

**University of Tennessee, Knoxville**  
**Department of Kinesiology, Recreation, and Sport Studies**



**GRADUATE HANDBOOK**  
**2016-2017**

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## DEPARTMENT HEAD WELCOME STATEMENT

Welcome to graduate study in the Department of Kinesiology, Recreation, and Sport Studies! You were admitted into your respective concentration (MS level) or specialization (PhD level) based on your accomplishments so far and the promise of even greater achievements in the upcoming years. Your knowledge and experience will undoubtedly strengthen our programs even as you continue to learn and grow through interactions with faculty and the UTK community. I hope you embrace the challenge of graduate studies and push yourself in the sometimes uncomfortable enterprise that is genuine learning.

As you know, learning is driven largely by the student, but we do our best to help you in this endeavor. We take seriously our responsibility to provide experiences to deepen your knowledge and foster understanding of important topics. This effort will likely expose you to a variety of learning environments, including—to list just a few—classrooms, laboratories, field settings, libraries, online settings, independent studies, seminars, and research projects. We hope you take advantage of the many opportunities here at UTK and enthusiastically engage in the learning process. You will also find the university outside our department has much to offer, from concerts, plays, speakers, and sporting events to academic and personal support services, top-notch recreation facilities, and a vibrant community of people committed to learning.

Navigating the requirements of graduate school can at times be a daunting task. There are forms and applications to complete and many deadlines. These processes are designed to keep you on track and they are almost entirely your responsibility. We're here to help, but it will ultimately be up to you to make sure you meet requirements. I strongly recommend that you learn the policies and procedures in the [Graduate Catalog](#) and this handbook. Additionally, [Hilltopics](#) and the Graduate School's website will be critical "go-to" resources.

Your fellow graduate students will also be valuable sources of information and perspectives. Our students have traditionally formed strong social networks, which foster a culture of success and provide a sense of support and belonging. We encourage and value these interactions. There is, however, a caveat when it comes to understanding your responsibilities. I strongly encourage you to always verify the accuracy of information related to critical aspects of your experience here. This is especially critical when it comes to appropriate academic behavior and meeting deadlines. Many deadlines require multiple steps before a form or application can be submitted. When you have questions, look in the catalog and handbook or contact someone in the department. We may not have the answer, but will always help you find the person or resource that does.

Before your first semester, you will have a faculty advisor. (If not, please see our Graduate Admissions Coordinator, Scott Smith). The Graduate School requires your advisor to approve your program each semester. I recommend meeting at least once every semester to discuss classes, your progress, and other relevant issues.

Welcome again to UT and good luck!

David R. Bassett, PhD  
Professor and *interim* Department Head  
[dbassett@utk.edu](mailto:dbassett@utk.edu)

## INTRODUCTION

### **Graduate School Introduction**

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students. Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established Graduate School policies noted in the [Graduate Catalog](#), but rather provides the specific ways in which those policies are carried out.

### **Purpose of Handbook**

The Kinesiology, Recreation, and Sport Studies Department Graduate Handbook serves as a resource to help graduate students in the department understand the various university, college, and department policies and procedures relevant to graduate study at The University of Tennessee, Knoxville. In addition, it provides descriptions of department's mission, structure, and programs of study.

### **Graduate Student Expectations**

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. These can be found in the [Graduate Catalog](#), [Hilltopics](#), and the publications on the [Appeals Procedure](#) and the [UT Teaching Guide](#).

### **College of Education, Health, and Human Sciences Mission Statement**

To promote a healthy, educated, and civil society; to encourage life-long learning; and to enhance the quality of life within the diverse, global community by preparing professionals to lead and serve by conducting research and by engaging in service and outreach activities.

The college motto is: *Enhancing Quality of Life through Research, Outreach, and Practice*

### **Department of Kinesiology, Recreation, and Sport Studies Mission Statement**

We prepare scholars, practitioners, and leaders in exercise, sport, and recreation by conducting cutting-edge research and maintaining a commitment to inclusive excellence, social justice, and global initiatives.

### **Goals of the University of Tennessee Diversity Plan**

1. Create and sustain a welcoming, supportive, and inclusive campus climate.
2. Attract and retain greater numbers of individuals from underrepresented populations (particularly department heads, directors, deans, and vice-chancellors)
3. Attract, retain, and graduate increasing numbers of students from historically underrepresented populations and international students.
4. Develop and strengthen partnerships with diverse communities in Tennessee and globally.
5. Ensure that curricular requirements include significant intercultural perspectives.

## **Department and Program Structure for Graduate Administration**

### **Academic Graduate Program Structure:**

The department is divided into two academic program areas:

#### *Kinesiology*

Degree: PhD  
Major: Kinesiology and Sport Studies  
Concentration: Kinesiology  
Specializations: Biomechanics  
Exercise Physiology  
Physical Activity Epidemiology  
Sport Psychology and Motor Behavior

Degree: MS  
Major: Kinesiology  
Concentrations: Biomechanics  
Exercise Physiology  
Sport Psychology and Motor Behavior

#### *Recreation and Sport Management*

Degree: PhD  
Major: Kinesiology and Sport Studies  
Concentration: Sport Studies  
Specializations: Socio-Cultural Studies  
Sport Management

Degree: MS  
Major: Recreation and Sport Management  
Concentrations: Sport Management  
Therapeutic Recreation

### **Director of Graduate Studies:**

Lars Dzikus, PhD  
HPER 335  
865-974-0451  
[ldzikus@ukt.edu](mailto:ldzikus@ukt.edu)

### **Admissions Coordinator:**

Scott Smith  
351 HPER  
(865) 974-8171  
[scottsmith@utk.edu](mailto:scottsmith@utk.edu)

### **Department Head:**

David R. Bassett, PhD  
HPER 328  
865-974-3616  
[dbassett@utk.edu](mailto:dbassett@utk.edu)

**Kinesiology Program Coordinator:**

Eugene C. Fitzhugh, PhD

Associate Professor

HPER 339

865-974-0458

[fitzhugh@utk.edu](mailto:fitzhugh@utk.edu)

**Recreation & Sport Management and Sport Studies Program Coordinator:**

Robin Hardin, PhD

Professor

HPER 354

865-974-1281

[robh@utk.edu](mailto:robh@utk.edu)

**Graduate Committees:**

Each graduate student will be assigned a temporary advisor upon admission to the program. As early as possible, the student should identify a faculty member who is willing to serve in the role of *major professor*. The major professor and student will then work together to identify and invite other faculty members to serve as members of the student's graduate committee.

**Graduate Admissions Committees:**

Recommendations for admission to the department's graduate programs are made by ad-hoc committees comprised of faculty members who typically supervise students in the specialization and/or concentration to which the application is made.

## **Department of Kinesiology, Recreation, and Sport Studies Graduate Faculty Members**

All faculty listed below are approved to direct master's theses and projects. Only those faculty noted with an asterisk\* are approved to direct doctoral dissertations. Additional approvals for direction of doctoral dissertations may be granted during the academic year. Please check with the faculty members you plan to have direct your research or serve on your committees. Instructors not listed below but holding the title of Adjunct Assistant Professor may also serve on master's and doctoral committees (check with your major professor for help determining who is eligible to serve).

<u>Faculty Member</u>	<u>Rank</u>	<u>Program Area</u>	<u>Conc./Spec.</u>
Dr. David Bassett*	Prof. & Dept. Head	KNS	EP
Mr. Jim Bemiller*	Assoc. Prof.	RSM	SM
Dr. Jedediah Blanton	Asst. Prof. of Practice	KNS	SP/MB
Dr. Dawn Coe*	Assoc. Prof.	KNS	EP
Dr. Scott Crouter*	Asst. Prof.	KNS	EP
Dr. Lars Dzikus*	Assoc. Prof.	RSM	SCS
Dr. Jeffrey Fairbrother*	Prof.	KNS	SP/MB
Dr. Leslee A. Fisher*	Assoc. Prof.	KNS	SP/MB
Dr. Eugene Fitzhugh*	Assoc. Prof.	KNS	PAE
Dr. Jeff Graham	Asst. Prof.	RSM	SM
Dr. Rob Hardin*	Prof.	RSM	SM
Dr. Sarah Hillyer	Clinical Asst. Prof.	RSM	SCS
Dr. Lindsey Hornbuckle	Asst. Prof.	KNS	EP
Dr. Ashleigh Huffman	Clinical Asst. Prof.	RSM	SCS
Dr. Adam Love	Asst. Prof.	RSM	SCS
Dr. Jason Scott	Asst. Prof.	RSM	TR
Dr. Kelley Strohacker	Asst. Prof.	KNS	EP
Dr. James Sullivan	Asst. Prof. of Practice	KNS	EP
Dr. Dixie Thompson*	Prof.	KNS	EP
Dr. Sylvia Trendafilova*	Assoc. Prof.	RSM	SM
Dr. Steven Waller*	Assoc. Prof. & Assist. Dept. Head	RSM	SM
Dr. Josh Weinhandl	Asst. Prof.	KNS	BIO
Dr. Angela Wozencroft*	Assoc. Prof.	RSM	TR
Dr. Rebecca Zakrajsek*	Asst. Prof.	KNS	SP/MB
Dr. Songning Zhang*	Prof.	KNS	BIO

Notes:

Assoc.—Associate; Asst.—Assistant; Prof.— Professor;

KNS—Kinesiology; RSM—Recreation and Sport Management

BIO—Biomechanics; EP—Exercise Physiology; PAE—Physical Activity Epidemiology; SCS—  
Socio-Cultural Studies; SM—Sport Management; SP/MB—Sport Psychology & Motor Behavior;  
TR—Therapeutic Recreation

## GENERAL DUTIES AND RESPONSIBILITIES OF FACULTY AND ALL GRADUATE STUDENTS

### **Expectations of Graduate Students**

All graduate students are expected to give a full commitment to the graduate program, which includes active participation in various professional activities. These activities may include (but are not limited to) participating in non-credit seminars, lab meetings, journal clubs, and reading groups; attending regional, national, and international conferences; and assisting faculty with research and teaching projects.

