



**School of Human Movement, Sport
& Leisure Studies**

Graduate Student Handbook

Academic Year 2007-2008

August 2007

This is provided to the 2007 Entry graduate students as a hard copy.
For all current students this is available on line at the HMSLS Graduate web page

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 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 alike we provide this booklet as a reference guide for your graduate program from GradSTEP 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 sign-off on your Tentative Degree Plan (TDP) form! As you will see from 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 either our graduate secretaries, Mary Bobb (Sport Administration and Leisure & Tourism) and Diane Euler (Developmental Kinesiology), or 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 best with your studies and your first challenge is to master the hallways of Eppler by the end of GradSTEP week!

Geoff Meek

Graduate Program Coordinator, HMSLS

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1. General Information for Graduate Students

1.1 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.

1.2 Your Graduate Program in the University Structure

The three specializations (Developmental Kinesiology, Leisure & Tourism, and Sports 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, even though HMSLS is one of five schools in the College of Education and Human Development. 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 other Colleges. If you get an email from the Graduate College it is invariably 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. And the Sport Management, Recreation, and Tourism Division oversees undergraduate majors in sports management; recreation and tourism; and athletic training clinic management.

2. Before You Start Your Classes

2.1 GradSTEP Week

GradSTEP stands for Graduate Student Enhancement Program and the goal of the week is to acclimatize you to the University, the graduate program and your school/department. This program is offered only 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 required by graduate students who are in their first semester of their assistantship contract. Follow the link for more information regarding *GradSTEP* (<http://www.bgsu.edu/departments/gradstep/>). Upon completion of GradSTEP program you receive 2 credits, which you can include as credits towards the required number for graduation.

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

Your advisor has many other responsibilities throughout the School, College and University and 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.

2.3 The Tentative Degree Plan (TDP)

The TDP (<http://www.bgsu.edu/colleges/gradcol/graduation1.htm>) is a listing of the courses a student plans to take to meet the requirements of his or her graduate degree specialization. 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 your record against the TDP to verify eligibility for graduation. The first submission to the Graduate College is officially after 15 credit hours. Review the hyperlink carefully because there is over a page of information and instructions about the form.

As graduate coordinator I would like a copy of your TDP on file in the HMSLS Graduate Office from the first semester of your program; this must be updated each semester. The form is tentative and can be changed, but ultimately is far from tentative because it is how the Graduate College determines that you have completed your program of study and are eligible for graduation. The student's Advisor and Graduate Coordinator must approve and sign the TDP before it is submitted to the Graduate College.

2.4 Schedule / Rotation of Classes

The three specializations have core and specialization courses to be completed. Your degree program includes HMSL core courses (HMSL 653 *Research Methods in HMSL* and either HMSL 651 *Interpreting Quantitative Research in HMSL* or HMSL 654 *Interpreting Qualitative Research in HMSL*); specialization core courses; and electives. To assist you with the planning of your program we provide a course rotation by semester for each specialization and with only the course numbers. This has been tabulated for the next two academic years below:

	Fall 2007	Spring 2008	Summer 2008
DK	613, 618, 639, 650, 652	614, 617, 619, 636, 650	606, 608, 615
L&T	621, 622, 680	624	655, 656, 657
SA	629, 632, 640	630, 631, 633	629, 634, 635
	Fall 2008	Spring 2009	Summer 2009
DK	612, 618, 638, 650, 652	611, 613, 616, 635, 650	610, 617, 619
L&T	621, 622, 680	624	655, 656, 657
SA	629, 632, 640	630, 631, 633	629, 634, 635

The rotation of classes is based on the current projections and can be changed due to faculty availability or under enrollment of classes.

2.5 Registering for Classes

In the fall registering for classes is held during the week of GradSTEP for all new students (All current students have registered in the previous semester). Before making any decisions on your own, please meet with your advisor to discuss your educational plans and requirements. In future always discuss the upcoming semester with your advisor to obtain his/her approval of your course schedule. 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. This will take you through the registration process.

