaries feel uncomfortable when they don’t know where an instructor/supervisor is and, therefore, are unable to help a student. If you are working in more than one academic program, you need to give your schedule to all relevant secretaries.

**Monthly Graduate Assistant Work Summary**

Graduate assistants are expected to complete a *Monthly Graduate Assistant Work Summary* form, which lists the specific tasks to fulfill his/her GA responsibilities with times to complete the tasks each month. This form is reviewed with the faculty supervisor, signatures obtained, then forwarded to the Graduate Coordinator by the first of each month. If submitting electronically, the form is first sent to the faculty supervisor. The faculty supervisor may forward the form to the Graduate Coordinator indicating that he/she has reviewed and approved the work summary. Graduate assistants do not need to complete this form for their PEG assignments.

**Teaching Assistant (TA) General Responsibilities**

**Philosophy**

If you are assigned a teaching assistantship, it is because you have indicated expertise in an activity or have previous teaching experience. As a teaching assistant, you have responsibility over an undergraduate class and will have to determine student’s grade. As a teaching assistant, you are expected to be prepared for class, to set high standards for the students, and to perform your teaching duties conscientiously and professionally. In short, we expect you to take your teaching very seriously.

**Teaching Assistant (TA) Task Descriptions**

The following is a non-inclusive list of tasks appropriate for Master’s level graduate teaching assistants (TA). The roles and responsibilities of TAs will vary according to their experience and expertise, the nature of the class, and the type of task being assigned. It is expected, however, that teaching assistants will improve steadily in their capabilities as a result of experience and mentoring. Faculty should expect to individualize their degree of mentorship and supervision on a student-by-student basis. It is the responsibility of supervising faculty to meet regularly (e.g., weekly or more often) with their TA. TAs are expected to attend all lecture sessions during their first
assignment to a course and as necessary thereafter to enhance their expertise and knowledge. TAs also must keep appropriate numbers of office hours.

**Classroom Teaching Tasks**

- Assistance with course presentation materials (e.g., overhead, slides, handouts)
- Assistance with quiz and exam preparation
- Locating and photocopying course materials
- Checking out learning materials from library or through Interlibrary Loan
- Placing course reading materials on appropriate research (e.g., Mary Watt Center, Jerome Library, Math-Science Library)
- Taking class attendance
- Evaluating course assignments
- Proctoring quizzes and exams
- Grading and recording quizzes and exams
- Handling course communications (e.g., IMS reservations, guest speaker arrangements, student contracts)
- Leading small group discussions or recitations
- Assisting with review sessions
- Presenting lecture sessions, where appropriate expertise exists

**Specialized Laboratory Tasks**

- Preparation and setup of laboratory equipment and materials
- Takedown and cleanup of laboratory materials after sessions
- Assisting faculty during laboratory sessions
- Assisting students during laboratory sessions
- Conducting independent laboratory sessions when expertise exists
- Grading laboratory assignments, quizzes, and exams
- Holding makeup labs and quizzes where appropriate
- Assisting with final grade calculation and spreadsheet entry
- Supervision of practicum students
**Grades**

At BGSU student grades are confidential. Instructors may not post grades in ways that allow others to identify a particular student’s grades. Please consult with your supervisor on suggested ways to distribute grades. Be aware that student rosters and the student ID numbers are also confidential.

**Academic Dishonesty**

The Student Affairs Handbook lists explicit procedures to be followed if you catch a student involved in academic dishonesty. Familiarize yourself with these procedures and, if it occurs, seek the advise of your supervisor.

**Photocopying**

Please follow School procedures for photocopying class tests/handouts.