All graduate students are responsible for ensuring that they satisfy all university regulations in a timely fashion.

### **Expectations of Graduate Faculty**

All graduate faculty members are expected to give a full commitment to the graduate program, which includes actively mentoring graduate students in activities related to research and professional development.

### **Academic Standards**

In order to maintain the integrity of the graduate programs and the graduate student experience, evaluation of the student is imperative. Graduate students are evaluated by review of the cumulative grade point average, the student's progress and potential, performance on comprehensive examinations and the quality of the thesis or dissertation. Graduate students are evaluated annually by the program faculty.

Graduate students must maintain a cumulative grade point average of at least 3.0 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I are excluded from this computation. It is the responsibility of the graduate student to be familiar with these requirements.

### **Academic Probation**

A student will be considered on academic probation when her/his cumulative GPA falls below 3.0. The student may continue graduate study if each semester's grade point average is 3.0 or better. Once the GPA of 3.0 is reached, the probationary status will be removed. Dismissal may occur if grade point average is below 3.0 for two consecutive semesters. See the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#).

### **Academic Honesty**

Integrity is the responsibility of all those affiliated with the University of Tennessee. Your application for admission contains the honor statement that you signed. It states:

*An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.*

Academic honesty also includes the concept of **plagiarism**. Plagiarism is "using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication ... is a serious offense subject to

disciplinary action that may include failure in a course and/or dismissal from the university.” See the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#).

The [Graduate Catalog](#) notes [examples of plagiarism](#), which include:

- Copying/using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
- Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

### **Student/Faculty Relationships**

Several university resources provide information regarding professional and private relationships between students and faculty, including UTK’s [Faculty Handbook](#), [Hilltopics](#), and the [Office of Equity and Diversity](#). For example, [Hilltopics](#) addresses several topics including freedom of expression, academic evaluation, and academic integrity. Regarding the relationship between faculty and students, the [Faculty Handbook](#) notes,

UTK’s educational mission requires an atmosphere of professional behavior based upon mutual trust and respect between faculty and students. Relationships between students and their teachers, advisors, and others holding positions of authority over them should be conducted in a manner that avoids potential conflicts of interest or exploitation. Given the inherent differences in power between faculty and students, all members of the university community should recognize the possibility of intentional or unintentional abuse of that power.

Such potential abuse of power relates to consenting romantic or sexual relationships (see Appendix 7 of UTK’s [Faculty Handbook](#)) as well as the supervisor-student relationship (either as a paid assistant or a student working with a faculty supervisor/major professor).

In case of grievances, the [Office of Equity and Diversity](#) (OED) “investigates complaints of discrimination filed on the basis of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.” OED also provides information about [how to file a complaint](#), including [sexual harassment](#) and retaliation, which are a clear violation of UTK policies and will not be tolerated.

Per the University’s [Graduate Council Appeal Procedure](#), Graduate students with [grievances](#) regarding grades, evaluation, and

the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education should file a formal complaint with the Graduate Council through the office of the Assistant Dean of the Graduate School, but only after grievances have been duly processed, without resolution, through appropriate appeals procedures at the department and college levels. (p. 2)

The Graduate School offers information regarding the [Graduate Council Appeal Procedure](#). See [Hilltopics](#) for further advice on problem resolution for uses related to academic coursework and appeals procedures at the instructor, department, and college level.

## ADMISSIONS REQUIREMENTS AND APPLICATION PROCEDURE

### Admission to the Program and through Graduate Admissions

#### MS and PhD Degrees

The application process has two parts. Prospective students must apply to:

1. Department of Kinesiology, Recreation, and Sport Studies
2. University of Tennessee Graduate School

Application to the Department of Kinesiology, Recreation, and Sport Studies can be accomplished through Scott Smith, the department's Graduate Admissions Coordinator. Details and forms are available on the department's [Graduate Programs](#) and [Admissions/Application](#) web pages. The complete application file must include the following:

- Completed department application
  - To be considered for a department teaching assistantship, the Graduate Assistant Application section must be completed
- Applicant's resume
- Three Ratings Forms (the University of Tennessee's recommendation forms)
  - Two of these should be completed for you by professors who are familiar with your work; the third can be completed by either an academic or an employment reference
- GRE scores (for Sport Management and Exercise Physiology MS applicants and all PhD applicants)

Application to the University of Tennessee Graduate School can be accomplished through the [Graduate Admissions Office](#). A description of admissions requirements is available in the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#). A complete application file must include the following:

- Completed Graduate Application for Admission
- \$60 application fee
- Official academic transcripts
  - Sent directly from all colleges and universities attended
- TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores
  - Only required of non-native English speakers
- Financial documentation
  - Only required for international students
  - See the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#) for details and other requirements for international applicants

Applications by U.S. citizens and permanent residents received after the application deadline (February 1) will be considered as space allows. Additional information is required and different application dates are established by Graduate Admissions for international students. Further details about application to the various degree programs in the department are available in the [Graduate Catalog](#) and on the department's [Graduate Programs](#) web page.

### **Special Admission Classifications**

The department does not normally use special admission classifications (e.g., *non-degree admission*). Refer to the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#) for details regarding admission classifications.

If a student is admitted pending the completion of prerequisite courses, the admission letter from the department will detail the specific requirements. It is the student's responsibility to ensure that all stipulated conditions are completed.

### **Readmission**

Readmission is required when a graduate student does not register for courses at UTK during either fall or spring semesters. See the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#) for details regarding readmission.

### **Change of Admission to Degree Status**

If you were admitted by the university as a non-degree student and are considering applying to a degree program in the KRSS department, no more than 15 credit hours with the grade of B or better earned while in non-degree status may be counted towards a master's degree. It is **your** responsibility to initiate action to revise your degree status. See the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#) for details regarding degree status.

## FINANCIAL SUPPORT

See the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#) for details regarding financial assistance offered by the University of Tennessee, Knoxville.

In the Department of Kinesiology, Recreation, and Sport Studies, Graduate Teaching Associateships (GTA) are the primary source of funding for graduate students. A GTA is a financial award to graduate students for part-time work in teaching while pursuing a graduate degree. Appointments are normally on a one-fourth (25%) to one-half (50%) time basis requiring 10-20 hours of service per week. In addition to a stipend, GTAs on a one-fourth or one-half assignment also receive a tuition waiver for the period of the appointment. These appointments also include a benefit of health insurance. A limited number of GTAs are available in the KRSS Department for qualified students to teach in the Physical Education Activity Program or to teach undergraduate RSM courses. At times, there may also be assistantships for students whose primary responsibility is working in the Exercise Physiology, Biomechanics, or Motor Behavior Laboratories. Some faculty members have grants that may also be a source of funding for certain students.

An application for assistantships is included with the department application available on the department's [Admissions/Application](#) web page. Priority is given to PhD students who submit their applications by January 1, and MS students who submit their applications by February 1. Current students should contact their temporary advisor or major professor for additional information on potential assistantships. A student awarded an assistantship will receive an appointment letter that will outline the length of the appointment, renewal conditions, workload, payment, and requirements for maintaining the position. International students **must** pass the [OPIc English Test](#) to be cleared for teaching.

A student wanting to resign from an assistantship should contact his or her immediate supervisor and department head.

### **Other Financial Assistance**

#### **KRSS Department Graduate Student Awards and Scholarships**

The department gives out a number of monetary awards each year to recognize outstanding graduate student achievements. Details about these awards are typically circulated to faculty members early during the spring semester.

#### **Positions available on Graduate School website**

Information about other sources of funding for graduate school can be found on the Graduate School's web page for [Fellowships, Assistantships, and Other Funding Sources](#).

#### **Employment, Work Assignments and Additional Pay for Graduate Assistants, Graduate Teaching Assistants/Associates, and Graduate Research Assistants**

Graduate work requires a full commitment from the student. Accordingly, students employed on campus may generally hold no more than the equivalent of a one-half time appointment. For a one-fourth (25%) time appointment, the graduate assistant's normal work time should not exceed 10 hours per week. For a one-half (50%) time appointment, the average number of hours should not exceed 20 hours per week. All on-campus employment counts toward this total. Appointments and additional pay exceeding 20 hours *must have prior approval* of the Dean of the Graduate School, excluding summer term and the period between semesters. International graduate and professional students may not work over 50% time (20 hours) during the academic fall and spring terms. All

graduate and professional students with assistantships may work additional hours beyond 20 without prior approval if the work is done between semesters or during the summer term. Approval of additional hours over the course of a semester is generally reserved for advanced students for whom the work is related to professional and/or academic development. Students at all levels will be considered for approval for additional work for short-term assignments, such as assisting with conferences or other special events. Whether the proposed assignment will be done within the student's program or for an external unit, requests for approval must be sent *by the department head* to the Dean of the Graduate School and indicate the student's current assistantship assignment, a brief description of and timeline for the additional work that will be done, indication of the student's good academic standing, and a justification for requesting that student for the assignment.