Make sure when you talk with your advisor 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 or 'make' a minimum of seven students must be enrolled. All classes are contingent on minimum enrollments and are subject to change. This can effect course rotations, so register early to allow a planning to be completed well in advance of the next semester. To be considered a full-time student you must be registered for 12 credits if you

have an assistantship contract. (If you receive a summer GA contract you will be required to register for 9-credit hours of classes).

2.6 Graduate College Forms and Documents

In addition to this handbook there are three other online handbooks you need to be aware of and these are:

- Graduate Catalog <http://www.bgsu.edu/colleges/gradcol/catalogs.htm>.
- Graduate Student and Graduate Faculty Handbook
<http://www.bgsu.edu/colleges/gradcol/studenthb/studenthdbktoc.htm>.
- Thesis/Dissertation Handbook.
<http://www.bgsu.edu/colleges/gradcol/tdhandbook/tdhdbktoc.htm>

The Graduate College website has most forms listed as Microsoft Word document templates. These forms that can be completed on-line and then must be printed to secure the required signatures before forwarding to the Graduate College. Other important information includes: [Academic Calendar](#), [Important Dates and Deadlines](#),

3. Your Program

3.1 Maintaining Academic Excellence

The Graduate College and the School of Human Movement, Sport, and Leisure Studies require that as a graduate student you maintain a 3.0 GPA to be in good standing. If your GPA falls below a 3.0, you would be placed on academic probation by the Graduate College. If you are a graduate assistant, you would be in jeopardy of losing your graduate assistantship. Unless you maintain a 3.0 GPA, there is absolutely no guarantee of retaining an assistantship. This is particularly important as we operate a 1-year, renewable, assistantship contract. 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.

3.2 Grades and Degree Audit

Acceptable final grades for academic courses you complete can range from A to C. (see page 36-37 in 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 the first Monday after examination week. To view your grades go to [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 the **Registration Services** tab on the right hand side of the screen. The second item down is **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 right hand portion of the screen. Find **MY BGSU**, click on this and enter the appropriate User name and Password. Once in **MY BGSU**, look down the right hand side until you find **Academic Services**. The first choice under this heading is **Degree Audit**.

As Graduate Coordinator I receive and will discuss with you your progress based on the *Internal Academic Summary* which is provided in the following semester.

3.3 Grade Appeal in HMSL

For every course you register for and complete you should receive a course outline at the beginning of each course detailing amongst other curriculum issues how the grade will 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 (pages 35-36) and the Grade Appeals Process in Graduate Student and Graduate Faculty Handbook (pages 60-62). Additionally the Graduate program in the School of HMSLS operates procedures related to the *Right of Appeal*; *Grounds for Appeal*; and *Exclusions from Appeal*.

3.3.1 Right of Appeal

3.3.1.1 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 grounds on which an academic appeal is not permissible.

3.3.1.2 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).

3.3.1.3 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).

3.3.2 Grounds of Appeal

3.3.2.1 Grounds of appeal are allowed 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).

3.3.3 Exclusions from Appeal

3.3.3.1 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 faculty;
- (c) Matters of dispute that are dealt with under the student complaints procedure.

3.3.3.2 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 ground of prejudice and bias.

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

3.4 Classes

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 class-mates 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 three hours of study for each hour in class.

3.5 Variable Credit/Title Courses

Variable credit/title courses are an option if the class schedule does not fit your plan determined in consultation with your advisor. Variable credit/title courses are found in our course catalog between HMSL 682-699. These courses require approval from a supervising HMSL Graduate Faculty member, your Advisor, the Graduate Coordinator, and the Director. The Variable Credit/Title form is on-line on the HMSL graduate web-page.

The School policy is that you cannot register for more than 3-credit hours of variable credit per semester of the program 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. This option is an exciting way to gain experience and work closely with a graduate faculty member. One credit 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 secretaries once it has been approved. All variable credit forms must be submitted and approved by the end of the first week of each new semester.