- Obtain a copy code from Ms. Diane Euler. If you do your own photocopying, obtain instruction on using the Eppler South machine from Diane Euler (Eppler S 212). Also, be sure you are photocopying only for the classes you are teaching. The School tracks the number of copies each employee makes on a month basis.
- The School provides photocopying as a service to its instructors. To use this service, complete the work request forms available near the machine in Eppler South. Please abide by the timelines on the form.
- Photocopying numerous handouts is strongly discouraged simply because the School does not have a budget large enough to furnish students with a lot of handouts.
- Faculty often use alternative methods for class handouts, and these include placing class handouts as files on the University’s Blackboard Intra-web Portal. All classes are assigned space for you to add class resources. This facility also allows you to email the class and operate discussion boards. See IMS for Blackboard tutorial sessions.

**Physical Education General Program (PEG) Activity Instructors**

As a graduate assistant, you may be responsible for teaching a PEG activity class. Dr. Lynn Darby is the PEG Coordinator and additional faculty have been designated as activity heads due to their expertise in the designated activity; therefore, if you have questions for any kind of problem with the classes that you are teaching, you should
contact the activity head. There is generally a meeting at the beginning of the year between the GAs and the PEG Coordinator and the activity heads, but these people are available to you at all times during the year and have taken quite an active interest in being sure that you have all the information that you need to do a good job teaching.

The Graduate Coordinator and the PEG Coordinator have been designated to help you develop professionally as a young teacher. Teaching philosophy, methods and techniques are topics covered during the GradSTEP week prior to fall term as well as in HMSL 6520, *Teaching in HMSLS at College Level*, which is required for graduate assistants who have a teaching GA. HMSL 6520 should be taken if you have expertise in physical activities and may be called upon to teach in the spring or summer semester.

**Other Assistantship Responsibilities in HMSLS**

There are other graduate assistantship assignments, such as organizing, operating, or supervising the Mary Watt Center; assisting the Eppler facilities coordinator; helping with the School newsletter; and assisting the Graduate Coordinator. Some may be assisting faculty conduct research. Research can be an exciting experience and help you gain insight into what is involved in this type of academic endeavor. These assignments are set up so that you can be of assistance to the faculty and gain some extra experience yourself.

**Research Assistant (RA) Task Descriptions**

The following is a non-inclusive list of tasks appropriate for Master’s level graduate research assistants (RA). RAs will vary significantly in their ability to work independently. It is expected, however, that students will improve their capabilities with experience and mentoring. Faculty should expect to individualize their degree of mentorship and supervision on a student-by-student basis. It is expected that each faculty will meet regularly (e.g., weekly or more often) with their RA to monitor the quality and quantity of work.

**Literature and Background Tasks**

- Library literature searches, including CD-ROM and computer databases
- Location and check-out of library sources, including Interlibrary Loan
- Photocopying of appropriate materials
• Creation of research reference lists and bibliographies
• Annotation and critique of selected references

**Research Data Collection Tasks**

• Discussion and assistance with research design and instrumentation
• Recruitment of subjects, including identification, screening, gaining HSRB approval, and obtaining human subject consent
• Assistance with research protocol, instrument development, instrument calibration, validation, reliability, and objectivity criteria
• Participation in research protocol, including set-up, tear down, debriefing
• Assistance with data collection, including videotape/film recording activities

**Statistical Analysis Tasks**

• Data entry, reduction, summarization activities
• Data entry quality checks
• Collaborating with investigator(s) and statistical consultants on statistical analyses
• Assistance with running statistical computer programs
• Obtaining and discussing computer output information

**Presentation/Publication Tasks**

• Assistance with presentation of results (e.g., preparation of tables, figures, overheads, slides, posters)
• Reading and editing drafts of presentations and papers
• Proofreading drafts of written material
• Cross-checking reference accuracy

**Failure to Complete Assigned Duties Policy**

**Graduate College Policy**

Appointees are responsible for being aware of university rules and regulations relating to their service assignments, what is expected of them, and who is supervising their work. Questions or problems concerning assignments should be resolved within the employing office whenever possible. Non-performance or mal-performance of service
assignments will result in the termination of an appointment by the Dean of the Graduate College. Classroom teaching is the most sensitive assignment for a graduate student. The Faculty Charter of the University specifies the Graduate Assistants are not members of the faculty, thus they are subject to faculty supervision in the conduct of their teaching. Graduate assistants should report to the Chair of the division, through the supervisor, any incidents involving cheating, intimidation, or other interference with a class.