Students interested in possible additional appointments and pay are responsible for contacting their advisor with a rationale for the exception request *prior to committing to such opportunities*. Only the advisor or department head can submit the request to the Dean of the Graduate School. There is no guarantee such a request will be granted. No work for additional pay should be undertaken without prior approval from the department. Further, the department strongly discourages any additional off-campus employment that would require the student's total work commitment to exceed 20 hours per week.

### **Support for Travel**

Graduate student travel is typically supported by both department and college funds. Requests for support originate in the department and are then forwarded to the Dean's Office for consideration. Details for this process are outlined below. The Graduate Student Travel Form is available on the [College of Education, Health, and Human Sciences' web site](#). Questions about travel support should be directed to Kayla Whitt ([kwhitt@utk.edu](mailto:kwhitt@utk.edu) or 974-1271).

Department and College travel policies are based on the [University Travel Policy](#). Among the many details in the policy, a key expectation is "prior approval." Appropriate and timely reimbursement is dependent upon filing a travel request and a request for funds in support of appropriate incurred expenses prior to the expected travel. It is important to seek authorization for travel at least five weeks in advance. Request for Travel Support forms are submitted to the KRSS Office.

The University Travel Policy details allowable expenses for in-state, out-of-state, and international travel. Travel and associated expenses must be directly related to the traveler's responsibilities in the College of Education, Health, and Human Sciences.

### **Graduate Student Travel Support**

1. The applicant for support must be on a conference program with an invited or refereed paper for presentation.
2. The conference the applicant is proposing to attend must be directly associated with the student's academic field.
3. No more than two student presenters for the same presentation will be considered for funding.
4. Graduate students making research (data-based) presentations will receive priority consideration.

### **Other Guidelines**

1. Graduate student requests for travel support must be co-submitted by a faculty sponsor (such as major professor or research collaborator).

2. Graduate students will be funded for a maximum of one trip per fiscal year.
3. The amount of the award will vary depending on the site of the conference, as well as the level and significance of the conference (top tier, state, national, international).
4. The amount of the award may also be dependent upon available resources as the fiscal year progresses.

### **Graduate Student Senate Travel Award**

Another funding possibility for graduate student travel is the Graduate Student Senate Travel Fund. Guidelines and submission dates for this fund are available on the Graduate Student Senate's [Travel Award](#) web page.

The Graduate Student Senate ([GSS](#)) in cooperation with the Dean of Students and the Dean of Graduate Studies awards funding for graduate and professional students to travel, present work, and participate at scholarly conferences and events. Three travel award announcements are made throughout the year, designed to roughly coincide with the academic term periods. These awards are based on financial need and are given to provide partial reimbursement of certain allowable expenses such as transportation, lodging and registration expenses. Applications are considered by a committee composed of graduate students, faculty members, and university administrators. In order to be considered for a travel award, your application must be filled out completely and returned to the Office of the Dean of Students with the required supporting materials. Travel award applications should be given to Kayla Whitt *at least three business days before the GSS application deadline* (323 HPER, [kwhitt@utk.edu](mailto:kwhitt@utk.edu) or 974-1271), who is responsible for handling requests for travel reimbursement for the Department.

### **Application Process**

1. Fill out the [online application on the GSS web site](#).
2. You will receive an email with a PDF of the application and signature pages. Students should print this document, have their advisor sign it, and then submit it to the department along with the CEHHS application. Make sure to plan ahead and allow extra time for this process.
3. KRSS will submit the original signature pages to GSS.
4. Notify Kayla Whitt if you received an award (forward email with award notification)

### **Guidelines**

1. In keeping with University policy, all sponsored travel must receive prior approval. Travel support requests submitted at the time of actual travel or after travel has occurred will not be accepted.
2. Travel requests should be submitted *at least five weeks prior* to travel date to allow review, consultation and decision-making.
3. All requests for college support will be reviewed in the Dean's Office; some will be vetted through the Executive Committee.

## Deadlines

In order for your application to be complete, it *must* be received by the Dean of Students office no later than 5:00 p.m. on the day of the application deadline. *It is critical that the student submit the application to KRSS at least three business days before the GSS application deadline to ensure that it is processed in time to meet the College deadline.*

<b>Travel Dates</b>	<b>CEHHS Deadline</b>
<b>Fall:</b> September 1 – December 31, 2016	August 15, 2016
<b>Spring:</b> January 1 – April 30, 2017	December 5, 2016
<b>Summer:</b> May 1 – August 31, 2017	April 10, 2017

If you have any question about the GSS Travel Fund Application process, please contact [gsstravel@utk.edu](mailto:gsstravel@utk.edu).

## Other Relevant Information

1. The above restrictions apply to funds provided by the College. Other funding sources in departments will be administered by department heads as in the past.
2. Requests for international travel to be sent to Office of Research must receive department review and college review. Office of Research requires that refereed presentations must have a research focus in order to be supported. Requests for support must include dollar amounts from both the department and the College to be considered for University funding. (We have not been informed of any changes in the level of support for international travel administered by Office of Research but expect it will be curtailed. Also remember that source can “dry up” without warning. When they run out of funds, they are out! Be advised to plan early if you expect to request support for international travel.) Your request for support should be accompanied by an abstract (brief, couple of paragraphs) of the research you will present.
3. Requests for College support are to be made in the usual way with completion of the form (from your department administration, included in this Graduate Student Handbook Appendices, or on-line.) Please make certain that all information asked for on the form is complete. Every approved travel request is logged electronically and all items of information on the request form are necessary for the logging process. Please spell out the name of the conference. There are literally dozens of professional organizations identified by a set of letters. We cannot know the full title of all organizations and must depend on you to furnish that information for appropriate entries.
4. Traveler is responsible for adhering to UT Fiscal Policy F10705.

Questions about any of the above should be directed to Kayla Whitt ([kwhitt@utk.edu](mailto:kwhitt@utk.edu) or 974-1271).

## NEW GRADUATE STUDENT ORIENTATIONS AND EVENTS

Each fall, new graduate students are invited to participate in a number of orientations, training sessions, and events; some are mandatory, others are voluntary. They include the following:

### **New International Student Check-in & Orientation**

All new international students *must attend*. If you do not check-in and attend, your program will be terminated. Sessions are typically available from late-July to mid-August. Check website for dates, times, and registration: <http://international.utk.edu/check-in-and-orientation/students/>

### **International Teaching Assistant (ITA) Testing Program**

All prospective teaching assistants or associates whose native language is not English *must take and pass* the [OPIc English test](#). Failure to take and pass the exam will prevent ITAs from teaching. The test is typically offered in the first week of August on the UTK campus. For more information, contact Beth Bradley at 974-9177 or [jobeth@utk.edu](mailto:jobeth@utk.edu).

### **Graduate School's New Student Orientation**

All new graduate students are highly encouraged, but not required, to attend. The orientation typically takes place in the second week of August in the University Center Auditorium. Check website for dates, times, and registration: <http://gradschool.utk.edu/gradorient>

### **Graduate School's New GTA Orientation**

All new Graduate Teaching Assistants and Associates with an appointment *must attend*. The orientation typically takes place in the second week of August in the University Center Auditorium. The department will automatically register students with a GTA appointment. Check website for dates and times: <http://gradschool.utk.edu/orient.shtml>

### **Departmental NEW PEAP GTA Orientation**

All new PEAP GTA with an appointment *must attend*. The orientation typically takes place in the second week of August in HPER. For more information, contact Director of PAEP Margy Wirtz-Henry at [mwirtz@utk.edu](mailto:mwirtz@utk.edu)

### **Departmental New & Returning KRSS Grad Student, Faculty & Staff Social**

All new and returning KRSS graduate students are encouraged to attend. The event typically takes place during the first week of fall classes in HPER. See the [KRSS Grad Announcements Page \(GAP\)](#) for detailed announcements.

### **Departmental New Graduate Student Orientation**

All new KRSS graduate students *must attend* (see admissions letter). The orientation typically takes place on the first Friday of fall classes in HPER. Contact the Program Coordinators for more information: Dr. Fitzhugh (Kinesiology) and Dr. Hardin (Recreation & Sport Management and Sport Studies). See the [KRSS Grad Announcements Page \(GAP\)](#) for detailed announcements.

## REGISTRATION AND ADVISING

### **Registration Procedures and Timelines**

The University controls registration procedures. See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) for details regarding registration. Additional important information can be found on the Registrar's web page for [Current Students](#). Registration for courses is completed online using the Banner registration system accessed through the [MyUTK](#) web page.

### **Types of courses and course credit**

The majority of courses offered by the Department of Kinesiology, Recreation, and Sport Studies involve student-instructor interaction in classroom and laboratory settings. There are a number of course offerings, however, that merit additional explanation.

### **Courses Involving Independent Student Work**

The department offers a variety of courses with titles that include the terms *independent study*, *supervised research*, *directed independent research*, *directed readings*, *supervised readings*, *practicum*, *research participation*, or *special project*, which require the student to work on a specified project independently of a regularly occurring class. Before registering for these courses, the student must receive permission from the instructor. Normally, the student and instructor will develop a plan describing the nature of the work and evaluations. These courses require the student and instructor to complete an Independent Study Contract (available in appendices).

### **Satisfactory/No Credit (S/NC) Grade**

The S/NC grade carries hours, but no quality points. S is equivalent to a grade of B or better and NC means no credit earned. If an NC is received in a course, it may be repeated for a grade of S. S/NC is only permitted in those courses that are designated in the [Graduate Catalog](#). No more than one-fourth of the total credit hours required may be taken for S/NC. The S/NC grading option must be selected by the student during the registration process. If this selection is not made, the letter grade option will be used by default.