3.6 Your 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 Plan (TDP) that you file. This will then focus your studies towards your final semester within the program when you complete either HMSL 691 (*Master's Project in HMSL*) or HMSL 699 (*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 have 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.

3.6.1 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 in the research area. Courses, such as HMSL 684 *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 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 653 *Research Methods in HMSL* and also HMSL 651 *Interpreting Quantitative Research in HMSL* or HMSL 654 *Interpreting Qualitative Research in HMSL*. Finding a topic of interest is frequently challenging; therefore, you should start exploring the literature during your first semester. You can also gain valuable advice and direction through discussions with your advisor.

3.6.2 Choosing between Thesis Research and a Master's Project.

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

3.6.2.1 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; 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 and what is currently known about the topic, require the 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 a pilot study for future research. Both theses and projects are high-quality scholarly products that generally require more than one semester to complete.

3.6.2.2 Second, what is the audience toward whom your scholarly product is directed?

Theses generally are 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 alternative scholarly audiences with the intention of the information being applied in a practical setting.

3.6.2.3 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 may be required for acceptance into 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 option relative to your particular needs and interests, you will gain additional insight about differences between the two approaches. You will also learn the specific requirements of your advisor regarding these experiences.

3.6.3 Human Subjects/Participants

If your Thesis or Project involves collecting data from or about living persons, you must receive approval from the BGSU Human Subjects Review Board (HSRB) *prior* to the collection of any data, including pilot data. Much of this material will be discussed in HMSL 653. HSRB is necessary for Graduate Students who intend to use humans for their study or project. Go to [HSRB Home Page](#), scroll to the middle of the page of click on, *HSRB Training Schedule and web-based training "registration" instructions (Updated July, 2005)*. 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 “BowlingGreen.”

3.6.4 School of HMSLS Human Subjects Review Policy

If you wish to involve *School of HMSLS students* as subjects/participants in your thesis/project, 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 thesis/project, 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.

3.6.5 Requirements for Thesis or Master’s Project

To be eligible to register for HMSL 691 *Master’s Project in HMSL* or HMSL 699 *Thesis Research in HMSL*, you must have a GPA of 3.0 or higher in at least 12 hours of graduate work, including a research methods class. You will

indicate either Plan I or Plan II on the Tentative Degree Plan (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.

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 hours* of HMSL 699 can count toward the degree. It is a good idea, although not a requirement, to defer registering for HMSLS 699 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 684 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 699 until you graduate.

3.6.6 HMSL Graduate Student Travel Grants

Small grants are available to defray expenses for theses, projects, and professional development travel, such as presentation at a conference. Grants are typically awarded in the amount of \$100.00 or less. Talk with your advisor about additional grants that might be available in your academic specialization.

3.6.7 Timelines

The Graduate College publishes the deadlines for the completion of Thesis and Master's Project. If you miss the deadline for completion of the Thesis or Master's Project for the semester in which you planned to graduate, you must defer graduation until the next commencement. 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, complete and submit the Thesis or Master's Project *after* the deposit deadline and *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 Master's 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 held at the end of the penultimate semester. You and your Thesis Chair or Master's 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 Master's Project. Therefore, a series of short-term, intermediate, and long-term deadlines are recommended to keep the Thesis or Master's 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 Master's 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 (*Comprehensive Exam for [non-thesis] master's degree [except M.Ed]*) are in advance of the end of the semester by some weeks. See section 7 (pages 33-34) for deadlines and check the Graduate College web pages for updates.

3.7 End of Semester Requirements

Because the end of every semester is a difficult time it is important to detail some of the requirements that are necessary to allow for effective planning by faculty and the graduate coordinator. The following are to be completed before the end of each semester for the next semester:

1. Registration for graduate classes.
2. If appropriate, complete a Variable Credit form as registration for each variable credit course you wish to undertake.
3. Submit an updated TDP to the Graduate Coordinator.
4. Graduate Assistantships complete a schedule of classes and a new copy of the GA Application form in order to assist with the assignment of GA duties.