School of HMSLS Policy

In order to resolve an issue regarding a graduate student’s failure to complete an assigned teaching or research assistantship duty, the following steps shall be taken. The faculty shall meet with the graduate student and attempt to resolve the issue. Before or after the meeting, the faculty member has the discretion of issuing the following:

- **Written warning**: A written warning (in the form of an email or some other document) must detail the graduate student’s non-performance or mal-performance. The written warning must be dated and submitted to the graduate student and a copy sent to the Graduate Coordinator.

- **Formal Grievance**: A grievance will be construed as a more serious form of non-performance or mal-performance. The faculty member must complete the forma grievance form. The grievance must be dated and submitted to the graduate student and a coy sent to the Graduate Coordinator. If the faculty member files a grievance, the Graduate Coordinator shall schedule a meeting with the faculty member and graduate student. The Graduate Coordinator may use any of the following of a combination thereof:
  - **Dismiss the Grievance**: If the Graduate Coordinator finds insufficient evidence of non-performance or mal-performance, or does not believe a grievance is warranted, the Graduate Coordinator may dismiss the grievance. The Graduate Coordinator must provide reasons for his/her decision in writing to the faculty member and graduate student.
  - **Reassign the Graduate Student**: The Graduate Coordinator may reassign the graduate student to another faculty member. The Graduate Coordinator must provide reasons for his/her decision in writing to the faculty member and graduate student.
  - **Place the Graduate Student on Probation**: If the Graduate Coordinator finds sufficient evidence of non-performance or mal-performance, the
Graduate Coordinator may place the graduate student on probation. The duration of the probation and reasons for the Graduate Coordinator’s decision must be submitted in writing to the faculty member and graduate student.

- **Recommendation of Termination**: For repeated and/or gross non-performance or mal-performance, the Graduate Coordinator may recommend to the Dean of the Graduate College termination of the graduate student’s assistantship. The Graduate Coordinator must provide reasons for his/her decision in writing to the School Director, faculty member, and graduate student.

**Graduate Student Resources**

Useful information for your teaching and research assistantship duties and resources to help you accommodate your life as a graduate student can be found at [http://www.bgsu.edu/departments/grad/gradstep/resouces.html](http://www.bgsu.edu/departments/grad/gradstep/resouces.html).

**Renewal of Graduate Assistantship**

Graduate students may be awarded a graduate assistantship for a maximum of two years. In November, first year GAs, wishing to be considered for a graduate assistantship the second year of their graduate studies, will need to submit a Second Year Graduate Assistantship application along with faculty recommendations. The second year of support will depend on our performance as a graduate assistant as well as your academic standing. A minimum GPA of 3.0 is required to obtain a graduate assistantship. Graduate assistantships are typically not awarded to students for one semester or if the student has 30-34 credit hours accrued toward graduation.

**GRIEVANCE PROCEDURES**

The Graduate College grievance procedures do not apply to cases processed under the jurisdiction of the University Student Code. The present procedures specifically apply to academic problems, training and work assignments, and financial disputes involving Graduate Assistant or Teaching Fellow contracts or awards; whereas the Student code applies to performance, conduct, and behavior. Moreover, the procedures do not apply to academic honesty, sexual harassment, or racial and ethnic harassment.
The Graduate Student Senate, the official governance body of graduate students, may be consulted at any stage of the grievance process. A representative from the Graduate Student Senate may accompany any graduate student and help present any appeal processed by the Graduate College Grievance Policy.