### **Transfer Credits**

See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) for details regarding transfer credits to the University of Tennessee from other institutions.

### **Minimum Number of Hours Required for Full-Time Status**

The maximum load for a graduate student is 15 credit hours. 9-12 credit hours are considered a full load. During the summer term, a total of 12 credit hours may be taken for the entire term or a maximum of 6 credit hours in each five-week session.

Students holding a one-half time assistantship generally take 6-11 hours. Students holding a one-quarter time assistantship should take 9-13 hours. It is not permissible to take more than 15 hours during a semester or more than 12 hours during the summer term without approval. If the student has a GPA of 3.6 or better in 9 hours of graduate work with no incompletes, he/she may be permitted to register for up to 18 hours a semester. The advisor must approve the student's schedule.

See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) for details regarding appropriate course loads.

### **Proper Use of KNS/RSM 502, Registration for Use of Facilities**

Students using University facilities, services, or faculty time, must be registered. Normally, students are registered for coursework or thesis/dissertation credit. Students who are not taking coursework and are not yet eligible to register for thesis or dissertations hours, must register for course 502 (Use of Facilities) if they wish to have borrowing privileges in the University Libraries or use computer labs, other labs, or other university resources. Students may register for 502 in their respective program areas (i.e., KNS or RSM).

KNS 502 and RSM 502 may not be used to fulfill degree requirements for graduation or to reach full-time enrollment status.

### **Proper Use of KNS/RSM 500 Thesis and KNS/RSM 600 Dissertation Hours**

#### **KNS/RSM 500, Thesis Hours**

Students pursuing the thesis option for a master's degree must enroll in at least six hours of either KNS 500 (for Kinesiology majors) or RSM 500 (for Recreation and Sport Management majors). These hours are taken while the student completes work on the thesis. At least three hours must be taken during the semester in which the thesis is accepted by the Graduate School. See the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#) for details regarding thesis hours.

#### **KNS/RSM 600, Dissertation Hours**

Doctoral students are required to enroll in 24 credit hours of either KNS 600 (for specializations in Biomechanics, Exercise Physiology, Physical Activity Epidemiology, and Sport Psychology and Motor Behavior) or SPST 600 (for specializations in Socio-cultural Studies and Sport Management). These hours are taken while the student completes work on the dissertation. Once work on the dissertation begins, students are expected to be continuously enrolled in at least three credit hours of 600 (including summer term). See the [Graduate Catalog, Academic Policies and Requirements for Graduate Students](#) for details regarding dissertation hours.

### **Advisor and Committee**

#### **Temporary Advisor and Major Professor**

Master's and doctoral students entering all programs in the department are assigned a temporary advisor who advises the student regarding courses. As early as possible, the student asks an eligible faculty member to serve as major professor. The major professor advises the student through his or her course study and facilitates communication within the department regarding the student.

The major professor (or temporary advisor) **must** approve the student's courses each semester to ensure that adequate progress is made toward the degree.

The major professor will work with the student to identify appropriate potential committee members who are eligible to serve and can facilitate the student's degree work. It is important that the graduate student stay in close contact with the major professor and committee throughout the duration of his or her graduate program.

### **Master's Committee**

The master's committee is composed of the major professor and two other faculty members. If a minor is included in the student's degree program, one committee member must be from the minor department.

For students pursuing a non-thesis degree option, the committee members approve the student's course work, write and evaluate the comprehensive examination questions, and conduct oral follow-up examinations (if deemed necessary by the committee member). Although not common, committee members can choose to give an oral comprehensive examination. If the student completes a project, he or she may be required to present it to the committee for evaluation.

For students pursuing a thesis degree option, the committee members approve the student's course work, evaluate the student's written and/or oral thesis proposal, and determine the results of the defense of the thesis.

The master's committee should be formed as early as possible and must be in place prior to applying for admission to candidacy (all committee members must sign the form). After working with the major professor to identify potential committee members, the student then invites them to serve on the committee.

### **Doctoral Committee**

The doctoral committee is composed of the major professor who directs the student's dissertation and chairs the dissertation committee, plus at least three other eligible faculty members. The student and major professor work together to identify potential committee members who are then invited by the student to serve. At least three members of the committee including the chair must be approved to direct doctoral dissertations. In addition, one committee member must be from an academic unit outside of the student's major field (typically, this is the student's cognate area). The committee members approve all course work for the degree, write and evaluate the comprehensive examination, approve the dissertation proposal, evaluate the candidate's defense of the dissertation, and evaluate the written dissertation.

The committee should be formed as early as possible during the degree program. It is the student's responsibility to invite committee members and have those that agree to serve sign the Doctoral Committee Appointment Form available on the Graduate School's [Graduate Student Forms](#) web page (a copy is also included in the Appendices). Once the committee has signed, the student must also obtain the Department Head's signature before submitting it to the Graduate School. Previous or current work with a specific faculty member does not obligate the student to include that person on the doctoral committee.

Ordinarily, the major professor serves as chairperson of the committee, but in some circumstances, another member of the committee may be designated as the chair of the dissertation committee. In preparation for the first meeting with the committee to approve coursework, the student should prepare a list of all the courses taken, indicating the school at which they were taken, whether undergraduate or graduate credit was received, the grade received, and the credit hours for the course. It is the student's responsibility to initiate this meeting with the committee.

## DEGREE REQUIREMENTS SPECIFIC TO THE DEPARTMENT

The Department of Kinesiology, Recreation, and Sport Studies offers programs of study as indicated in the following table.

<b><u>Majors</u></b>	<b><u>Degrees</u></b>
<p><b>Kinesiology and Sport Studies</b>                      Kinesiology concentration                      Specializations:                          Biomechanics                          Exercise Physiology                          Physical Activity Epidemiology                          Sport Psychology and Motor Behavior                      Sport Studies concentration                      Specializations:                          Socio-Cultural Studies                          Sport Management</p>	<p><b>PhD</b></p>
<p><b>Kinesiology</b>                      Biomechanics concentration                      Exercise Physiology concentration                      Sport Psychology and Motor Behavior concentration</p>	<p><b>MS</b></p>
<p><b>Recreation and Sport Management</b>                      Sport Management concentration                      Therapeutic Recreation concentration</p>	<p><b>MS</b></p>

### **Kinesiology and Sport Studies Major – PhD**

The PhD degree with a major in Kinesiology and Sport Studies is a research-intensive degree focused on preparing individuals in the areas of kinesiology and sport studies. Specific areas of specialization are biomechanics, exercise physiology, physical activity epidemiology, socio-cultural studies, sport management, and sport psychology and motor behavior. Most individuals graduating from this program go on to careers in higher education. The program can usually be completed in 3 years (2 years of course work and 1 year for the dissertation). Students must pass comprehensive exams and file admission to candidacy paperwork prior to taking dissertation hours.

Students must complete a Master’s degree prior to admission into the program. The doctoral committee approves the course of study. The minimum requirements of the degree are listed below. At least 24 of these hours, exclusive of the dissertation, must be beyond the Master’s level.

<b>Requirements</b>	<b>Credit Hours</b>
Concentration (Kinesiology or Sport Studies)	<b>15</b>
Research	<b>18</b>
Specialization (see below for options)	<b>9</b>
Cognate (from an area related to and supportive of the concentration and specialization)	<b>6</b>
Dissertation	<b>24</b>

Notes:

1. The above are viewed as minimum requirements and are subject to modification by the student's committee.
2. Courses in the cognate must come from an area outside the student's major field.

## **Faculty**

\*Approved to Direct Doctoral Dissertations

### **Kinesiology**

Dr. David R. Bassett, Jr, Professor, PhD, Wisconsin\*  
Dr. Dawn Coe, Associate Professor, PhD, Michigan State \*  
Dr. Scott Crouter, Assistant Professor, PhD, University of Tennessee\*  
Dr. Jeffrey Fairbrother, Professor, PhD, Florida State University\*  
Dr. Leslee A. Fisher, Associate Professor, PhD, University of California, Berkeley\*  
Dr. Eugene C. Fitzhugh, Associate Professor, PhD, Alabama\*  
Dr. Sarah Hillyer, Clinical Assistant Professor, PhD, University of Tennessee, Knoxville  
Dr. Lindsey Hornbuckle, Assistant Professor, PhD, Florida State University  
Dr. Ashleigh Huffman, Clinical Assistant Professor, PhD, University of Tennessee, Knoxville  
Dr. Kelley Strohacker, Assistant Professor, PhD, University of Houston  
Dr. James Sullivan, Assistant Professor of Practice, Southern Illinois University  
Dr. Dixie L. Thompson, Professor, PhD, Virginia\*  
Dr. Josh Weinhandl, Assistant Professor, University of Wisconsin-Milwaukee  
Dr. Joe Whitney, Adjunct Assistant Professor, PhD, University of Tennessee  
Ms. Margy Wirtz-Henry, PEAP Program Director, MS, University of Florida  
Dr. Rebecca Zakrajsek, Assistant Professor, PhD, West Virginia University\*  
Dr. Songning Zhang, Professor, PhD, Oregon\*