4. Troubleshooting

4.1 In General

Hopefully your studies and related experiences will be trouble free and this is normally possible with clear adherence to program and course requirements, awareness and sensitivity for others and adhering to the different codes of conduct administered by the University. Become familiar with various lines of responsibility. Within the School this normally starts with your faculty advisor, the Graduate Coordinator, and the Director. Within the student organizations you have student representation via the Graduate Student representative and the services of the Graduate Student Services (GSS). This booklet cannot cover all eventualities, but we have included some important information.

4.2 Graduate Student Representation to HMSLS

In addition to being able to offer advice and direct you to appropriate services within the GSS the Graduate Student Representative is elected each fall by the graduate students to act as a Graduate Student Representative to HMSLS Graduate Faculty. An alternate will also be elected. Within the School duties, rights, and responsibilities would include the following:

1. Serve as a liaison between the HMSLS graduate student population and the 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.

4.3 Different Codes for Different Problems

There are various ordinances and codes that cover your behavior as a graduate student. University Student Code applies to performance, conduct, and behavior, such as academic honesty, sexual, or racial and ethnic harassment. 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.

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.

4.4 Grievance Procedures

There may be instances when 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 behaviors 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:

4.4.1 Actions at School Level

In order to resolve an issue rapidly and effectively, every attempt should be made to handle grievances at the School 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 School graduate advisor, or other appropriate individuals in the School. If the problem is not resolved, the School Director or the Graduate committee of the School may be able to provide an effective solution. If a problem is not satisfactorily resolved at the School 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.

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.

4.4.2 Formal Appeal

1. If all attempts to resolve a problem at the School level have failed, the complainant may submit the problem along with the desired outcome in writing to the Dean of the complainant's College. 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.

4.4.3 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 case.

4.4.3.1 Chair

A regular member of the Graduate Faculty, designated by the Dean of the Graduate College and from a School not involved in the issue. The Chair will vote only in instances of a tie vote by the board.

4.4.3.2 Members

4.4.3.2.1 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.

4.4.3.2.2 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.

4.4.3.2.3 A graduate student in good standing, not involved in the complaint or a member of the complainant's department, is to be recommended by the President of the Graduate Student Senate.

4.4.3.2.4 A regular member of the Graduate Faculty, not involved in the complaint or a member of the complainant's School, is to be appointed by the Dean of the Graduate College.

4.4.4 Hearing Procedures

4.4.4.1 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.

4.4.4.2 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.

4.4.4.3 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 School) may also have an advisor present. Witnesses

may be called to present evidence on behalf of either the complainant or the respondent.

4.4.4.4 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 all witnesses.

4.4.4.5 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.

4.4.4.6 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.

4.4.4.7 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.

5. Graduate Assistantships

5.1 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 School and these include: BGSU Department of Athletics, BGSU Recreational Sports Center, Bluffton College, Ohio Northern University, and Wood County Hospital as well as cooperative partners. 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. Future assistantships depend on your ability to work effectively in your agency, just as others before you have given you your opportunity. It is a critical aspect of your education and development and we value and appreciate your commitment to your agency.

5.1.1 Professionalism

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

5.1.1.2 Socializing with undergraduates. Socializing with undergraduate students under your supervision or in classes you are teaching is not appropriate. Asking for dates is unacceptable.

5.1.1.3 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 pages 66-70 of the Graduate Student and Graduate Faculty Handbook.

5.1.1.4 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.

5.1.1.5 Appropriate Dress. Dress appropriately for the job you are doing or the classes you are teaching. Do not consider wearing 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.

5.1.2 Office Protocol

5.1.2.1 Office Hours. As a Graduate Assistantship you will be 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 N108 or the class meeting room or even to the Bowen-Thompson Student Union. Document meetings with time, place and topic discussed.

5.1.2.2 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.

5.1.2.3 Office Supplies. If supplies are needed, make a list and give it to Mary Bobb, or Diane Euler, the Graduate Secretaries.

5.1.2.4 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.