**Grievance Procedures**

There may be instances when a graduate student will have grievances. These grievances must be considered carefully and fairly within the University. Grievance procedures used to resolve problems involving graduate students should be made at the lowest possible administrative levels. In some cases, the resolution of a problem may require, for the parties involved, a higher formal and open channel for expressing grievances and for obtaining a fair and prompt hearing. A Grievance Board procedure has been established to investigate referred cases and to conduct hearings of primary training and work assignments, and financial disputes involving Graduate Assistant or Teaching Fellow contracts or awards. Moral and political behavior are not a concern of the Board because these are regulated by the Student Code of the University and by local, state, and federal laws.

All students are granted due process rights in the resolution of academic and related problems at Bowling Green State University. The following grievance procedures are to be used:

A. **Actions at Departmental Level**

In order to resolve an issue rapidly and effectively, every attempt should be made to handle grievances at the departmental or level of origin. When a student has a complaint, he or she is strongly encouraged to discuss the problem with the instructor involved, the course supervisor, the departmental graduate advisor, or other appropriate individuals in the department. If the problem is not resolved, the departmental Chair or the Graduate committee of the department may be able to provide an effective solution. If a problem is not satisfactorily resolved at the departmental level, the complainant may appeal the decision to the Dean of the Graduate College. An appeal to the Dean will result in the implementation of formal appeal procedures.

Within the School of Human Movement, Sport, and Leisure Studies a graduate student must initiate the grievance/appeal process by first talking directly with the instructor about the complaint. If the student is not satisfied he/she should make an
appointment with the Graduate Coordinator. At this point the Graduate Coordinator will explain due process procedures which will include:

1. Securing a written statement and documentation by the student relative to the specific complaint.
2. Securing a written statement and documentation by the faculty member involved.
3. Establishing an ad hoc committee to review the appeal or utilizing the appeals standing committee, whichever is most appropriate.

The Appeals Committee will make a recommendation to the Graduate Coordinator. The Graduate Coordinator will then indicate support or non-support with an accompanying rationale statement.

The results of the Appeals Committee and the Graduate Coordinator are then forwarded to the Director of the School of HMSLS for review. The Director makes a decision to support or not support the recommendations of the Appeals Committee and Graduate Coordinator. An alternative process is one in which the Director reviews the materials and makes a decision to be forwarded to the Graduate Dean.

B. Formal Appeal

1. If all attempts to resolve a problem at the departmental level have failed, the complainant may submit the problem along with the desired outcome in writing to the dean. This formal written appeal should briefly summarize the pertinent facts of the case and describe the attempts made to resolve the issue at the departmental level.

2. The Dean’s designee shall investigate the complaint in an attempt to resolve the issue. The involved parties shall be informed of the results of the investigation and/or the proposed resolution within ten working days of the initial appeal or as soon as possible thereafter.

C. Grievance Board Membership

The Grievance Board membership categories outlined below include faculty and graduate students who have had no previous contact or involvement with the refereed case.
1. **Chair**
   A regular member of the Graduate Faculty, designated by the Dean of the Graduate College and from a department not involved in the issue. The Chair will vote only in instances of a tie vote by the board.

2. **Members**
   a. From a discipline related to the program in which the complainant is enrolled, a graduate student in good standing who is not involved in the complaint is to be recommended by the Dean of the complainant’s College (e.g., A&S).
   
   b. From a discipline related to the program in which the complainant is enrolled, a Regular member of the Graduate Faculty who is not involved in the complaint is to be designated by the Dean of the complainant’s College (e.g., A&S).
   
   c. A graduate student in good standing, not involved in the complaint nor a member of the complainant’s department, is to be recommended by the President of the Graduate Student Senate.
   
   d. A regular member of the Graduate Faculty, not involved in the complaint nor a member of the complainant’s department, is to be appointed by the Dean of the Graduate College.