### **Sport Studies**

Mr. Larry Brown, Internship Coordinator, MS, University of Tennessee  
Mr. Jim Bemiller, Associate Professor, JD, University of Tennessee\*  
Dr. Lars Dzikus, Associate Professor, PhD, The Ohio State University\*  
Dr. Jeff Graham, Assistant Professor, PhD, University of Texas  
Dr. Rob Hardin, Professor, PhD, University of Tennessee\*  
Dr. Sarah Hillyer, Clinical Assistant Professor, PhD, University of Tennessee, Knoxville  
Dr. Ashleigh Huffman, Clinical Assistant Professor, PhD, University of Tennessee, Knoxville  
Dr. Adam Love, Assistant Professor, PhD, University of Tennessee  
Dr. Jason Scott, Visiting Assistant Professor, PhD, Pennsylvania State University  
Dr. Sylvia Trendafilova, Associate Professor, PhD, University of Texas\*  
Dr. Steven Waller, Associate Professor, PhD, Michigan State University\*  
Ms. Margy Wirtz-Henry, PEAP Program Director, MS, University of Florida  
Dr. Angela Wozencroft, Associate Professor, PhD, Clemson University\*

### **Kinesiology Concentration**

The PhD major in Kinesiology and Sport Studies offers a concentration in Kinesiology, which deals with the study of human movement. Emphasis is placed on the acquisition of skills needed for high quality research and innovative teaching. Students are expected to become proficient in research methods within their respective areas of specialization. The program prepares students for postdoctoral or faculty positions in higher education, or positions in applied sport and clinical

settings and has specializations in Biomechanics, Exercise Physiology, Physical Activity Epidemiology, and Sport Psychology and Motor Behavior.

**Biomechanics specialization.** The PhD specialization in Biomechanics focuses on mechanisms, prevention, and rehabilitation of musculoskeletal injuries and diseases. Doctoral students in the biomechanics specialization receive research training under the direct supervision of a faculty member in the areas of lower extremity injury mechanisms, rehabilitation, and prevention, effects of impact loading to lower extremity joints during dynamic movements, gait mechanics following total joint replacement, gait retraining using real-time feedback, and evaluation of medical orthoses and footwear. They gain instructional experience by teaching laboratory sections of undergraduate biomechanics and anatomy courses. Students take courses in biomechanics, and supporting coursework in biomedical engineering, mechanical engineering, statistics, and/or mathematics.

**Exercise Physiology specialization.** The PhD specialization in Exercise Physiology focuses on applied human physiology, and uses a systems approach to study the acute responses to exercise and the chronic adaptations to physical training. Doctoral students in the Exercise Physiology specialization gain hands-on experience in research by working under the direct supervision of a faculty member in the areas of physical activity assessment, metabolism, the health benefits of exercise, and body composition assessment. They also gain experience in instruction by teaching undergraduate laboratories under the mentorship of a faculty member. The supporting coursework (i.e., cognate) can be taken in a number of areas, including Nutrition, Statistics, or Nursing.

**Physical Activity Epidemiology specialization.** The PhD specialization in Physical Activity Epidemiology examines how the burden of chronic disease at the population-level can be impacted through the frequency, intensity, type and duration of physical activity. Doctoral students will receive training in physical activity assessment techniques, research designs, field-based skills, and secondary data analysis. In addition, doctoral students will have the opportunity to learn geographic information system and statistical techniques as well as design community-based interventions to promote physical activity across the lifespan.

**Sport Psychology and Motor Behavior specialization.** The PhD specialization in Sport Psychology and Motor Behavior emphasizes an interdisciplinary approach to course work and research as well as the development of students' proficiency in both qualitative and quantitative research methods. Students are expected to obtain a significant grounding in the allied parent disciplines. Students must have completed all requirements for a master's degree in kinesiology, physical education, psychology, sport studies, or a related field prior to beginning the doctoral program.

**Statistics Courses from other Departments often taken by Kinesiology students.** A wide variety of classes dealing with statistics and research design are available, but you must check with your advisor to make sure you are taking the course or sequence that she/he feels is best for your program of study. The following are examples only:

- Educational Psychology 550 – Applied Statistical Concepts
- Educational Psychology 662 – Applied Research Design
- Social Work 605 – Analysis of Social Work Data I
- Social Work 606 – Analysis of Social Work Data II
- Statistics 531 – Survey of Statistical Methods
- Statistics 532 – Survey of Statistical Methods II
- Statistics 537 – Statistics for Research I

Statistics 538 – Statistics for Research II  
Statistics 561 – Computing Data Management and Analysis  
Statistics 571 – Statistical Methods

### **Sport Studies Concentration**

The PhD degree with a major in Kinesiology and Sport Studies offers a concentration in Sport Studies with areas of specialization in Socio-Cultural Studies and Sport Management. The program stresses an interdisciplinary approach to course work and research and expects students to become proficient in qualitative and quantitative research methods. Students are expected to obtain a significant grounding in the allied, parent disciplines. The program prepares students to obtain faculty or administration positions in higher education.

**Socio-Cultural Studies specialization.** The PhD specialization in Socio-Cultural Studies derives its primary intellectual identity from the disciplines of history, philosophy, and sociology. The program draws upon perspectives from cultural studies, feminist theory, global studies, ethics, and other specialized forms of inquiry in critically examining all levels of competitive sport and other organized movement activities. We teach students to forge connections between theoretical considerations and potential solutions to a wide variety of real-world challenges. We are committed to the principles of diversity and social justice and to the provision of positive sport and movement experiences for all people. The majority of doctorate students pursue careers as faculty in higher education after completing their degree. However, some have obtained positions outside of academia, for example in diversity services for major corporations.

**Sport Management specialization.** The Sport Management doctoral specialization within Sport Studies prepares graduates for positions as faculty members in higher education. The coursework for the program is developed between the student and the faculty advisor to meet the educational goals of the student. Students have the flexibility to develop a program that allows them to focus on the area of Sport Management in which they have an interest. Doctoral students will receive training in research design and methodology and are expected to conduct research outside the requirements of the classroom. The program consists of 15 hours within the concentration, 18 hours of research courses, nine hours within the specialization and a minimum of six hours in an outside or cognate area.

### **Kinesiology Major – MS**

Kinesiology is an academic discipline that involves the study of human movement, especially the role of physical activity and its impact on health, human performance, society, and quality of life. Three concentrations are offered at the master's level: (1) Exercise Physiology, (2) Biomechanics, and (3) Sport Psychology and Motor Behavior. The study of kinesiology can lead to a variety of careers in teaching, research, and delivery of services. These careers are usually related to physical activity, fitness, health promotion, rehabilitation, sports medicine, athletic training, coaching, and sport psychology consulting. Positions are found in a variety of settings including schools, colleges and universities, public and private agencies, clinical environments, government, business and the military. A description of each program along with application for each follows.

The Biomechanics concentration focuses on the mechanisms, prevention, and rehabilitation of musculoskeletal injuries. The primary emphasis is on biomechanical considerations related to exercise and rehabilitation. Master's students may elect to do a 6-credit thesis, which is recommended for those intending to pursue a doctorate in the field. Graduate students work with

biomechanics faculty to pursue research in the areas of biomechanics of lower extremity function, footwear biomechanics, and the biomechanics of injury mechanisms and injury prevention.

The Exercise Physiology concentration involves the study of the acute and chronic effects of exercise on the human body. Master's students may elect to do a 6-credit thesis, which is recommended for those intending to pursue a doctorate in the field. Students may elect to do internships in cardiac rehabilitation at several area hospitals and are encouraged to take the American College of Sports Medicine (ACSM) Exercise Specialist exam upon graduation. Graduate students collaborate with an Exercise Physiology faculty member to perform research in the areas of physical activity assessment, metabolism, the health benefits of exercise, and body composition assessment.

The Sport Psychology and Motor Behavior concentration involves the study of psychological theory relevant to the performance of sport and movement skills, systematic research of both a quantitative and qualitative nature, the application of psychological concepts to the performance and learning of physical activities in a variety of settings. Students acquire the knowledge and skills necessary to critically examine the literature in sport psychology and motor behavior, provide psychological assistance for sport performers in a variety of forms (e.g., mental training, injury rehabilitation, skill refinement, stress management, etc.), and design evidence-based approaches for teaching movement skills. The majority of graduates of the sport psychology and motor behavior master's concentration obtain positions in teaching, coaching, athletic training, and strength and conditioning when they finish their degrees. The remaining students apply for PhD programs after completing master's degree requirements and aspire to careers as faculty members at the university level.