5.2 Teaching Assistant (TA) General Responsibilities

5.2.1 Our 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 grades. As a teaching assistant you are expected to be prepared for every 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.

5.2.2 Teaching Assistant Task Descriptions

The following is not an exhaustive 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.

5.2.2.1 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.

5.2.2.2 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.

5.2.3 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.

5.2.4 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 advice of your supervisor.

5.2.5 Photocopying:

Please follow School procedures for photocopying class tests/handouts.

- Obtain a copier code from Diane Euler. If you do your own photocopying, obtain instruction on using the Eppler South machine from Diane Euler (Eppler S212). 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 monthly 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 not necessary simply because the School does not have a budget large enough to furnish students with a lot of handouts and there are alternative methods.
- Faculty often use alternative methods for class handouts and these include: place 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.

5.3 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 problems 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 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 652 Teaching HMSL at College Level* which is required by graduate assistants who have a teaching GA. HMSL 652 should be taken if you have expertise in physical activities and may be called upon in the spring or summer semesters.

5.4 Other Assistantship Responsibilities in HMSLS

There are other assignments available in addition to teaching activity classes. Some of you may be organizing, operating or supervising the Mary Watt Center. Some of you may be assisting in the Fitness and Sport Physiology Lab. Others may be assisting in laboratory sections of undergraduate courses such as Physiology of Exercise, Motor Learning, or Kinesiology. Still, others of you might be assisting faculty who are teaching large lecture classes or conducting 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. Please review the following pages for specific responsibilities for teaching assistants and research assistants.

5.5 Research Assistant (RA) Task Descriptions

The following is not an exhaustive 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.

5.5.1 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.

5.5.2 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.

5.5.3 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.

5.5.4 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.

5.6 Failure to Complete Assigned Duties Policy

5.6.1 The 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 that Graduate Assistants are not members of the faculty, thus they are subject to faculty supervision in the conduct of their teaching. The following general guidelines are provided to prevent misunderstandings concerning the role and responsibilities of graduate students who teach:

5.6.1.1 Conduct classes or otherwise assist in instruction in accordance with directions from the faculty member (supervisor) in charge of the course. In a multi-section course, adhere to the syllabus when one has been established.

5.6.1.2 Meet assigned classes at approved or scheduled times and places. Secure approval, through the supervisor, for any changes in the schedule

5.6.1.3 Inform the supervisor in advance, and through him/her, the Department Chair of any inability to meet classes. Emergency absences should be reported as promptly as possible.

5.6.1.4 Give and grade quizzes, examinations, papers, etc. in a manner which meets with the approval of the supervisor.

5.6.1.5 Confer with the supervisor concerning grading practices in the department and assign course grades accordingly. Review assigned grades with supervisor prior to submitting them to the Registrar. Questions or challenges that cannot be resolved between the supervisor and graduate student are to be resolved at the departmental level.

5.6.1.6 Report to the Chair of the division, through the supervisor, any incidents involving cheating, intimidation, or other interference with a class.

5.6.2 The 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, faculty has the discretion of issuing the following:

5.6.2.1 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 a graduate coordinator.

5.6.2.2 Formal Grievance. A grievance will be construed as a more serious form of non-performance or mal-performance. The faculty member must complete the formal grievance form. The grievance must be dated and submitted to the graduate student and a copy sent to a 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 or a combination thereof:

5.6.2.2.1 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.

5.6.2.2.2 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.

5.6.2.2.3 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.

5.6.2.2.4 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.

5.7 Your GA assignment

In advance of each semester you will be asked to complete a Graduate Assistantship Application. This is the form you completed during your admissions process. This form provides up-to-date information about your skills and competencies and will be used to assign assistantship duties each semester. Additionally you must complete a weekly class schedule so that we can avoid assigning duties during your class time. Your classes come first so make sure that we can work around your schedule. It is the intention to complete the assignment before the end of the semester before your assistantship starts. The only time that this is difficult is prior to the start of the academic year when we await the arrival of new students. We attempt to provide you with your assignments in plenty of time to assist planning.