D. **Hearing Procedures**

1. All hearings and investigations by the appointed Grievance Board shall be conducted in closed sessions with only members of the Board and invited or approved persons present. The Board and the concerned parties in the case shall receive from the Dean of the Graduate College all the pertinent information compiled on the case. A final recommendation should be made to the Dean within ten working days of the complainant’s initial appeal to the Board or as soon as possible thereafter.

2. Balloting and voting by the Board will be secret. One faculty member and one student member will be tellers for each vote by the Board.

3. The complainant may have an advisor present, such as a graduate student, a member of the faculty, a friend, a relative, or an attorney. The respondent (person or department) may also have an advisor present.
Witnesses may be called to present evidence on behalf of either the complainant or the respondent.

4. All information on which a decision is to be based must be submitted before the Board in the presence of the student and decisions should be based solely upon such information. The complainant has the right to question all testimony and confront all witnesses.

5. A tape recording will be made of each Board meeting. A summary of all sessions of the Board shall be prepared by the secretarial personnel from the Office of the Graduate College. Copies of the summary shall be distributed to the appropriate parties concerned and be kept on file in the Office of the Graduate College for two years following the past period of registration of the complainant.

6. The Board will reach a decision in the case and make a specific recommendation of action to the Graduate Dean. The Dean will review this recommendation, make a final decision in the case, and convey that decision to the appropriate parties concerned within five working days. The decision and disposition of the case will be filed with the minutes.

7. The assignment of any warranted sanctions or corrective actions rests with the Dean of the Graduate College, and will be implemented in a prompt manner.

Approved by the Graduate Council – 11/13/86

Grade Appeal in HMSLS

For every course in which you enroll, you will receive a syllabus at the beginning of the semester describing curriculum issues, including how a grade will be determined. At any time when a grade has been assigned for an examination or coursework requirement, students have the right to appeal the grade based on the Graduate Catalog section on Grade Appeals and the Grade Appeals Process in the Graduate Student and Graduate Faculty Handbook. Additionally, the graduate program in the School of HMSLS operates procedures related to the Right of Appeal, Grounds for Appeal, and Exclusions from Appeal.

Right of Appeal

Graduate students have a right of appeal against academic decisions taken by Faculty that affect their academic progress. These procedures set out the Grounds of
Appeal and the mechanisms by which that right can be exercised. These procedures also set out the gorund on which an academic appeal is not permissible.

Appeals may be made in respect of the following areas relating to the process of assessment: a formal assessment result, or a decision consequential to an academic failure (e.g. termination of registration).

Students should note that for the following areas of potential dispute, separate procedures apply: equal opportunities, protection of dignity at work and study (including harassment), complaints (students should note that complaints relating to the quality of teaching or supervision, or other circumstances that relate to the delivery of a program of study before the point of assessment or the submission of a project or thesis, are not subject to these procedures).

**Grounds of Appeal**

Grounds of appeal are as follows:

(a) Circumstances affecting the student’s performance of which a faculty member had not been aware before reaching his/her decision, *only if* reasonable grounds can be presented by the student why such circumstances had not been presented in advance, and/or

(b) Procedural irregularities in the formal conduct of an assessment or in reaching another academic decision, and/or

(c) Evidence of prejudice or of bias on the part of one or more faculty (such as second reader).

**Exclusions from Appeal**

The following grounds cannot be considered as the basis for an appeal:

(a) Dissatisfaction with the academic judgment of the faculty;

(b) Dissatisfaction with the formative assessment by the faculty;

(c) Matters of dispute that are dealt with under the student complaints procedures.

The inclusion of an independent element in the assessment of work through internal second grading (or single grading and internal moderation) is normally sufficient to refute the argument that there have been inadequate checks on the accuracy and appropriateness of the grading, and to preclude an appeal on the grounds of prejudice and bias.

Students should be aware that anyone making unwarranted and unsubstantiated allegations concerning the reputation or conduct of faculty may be subject to disciplinary proceedings.