### **Biomechanics Concentration (MS)**

#### **Required courses:**

All master's students in Biomechanics must complete the following courses during their 30-credit hour program of study:

- KNS 508 - Research Methods (3)
- KNS 513 - Biomechanics of Musculoskeletal Injury (3)
- KNS 515 - Qualitative Analysis of Movement in Sport and Exercise (3)
- KNS 531 - Biomechanics (3)
- KNS 634 - Advanced Methods and Instrumentation in Biomechanics (3)
- Kinesiology elective - one additional 3 hour Kinesiology course

#### **Recommended Electives:**

- KNS 500 - Thesis (6)\*\*
- KNS 501 - Special Project (3)
- KNS 521 - Physical Activity Epidemiology Methods (3)
- KNS 532 - Exercise Physiology (3)
- KNS 533 - Psychology of Sport (3)
- KNS 534 - Motor Behavior and Skill Acquisition (3)
- KNS 535 - Health and Exercise Psychology (3)
- KNS 536 - Expert Performance in Sports (3)
- KNS 543 - Women, Sport and Culture (3)
- KNS 567 - Exercise Testing and Prescription (3)
- KNS 569 - Clinical Exercise Physiology (3)

KNS 593 - Independent Study (1 - 3)  
KNS 622 - Directed Independent Research (3 - 6)  
KNS 635 - Physical Activity and Positive Health (3)  
KNS 662 - Seminar Topics in Biomechanics (1-3)  
KNS 664 - Research Participation in Kinesiology (1 - 6)  
KNS 693 - Independent Study (1-3)  
BME 473 - Applied Biomechanics (3)  
BME 529 - Application of Linear Algebra in Engineering Systems (3)  
BME 531 - Advanced Biomechanics I (3)  
BME 538 - Ultrasonic Methods and Bioinstrumentation (3)  
BME 631 - Advanced Biomechanics II (3)  
BME 632 - Biomechanics Design (3)  
STAT 531 - Survey of Statistical Methods I (3)  
STAT 532 - Survey of Statistical Methods II (3)

**\*\*NOTE:** If you select the Thesis option you must take a statistics course approved by your advisor

### **Exercise Physiology Concentration (MS)**

#### **Required courses:**

All Master's students in Exercise Physiology must complete the following courses during their 30-credit hour program of study:

KNS 508 - Research Methods (3)  
KNS 532 - Exercise Physiology (3)  
KNS 565 - Advanced Physiology of Exercise (3)  
KNS 567 - Exercise Testing and Prescription (3)  
KNS 635 - Physical Activity and Positive Health (3)  
Kinesiology elective- one additional 3 hour Kinesiology course

#### **Recommended Electives:**

KNS 500 - Thesis (6)\*\*  
KNS 501 - Special Project (3)  
KNS 513 - Biomechanics of Musculoskeletal Injury (3)  
KNS 515 - Qualitative Analysis of Movement in Sport and Exercise (3)  
KNS 521 - Physical Activity Epidemiology Methods (3)  
KNS 531 - Biomechanics (3)  
KNS 533 - Psychology of Sport (3)  
KNS 535 - Health and Exercise Psychology (3)  
KNS 543 - Women, Sport and Culture (3)  
KNS 569 - Clinical Exercise Physiology (3)\*  
KNS 570 - Cardiac Rehabilitation Practicum (1-3)\*  
KNS 593 - Independent Study (1 - 3 hours, can be repeated)  
KNS 622 - Directed Independent Research (3-6)  
KNS 623 - Advanced Topics in Obesity (1-4 credit seminar)  
KNS 664 - Research Participation in Kinesiology (1 - 6)  
KNS 693 - Independent Study (1-3)

NURS 505 - Advanced Clinical Pharmacology (3)\*

SOWK 605 - Analysis of Social Work Data I (3)

SOWK 606 - Analysis of Social Work Data II (3)

STAT 531 - Survey of Statistical Methods I (3)

STAT 532 - Survey of Statistical Methods II (3)

\*highly recommended for students interested in cardiac rehabilitation

\*\* NOTE: If you select the Thesis option you must take a statistics course approved by your advisor (Social Work 605 or Statistics 531 are recommended)

### **Sport Psychology and Motor Behavior Concentration (MS)**

#### **Required courses:**

The master's degree concentration in sport psychology and motor behavior has a great deal of flexibility that allows students to take courses that best suit their individual professional goals and interests. Students are required to take 30 hours, with at least 20 of those hours comprised of 500 or 600 level courses. The following courses are required:

KNS 533 - Psychology of Sport (3)

KNS 534 - Motor Behavior and Skill Acquisition (3)

KNS 535 - Health and Exercise Psychology (3)

KNS 538 - Professional Practice Issues in Kinesiology (3)

In addition, 3 hours must be selected from the following:

KNS 490 - Psychology of Coaching (3) (must be taken for graduate credit)

KNS 536 - Expert Performance in Sports (3)

KNS 543 - Women, Sport and Culture (3)

KNS 633 - Advanced Sport Psychology (3)

Additional courses may be selected from either Kinesiology or other departments, with the advisor's approval. In addition, if a student takes any 400-level classes in the [Graduate Catalog](#), the student must consult with the instructor regarding the additional class requirements needed to earn graduate credit. The non-thesis option, which consists of 30 hours and a written comprehensive exam, is designed for graduates seeking positions as practitioners (e.g., teachers, coaches, athletic trainers, etc.). The thesis option, which consists of 24 hours of course work and a 6-hour thesis (KNS 500), is recommended for students who intend to pursue a PhD degree after graduating and is available only upon consultation with and approval by the student's advisor.

### **Recreation and Sport Management Major – MS**

Two concentrations are offered at the master's level in Recreation and Sport Management: Sport Management and Therapeutic Recreation. One of the primary features of the concentrations is an emphasis on the experiential education approach to academic preparation. Students graduating from this program will gain practical experience to accompany their academic degree. A description of each program along with application procedures for each follows.

#### **Sport Management Concentration**

The Sport Management concentration provides the opportunity for students to have a quality academic experience and to gain professional experience as they prepare for careers in the sports industry.

<b>Sport Management Concentration (Non-Thesis Option)</b>	<b>Hours Credit</b>
RSM 508, RSM 511, RSM 535	9
<sup>1</sup> Recreation and Sport Management Electives	6
<sup>2</sup> Sport Studies Elective	3
<sup>3</sup> Electives	12
RSM 501 - Project	3
<b>Total hours</b>	<b>33</b>

<b>Sport Management Concentration (Thesis Option)</b>	<b>Hours Credit</b>
RSM 508, RSM 511, RSM 535	9
<sup>1</sup> Recreation and Sport Management Electives	6
<sup>2</sup> Sport Studies Elective	3
<sup>3</sup> Electives	9
RSM 500 - Thesis	6
<b>Total hours</b>	<b>33</b>

<sup>1</sup>RSM 510, RSM 512, RSM 515, RSM 530, RSM 540, RSM 544, RSM 550, RSM 554, RSM 555, RSM 560, RSM 570, RSM 580

<sup>2</sup> SPST 504, SPST 507, SPST 515, SPST 542, SPST 543.

<sup>3</sup> These courses can be taken within the department. A total of six (6) hours may be earned in RSM 590 or RSM 595 combined.

### **Therapeutic Recreation Concentration**

The Therapeutic Recreation concentration prepares students for employment in management and leadership positions with agencies that deliver health care services. Students are successful in gaining employment in physical rehabilitation hospitals, children's programs, drug and alcohol rehabilitation and treatment centers, programs serving individuals with developmental disabilities, long-term care and assisted living facilities, and in community, outdoor and school-based therapeutic recreation programs. Graduates of the program fulfill the requirements for national certification by the National Council for Therapeutic Recreation Certification (NCTRC) and have been successful in completing the national exam.

**Professional Certification.** Students enrolled in the Therapeutic Recreation concentration are urged to prepare for and take the professional certification examination offered by The National Council for Therapeutic Recreation. Many public, quasi-public and nonprofit employers are mandating professional certification as a condition of employment. Courses in the degree program prepare the student to do so. The primary purpose of certification is to ensure that personnel employed in therapeutic recreation meet high standards of performance.

<b>Therapeutic Recreation Concentration (Non-Thesis Option)</b>	<b>Hours Credit</b>
RSM 515, RSM 520, RSM 521, RSM 522, RSM 525, RSM 554	18
<sup>1</sup> RSM 595	6
RSM 508	3
Statistics	3
Electives	6
<b>Total hours</b>	<b>36</b>

<sup>1</sup>Must meet national certification requirements.

<b>Therapeutic Recreation Concentration (Thesis Option)</b>	<b>Hours Credit</b>
RSM 515, RSM 520, RSM 521, RSM 522, RSM 525, RSM 554	<b>18</b>
<sup>1</sup> RSM 595	<b>6</b>
RSM 508	<b>3</b>
Thesis	<b>6</b>
Statistics	<b>3</b>
<b>Total hours</b>	<b>36</b>

<sup>1</sup>Must meet national certification requirements.

### **Optional Minor for Master's Degree**

A minor is defined as 6-12 credit hours outside the major. Usually, the minor courses are within a single teaching discipline that also offers a major. In addition, there are also three interdisciplinary minors available: statistics, gerontology, and environmental policy. The minor area and number of academic credit hours must be approved by the master's committee. Students pursuing a minor must include a faculty member from the minor area on their master's committee.

### **Non-Thesis Option**

Depending upon the concentration pursued, the non-thesis option may or may not include an original research requirement in the form of a project (3 credit hours of KNS 501 or RSM 501). A project can be a good choice for students planning to become practitioners in their field (e.g., coach, cardiac rehabilitation specialist, or strength and conditioning coach). Since a project is usually less time consuming than a thesis, it allows more time to complete internships (e.g., at area hospitals or sports medicine clinics) or gain other practical experience (e.g., serving as a coaching graduate assistant in one of the Athletics Departments). The format of the project is flexible. It might consist of a literature review on a certain topic, an exercise manual, a computer program to analyze fitness levels, a biomechanical or video analysis of a sport skill, or an instructional videotape. Examples of projects include an instructional guide for cardiac rehabilitation patient, one-year detailed training program for sports teams, and a manual on exercise for cancer patients. In some concentrations, the project is presented formally to the student's master's committee for evaluation. The student's major professor can provide details regarding specific project requirements.