5.8 Graduate Student Resources.

This page <http://www.bgsu.edu/departments/grad/gradstep/resources.html> provides useful information on your teaching and research assistant duties and resources to help you accommodate to your life as a graduate assistant.

6. Core and Specialization Overviews

HMSL Core		
HMSL 653 (3 credits)		
HMSL 651 or HMSL 654 (2 credits)		
HMSL 691 (4 credits) or HMSL 699 (3-6 credits)	HMSL 691 (4 credits) or HMSL 699 (4 credits)	HMSL 691 (4 credits) or HMSL 699 (4 credits)
DK Core (14 hrs)	SA Core (12 hrs)	L&T Core (12 hrs)
HMSL 650 (2 credits)	HMSL 629 (3 credits)	HMSL 621 (3 credits)
4 from 7	HMSL 630 (3 credits)	HMSL 622 (3 credits)
HMSL 606 (3 credits)	HMSL 631 (3 credits)	HMSL 624 (3 credits)
HMSL 612 (3 credits)	HMSL 634 (3 credits)	HMSL 655 (3 credits)
HMSL 613 (3 credits)	SA Selectives	HMSL 656 (3 credits)
HMSL 617 (3 credits)	HMSL 632 or HMSL 633 (3 credits)	HMSL 657 (3 credits)
HMSL 618 (3 credits)	HMSL 635 or SOC 557 or HMSL 636 (3 credits)	Electives (10-13 hrs)
HMSL 635 (3 credits)	Electives (3-6 hrs)	Thesis plan requires 10 elective hours
HMSL 636 (3 credits)	Only 11 variable credit hours can count	Project plan requires 13 elective hours
HMSL 638 (3 credits)	Minimum of 24 HMSL prefix courses	Minimum of 24 HMSL prefix courses
Additional DK credits (10 or 11 hrs)	Thesis 30 hrs	Thesis 30 hrs
HMSL 608 (3 credits)	Project 33 hrs	Project 33 hrs
HMSL 609 (3 credits)		
HMSL 610 (3 credits)		
HMSL 611 (3 credits)		
HMSL 614 (3 credits)		
HMSL 615 (3 credits)		
HMSL 616 (3 credits)		
HMSL 619 (3 credits)		
HMSL 639 (3 credits)		
Only 11 variable credit hours can count		
Minimum of 24 HMSL prefix courses		
Thesis 32 hrs		
Project 33 hours		
	Variable Credit	
	HMSL 680	
	HMSL 682	
	HMSL 684 (1-2 credits)	
	HMSL 686 (1-2 credits)	
	HMSL 688	
	HMSL 690	
	HMSL 696	

7. Academic Calendar 2007-2008

Fall Semester 2007	
July 20	Approval of thesis topic
August 20	First day of Classes
August 26	Last day to add classes
September 2	Last day to drop classes
September 3	Labor Day, No Classes
September 18	Graduation Application Deadline
October 4-5	Fall Break
November 5	Deposit of approved, error-free copy of master's thesis/doctoral dissertation
November 12	Veterans Day, No Classes
November 13	HMSL 691 Poster Presentations
November 21-25	Thanksgiving Recess
November 26	Comprehensive Exam for (non-thesis) master's degree (except M.Ed.)
December 7	Last Day of Classes
December 10-14	Exam Week
December 14	Assistantship Contract ends
December 15	Graduate College Commencement

Spring Semester 2008	
December 17	Approval of thesis topic
January 7	First day of Classes
January 13	Last day to add classes
January 21	Martin Luther King Day, No Classes
January 20	Last day to drop classes
January 26	Graduation Application Deadline
March 3-9	Spring Recess
March 24	Deposit of approved, error-free copy of master's thesis/doctoral dissertation
April 8	HMSL 691 Poster Presentations

April 21	Comprehensive Exam for (non-thesis) master's degree (except M.Ed.)
April 25	Last Day of Classes
April 28- May 2	Exam Week
May 2	Assistantship Contract ends
May 2	Graduate Commencement