### **Thesis**

The thesis (6 credit hours) is an original research project conducted by the student as the culmination of his or her master's degree program. Choosing to complete a thesis is an appropriate option for students wishing to pursue a PhD or career in research. Thesis preparation must follow the guidelines set forth in the *Guide to the Preparation of Theses and Dissertations* which may be found on the Graduate School's [UTK Graduate School Thesis and Dissertation Review and Approval](#) web page. There are many steps involved in completing a thesis, including:

- Approval of the idea by the student's committee
- Obtaining permission from the Institutional Review Board (IRB)
- Collecting data
- Analyzing the data
- Writing the thesis report
- Oral defense of the thesis

If the thesis is approved by the student's committee, approval sheets are signed certifying that the committee members examined the thesis and found it to be satisfactory. An electronic copy of the thesis must be accompanied by one signed approval sheet when turned in to the Graduate School.

See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for details regarding thesis requirements.

### **Dissertation**

The dissertation (24 hrs. credit) is the culminating research experience for the doctoral student. The subject of the dissertation research project is chosen by the student in consultation with the major professor. Students who have not identified a research problem for the dissertation are encouraged to explore possibilities by working with graduate faculty members on a variety of research projects through independent studies. Students should follow the guidelines set forth in the current edition of the *Guide to the Preparation of Theses and Dissertations*, which may be found on the Graduate School's [UTK Graduate School Thesis and Dissertation Review and Approval](#) web page.

A proposal meeting is held with the student's committee in order to have the dissertation proposal approved before data collection begins. A signed proposal must be kept on file by the major professor and the committee members. The doctoral candidate must formally present the completed dissertation to the committee and pass an oral examination at the defense. The student must file a Scheduling Defense of Dissertation Form available on the Graduate School's [Graduate Student Forms](#) web page (see also the Appendices) one week prior to the examination. The dissertation defense is announced publicly and is open to faculty and students.

It is the student's responsibility to provide Scott Smith (KRSS Graduate Admissions Coordinator) and the College of Education, Health, and Human Sciences List Serve (CEHHS-All) with information regarding the defense (i.e., student's name; date, time, and place of defense; title and abstract of dissertation; and list of committee members) so that the defense may be formally announced. A copy of the dissertation must be distributed to all committee members at least two weeks prior to the defense. The dissertation must be defended and passed at least two weeks before the date of submission and the acceptance of the dissertation by Graduate Student Services (see Appendices or [on-line Calendar for Deadline Dates for Doctoral Students](#)). The major advisor must submit the results of the defense by the dissertation deadline. See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for details regarding thesis requirements.

### **Foreign Language Requirements**

There are no foreign language requirements for graduate programs within the Department of Kinesiology, Recreation, and Sport Studies.

### **Doctoral Student Residence Requirement**

The doctoral degree requires a minimum of two consecutive semesters of residence. Residence is considered full-time registration for a given semester on the campus where the program is located. Summer term is included in this time. The student should be engaged in full-time on-campus study for this period.

### **Timetable for completion of degree**

#### **Submitting Written Materials to Committee Members**

When submitting project, thesis, or dissertation documents to committee members, students must submit at least two weeks ahead of the scheduled date for a proposal or defense meeting.

## Master's Degree

**Admission to Candidacy.** Admission to candidacy indicates that the student has made satisfactory progress toward the degree and demonstrated ability to do graduate work with a 3.0 average or higher after taking at least nine credit hours in graduate courses. The master's committee signs the Admission to Candidacy application, which lists the courses in the student's program of study. This application is due in the Graduate school no later than the last day of classes of the semester before the semester in which the student plans to graduate. The department deadline for submitting this application to the Director of Graduate Studies is typically two weeks in advance of the Graduate School deadline. It is the student's responsibility to complete the application and submit it to committee members so they have ample time to review it prior to the department deadline date. The student will submit the completed and signed form the Graduate Admissions Coordinator, pick it up approximately 10 days later, and then deliver it to the Graduate School. The Admission to Candidacy form is available on the Graduate School's [Graduate Student Forms](#) web page (and in the Appendices). Specific deadline dates are published each semester and are available on the Graduate School's [Current Graduate Students](#) web page. Instructions on how to complete and submit the Admission to Candidacy application to the department are included in the Forms and Additional Information section of the appendices.

**Time to Complete Degree.** Master's candidates have six calendar years to complete the degree, starting at the beginning of the semester of the first course counted toward the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by the Dean of the Graduate School. Courses used toward a master's degree must have been taken within six calendar years of graduation.

See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for further details.

## Doctoral Degree

**Admission to Candidacy.** Admission to Candidacy indicates that the student has made satisfactory progress toward the degree and has demonstrated the ability to do graduate work. This also indicates that prerequisites to admission have been completed and the program of study has been approved by the committee. After maintaining a B average in all graduate coursework and passing the comprehensive examination, a student may apply for candidacy. The application must be approved and signed by the student's doctoral committee. This application is due in the Graduate School no later than the last day of classes of the semester before the semester in which the student plans to graduate. The department deadline for submitting this application to the Director of Graduate Studies is typically two weeks in advance of the Graduate School deadline. It is the student's responsibility to complete the application and submit it to committee members so they have ample time to review it prior to the department deadline date. The student will submit the completed and signed application the Graduate Admissions Coordinator, pick it up approximately 10 days later, and then deliver it to the Graduate School. The Admission to Candidacy form is available on the Graduate School's [Graduate Student Forms](#) web page (and in the Appendices). Specific deadline dates are published each semester and are available on the Graduate School's [Current Graduate Students](#) web page. Instructions on how to complete and submit the Admission to Candidacy application to the department are included in the Forms and Additional Information section of the appendices.

Admission to candidacy must be applied for and approved by the Office of the University Registrar at least one full semester prior to the date the degree is to be conferred.

**Dissertation Proposal.** The dissertation proposal must be defended by the student and approved by the doctoral committee prior to the start of data collection. It is the student's responsibility to work in conjunction with the major professor to schedule the proposal. Once the proposal is approved, the student can then submit an application to the Office of Research Institutional Review Board seeking approval to work with human subjects.

**Defense of Dissertation.** The doctoral candidate must submit a written copy of the dissertation to his or her committee and then pass an oral examination on the dissertation. The defense must be scheduled through the Office of the University Registrar at least one week prior to the examination. This exam must be passed at least two weeks before the date of submission and acceptance of the dissertation by the Graduate School.

**Posting of Doctoral Defense.** The defense is announced publicly and is open to all faculty members and students. It is the doctoral candidate's responsibility to post the Dissertation Defense Announcement on CEHHS-ALL one week in advance of the defense date. Each announcement should include the student's name, major, concentration, dissertation chair's name, committee members' names, dissertation title, abstract, and day, time, and place of defense.

**Time to Complete Degree.** Students must take comprehensive exams within 5 years of initial enrollment in a doctoral program. All degree requirements must be completed within 8 years of enrollment. See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for further details.

### **Graduation**

Graduation ceremonies are held in December and May each year. There is no summer graduation ceremony. Graduate Students may take part in the Graduate Hooding Ceremony and the Commencement. Summer graduates may participate in the fall graduate hooding ceremony. Students needing 12 hours or fewer to complete a non-thesis program may participate in the spring Graduate Hooding Ceremony. Specific dates for graduation are published on the Graduate School's [Graduate Student Deadline Dates for Graduation](#) web page.

The Graduation Application form can be found on the Graduate School's [Graduate Student Forms](#) web page (and in the Appendices). It must be submitted to the Office of the University Registrar no later than the last day of classes of the term prior to the term you intend to graduate. A graduation fee is charged when the application is submitted. Information on this fee can be found on the Bursar's Office's [Charges and Fees/Tuition](#) web page.

See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for further details.

## EXAMINATIONS

### **Comprehensive Examination**

#### **Master's Degree Thesis Option**

Thesis students must pass a final comprehensive oral examination on all work offered for the degree. The examination covers course work and the thesis and measures the candidate's ability to integrate material in the major and related field. See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for further details. The University sets strict deadlines for the thesis defense and submission of the final thesis. Specific deadline dates are published each semester and are available on the Graduate School's [Current Graduate Students](#) web page.

#### **Master's Degree Non-Thesis Option**

Non-thesis students must pass a final comprehensive written examination. In some programs an oral examination may also be administered. This examination is not just a test over course work, but a measure of the student's ability to integrate material in the major and related fields. The faculty comprising the student's committee determines the questions to which the student will respond. Programs in our department generally schedule all comprehensive exams. See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for further details.

#### **Doctoral Degree**

The comprehensive examination for doctoral students must be passed prior to admission to candidacy and after the student has completed all or nearly all course work. The exam is taken when the student has completed all or nearly all prescribed courses. The student's doctoral committee determines the content, nature, and timing of the comprehensive examination and certifies its successful completion. Provisions for repeating a failed examination are also determined by the doctoral committee. Successfully completing the exam indicates that in the judgment of the faculty, the student can think analytically and creatively, has a comprehensive knowledge of the field, knows how to use academic resources, and is deemed capable of completing the dissertation. See the [Graduate Catalog](#), [Academic Policies and Requirements for Graduate Students](#) and the [Graduate School](#) webpage for further details.

### **Administration Procedure and Grading**

#### **Schedule for Comprehensive Examinations**

MS students pursuing a non-thesis degree option need to plan their comprehensive exams with their major advisor and other committee members. Scott Smith, Graduate Admissions Coordinator, coordinates these examinations. Comprehensive exams for non-thesis master's degree students are scheduled for specific days during each semester. For the Recreation and Sport Management program, exams are typically administered on the Monday that is approximately 18 days before the Graduate School deadline. For the Kinesiology program, exams are typically administered on the Thursday and Friday three weeks before the Graduate School deadline. The exact dates will be posted as an announcement on the [KRSS Grad Announcements Page \(GAP\)](#) website.

For PhD and MS thesis option students, comprehensive examinations are administered to students individually. The format for these examinations will vary depending on the degree, major, concentration/specialization, the nature of the research project, and the committee's judgment regarding how best to evaluate the student.

## STANDARDS, PROBLEMS, AND APPEALS

The university has several policies regarding academic standards for graduate students. Students are advised to become familiar with them by reading the [Graduate Catalog](#), [Hilltopics](#), the Graduate School's publication on the [Appeals Procedure](#), and the [UT Teaching Guide](#).

### **UTK Policy on Human Research Participant Protection**

All UTK research involving human participants must be reviewed following UTK-Institutional Review Board (IRB) procedures and approved prior to the initiation of research activity and contact with potential human participants. The best place to start this process is with your Department Review Committee (DRC). Although certain research is exempt from review, these projects must be certified by the UTK-IRB. **There are no exceptions to this policy.**

Students will find the Guidelines for Research with Human Participants on the Office of Research's [Compliance](#) web page.

### **KRSS Department Procedure**

After completing the appropriate form for research with human participants, the student and faculty advisor sign the form, and submit it to the Department Review Committee Chair, Dr. Steven Waller, for review. All applications must receive approval from both the Department Review Committee Chair and the Department Head. The approved form can then be submitted to the UT Office of Research on White Avenue. Ms. Sonya Sullivan is the contact in this office. **Only after you receive approval in writing from the University IRB**, may you begin your data collection with human participants. Failure to comply with these regulations can result in denial of approval to conduct research.

## OTHER INFORMATION

### **Graduate Student Colloquium**

During the month of March, the College of Education, Health & Human Sciences, in conjunction with the Dean's Graduate Advisory Council, sponsors a Graduate Student Colloquium. The Colloquium provides graduate students with an opportunity to present their research in oral or poster format. The KRSS Department has had excellent representation at the Colloquium by our graduate students. Since research is the foundation of graduate study, please consider submitting your work for presentation in this forum. This is a wonderful opportunity for graduate students across the college to interact with each other as well as to experience the different forms of research that will be presented. More information will be provided regarding the Graduate Student Colloquium.

### **Graduate Student Senate**

The Graduate Student Senate (GSS) represents the interests of all graduate and professional students at the University of Tennessee. GSS is the official voice of graduate students and is the organization that administrators turn to when the opinion of the graduate student body is desired. Each graduate and professional program of study has a representative elected by his or her fellow students while the GSS President and Vice President are elected in the annual Student Government Association elections. GSS has representatives on various university-wide committees including the Graduate Council. In addition, GSS receives funding through the Office of the Vice Chancellor of Student Affairs to assist graduate student travel. GSS coordinates the delivery of travel monies for those graduate students attending to conferences. GSS has meetings once every three weeks where program representatives and any interested graduate students meet to discuss important issues. There are committees set up by GSS to work on various issues including Communication, Travel Fund Awards, Fun Run and Graduate Student Bill of Rights. Any interested graduate or professional student is encouraged to get involved. For more information see [Hilltopics](#), the [Graduate Student Senate](#) web site, or email the Graduate Student Senate President at [gss@utk.edu](mailto:gss@utk.edu).

## APPENDICES

### **Pertinent Graduate Student Web Pages:**

Best Practices in Teaching	<a href="http://gradschool.utk.edu/training-and-mentorship/bpit/">http://gradschool.utk.edu/training-and-mentorship/bpit/</a>
Center for International Education	<a href="http://international.utk.edu/">http://international.utk.edu/</a>
Counseling Center	<a href="http://counselingcenter.utk.edu/">http://counselingcenter.utk.edu/</a>
Department of Kinesiology, Recreation, & Sport Studies	<a href="http://krss.utk.edu/">http://krss.utk.edu/</a>
College of Education, Health, & Human Sciences	<a href="http://cehhs.utk.edu/">http://cehhs.utk.edu/</a>
Funding, Fellowships, Assistantships for Graduate Students	<a href="http://gradschool.utk.edu">http://gradschool.utk.edu</a>
Graduate School	<a href="http://gradschool.utk.edu">http://gradschool.utk.edu</a>
Graduate Catalog	<a href="http://tiny.utk.edu/grad-catalog">http://tiny.utk.edu/grad-catalog</a>
Graduate Student Appeals Procedure	<a href="http://gradschool.utk.edu/studappresrce.shtml">http://gradschool.utk.edu/studappresrce.shtml</a>
Graduate Student Senate	<a href="http://web.utk.edu/~gss/">http://web.utk.edu/~gss/</a>
Graduate Admissions	<a href="http://graduateadmissions.utk.edu/">http://graduateadmissions.utk.edu/</a>
International House	<a href="http://web.utk.edu/~ihouse">http://web.utk.edu/~ihouse</a>
Judicial Affairs	<a href="http://judicialaffairs.utk.edu/">http://judicialaffairs.utk.edu/</a>
Office of Equity and Diversity	<a href="http://oed.utk.edu">http://oed.utk.edu</a>
Office of Multicultural Student Life	<a href="http://multicultural.utk.edu/">http://multicultural.utk.edu/</a>
Office of Research – Compliance	<a href="http://research.utk.edu/compliance/">http://research.utk.edu/compliance/</a>
ITA Testing Program	<a href="http://gradschool.utk.edu/graduate-student-life/ita-testing-program/">http://gradschool.utk.edu/graduate-student-life/ita-testing-program/</a>
UTK Graduate School Thesis and Dissertation Review and Approval	<a href="http://web.utk.edu/~thesis/">http://web.utk.edu/~thesis/</a>
Counseling Center	<a href="http://counselingcenter.utk.edu/">http://counselingcenter.utk.edu/</a>
Library Services for Graduate Students	<a href="http://libguides.utk.edu/graduate">http://libguides.utk.edu/graduate</a>
Office of Information Technology	<a href="http://oit.utk.edu/">http://oit.utk.edu/</a>
University Housing	<a href="http://uthousing.utk.edu/">http://uthousing.utk.edu/</a>

### **Forms and Additional Resources**

#### **Deadline Dates**

The Graduate School publishes three separate *Deadline Dates for Graduation* pdf files each semester, one for non-thesis master's degree programs, one for thesis programs, and one for doctoral programs. They can be found at <http://gradschool.utk.edu/graduation/graduation-deadlines/>. It is the student's responsibility to meet these deadlines.

#### **Master's Degree Forms**

Graduate School forms for master's students can be found at <http://gradschool.utk.edu/forms-central/>. They include the *Admission to Candidacy Application*, *Revision to Master's and Ed.S. Candidacy Application*, and *Report of Final Exam/Defense of Thesis (Pass/Fail) Form*.

When completing the *Admission to Candidacy Application*, the column labeled "Course Name Prefix" should indicate the course prefix listed on the student's academic history (e.g., KIN, RSM, SPST). For Therapeutic Recreation students, a copy of the department admissions letter and transcripts should also be submitted to verify that courses listed as conditions of admission were successfully passed. All committee members must review and sign the application before it is

submitted to the Graduate Admissions Coordinator two weeks in advance of the Graduate School deadline.

The *Application to Graduate* can instead be accessed [MyUTK](#).

### **Doctoral Degree Forms**

Graduate School forms for doctoral students can be found at <http://gradschool.utk.edu/forms-central/>. They include the *Admission to Candidacy Application*, *Doctoral Committee Appointment Form*, *Scheduling Defense of Dissertation Form*, *Report of Final Exam/Defense of Dissertation (Pass/Fail) Form*, and *Survey of Earned Doctorates*.

When completing the *Admission to Candidacy Application*, the column labeled “Department” should indicate the course prefix listed on the student’s academic history (e.g., Kinesiology, Sport Management, or Psychology). All committee members must review and sign the application before it is submitted to the Graduate Admissions Coordinator two weeks in advance of the Graduate School deadline. Review of the application will be faster if the student attaches a memo indicating which courses are intended to be used in each category of the degree requirements (i.e., concentration, research, specialization, and cognate).

The *Application to Graduate* is no longer available on the Graduate School’s website. It can instead be accessed through [MyUTK](#).

### **Graduate Student Travel Forms**

Graduate students requesting support for travel (e.g., to present at a conference) should complete the following forms and submit them to the department well in advance of the planned trip.

- T-18 Travel Request Worksheet (<http://treasurer.tennessee.edu/travel/Travel%20Forms.htm>)
- College Request for Travel Support (<http://cehhs.utk.edu/for-staff/> (near bottom of page))
- Graduate Student Senate Travel Award Application (<http://gss.utk.edu/travel-awards/>)
- Class Coverage Form (located in KRSS office, HPER 322) *Note:* This form is required for all GTAs even if the travel does not conflict with the teaching schedule. If classes will not be missed, please note that on the form.

### **Independent Study Contract**

Copies of the *Independent Study Contract* can be obtained at the front desk of the department. This contract is to be completed in cooperation with the supervising faculty member for the following courses:

KNS 501 Special Project	RSM 501 Project
KNS 590 Practicum	RSM 590 Practicum
KNS 593 Independent Study	RSM 593 Independent Study
KNS 594 Directed Readings	
KNS 622 Directed Independent Research	
KNS 664 Research Participation in Kinesiology	
KNS 681 Practicum	
KNS 693 Independent Study	SPST 693 Independent Study
KNS 694 Supervised Reading	SPST 694 Directed Reading

