

**University of Tennessee, Knoxville**  
**College of Education, Health, and Human Sciences**  
**Department of Kinesiology, Recreation, and Sport Studies**



**GRADUATE HANDBOOK**  
**2018-2019**

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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 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.” Students should be directed to the Graduate Catalog ([tiny.utk.edu/grad-catalog](http://tiny.utk.edu/grad-catalog)), to Hilltopics ([hilltopics.utk.edu](http://hilltopics.utk.edu)), and to the publications on the Appeals Procedure ([gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/](http://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/)).

### **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  
865-974-8766  
[dbassett@utk.edu](mailto:dbassett@utk.edu)

**Associate Department Head:**

Steven Waller, PhD  
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865-974-1279  
[swaller2@utk.edu](mailto:swaller2@utk.edu)

**Kinesiology Program Coordinator:**

Rebecca Zakrajsek, PhD  
HPER 344  
865-974-9253  
[raz@utk.edu](mailto:raz@utk.edu)

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

Robin Hardin, PhD  
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>
David Bassett, PhD*	Prof. & Dept. Head	KNS	EP
Jim Bemiller, JD*	Assoc. Prof.	RSM	SM
Jedediah Blanton, PhD	Asst. Prof. of Practice.	KNS	SPMB
Dawn Coe, PhD*	Assoc. Prof.	KNS	EP
Scott Crouter, PhD*	Assoc. Prof.	KNS	EP
Lars Dzikus, PhD*	Assoc. Prof.	RSM	SCS
Jeffrey Fairbrother, PhD*	Prof. & Assoc. Dean	KNS	SPMB
Leslee A. Fisher, PhD*	Prof.	KNS	SPMB
Eugene Fitzhugh*	Assoc. Prof.	KNS	PAE
Jeff Graham, PhD	Asst. Prof.	RSM	SM
Rob Hardin, PhD*	Prof.	RSM	SM
Sarah Hillyer, PhD	Clinical Asst. Prof.	RSM	SCS
Lyndsey Hornbuckle, PhD	Asst. Prof.	KNS	EP
Ashleigh Huffman, PhD	Clinical Asst. Prof.	RSM	SCS
Adam Love, PhD*	Asst. Prof.	RSM	SCS
Jared Porter, PhD	Assoc. Prof.	KNS	SPMB
Jason Scott, PhD	Asst. Prof.	RSM	TR
Kelley Strohacker, PhD*	Asst. Prof.	KNS	EP
Dixie Thompson, PhD*	Prof., Vice Provost & Dean of the Graduate School	KNS	EP
Sylvia Trendafilova, PhD*	Assoc. Prof.	RSM	SM
Steven Waller, PhD*	Prof. & Assoc. Dept. Head	RSM	SM
Josh Weinhandl, PhD*	Asst. Prof.	KNS	BIO
Angela Wozencroft, PhD*	Assoc. Prof.	RSM	TR
Rebecca Zakrajsek, PhD*	Assoc. Prof.	KNS	SPMB
Songning Zhang, PhD*	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; SPMB—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.

Please note the section below on Employment, Work Assignments and Additional Pay for Graduate Assistants, Graduate Teaching Assistants/Associates, and Graduate Research Assistants.

### **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.

Graduation from UT Knoxville requires a 3.0 GPA (for graduate students), and this is enforced by the Graduate School.

### **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 by the Dean of the Graduate School 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](#), and [Hilltopics](#).

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 prohibits consenting romantic or sexual relationships, including consenting relationships (see Appendix 7 of UTK’s [Faculty Handbook](#)) as well as 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.

According to 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
- 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 (see section below "English Certification")
- 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.

### **English Certification**

The department's requirements for the English certification are more stringent than those of the Graduate School.

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum score of 550 on the paper test or 80 on the Internet-based test typically with a score of 20 on each of the sections of the test (reading, listening, writing, and speaking) is required for admission consideration. For the IELTS, a minimum score of 6.5 is required. The score must be no more than two years old from the requested date of entry. Applicants who have received a degree from an accredited U.S. institution within the past two years are exempt from the TOEFL requirement.

### **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.

Except for extenuating circumstances, Graduate Assistants/Associates who accept a departmental assistantship are obligated to stay through the end of the academic year and fulfill their contract.

### **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.

If the work is to be done during the semester, all graduate and professional students with assistantships must request prior approval to work more than 20 hours per week. However, please note that our department prohibits graduate students on a 50% assistantship from taking on additional work at UT during the semester, unless it is for short-term assignments, such as assisting with conferences or other special events. Such 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 and cases where there is a clear benefit to the department.

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*. Students must have the support of their advisor when requesting an exception, and the advisor must submit a written request to the department head. Only the department head can submit the written 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**

For conference presentations of invited or refereed papers, 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. Questions about travel support should be directed to Danielle Johnson (dmarti59@utk.edu or 974-1271).

Department and College travel policies are based on [UT Travel Policy, F10705](#). Among the many details in the policy, a key expectation is "prior approval." [UT Travel Policy, F10705](#) 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.

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.

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. In order for your GSS Travel Award 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. *Graduate students in the College of Education, Health, and Human Sciences (CEHHS) must submit their travel applications Dr. Susan Benner's office, 337 Claxton Complex, at least one week in advance of the GSS deadlines listed here by travel date: <https://gss.utk.edu/travel-awards/>.* If you have any question about the GSS Travel Fund Application process, please contact [gsstravel@utk.edu](mailto:gsstravel@utk.edu).

#### 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. In general, 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.

#### Student Travel Procedure & Policy

Please read the following travel policy guidelines very carefully. All travel reimbursement requests must strictly adhere to UT policies. If policies are not followed, travelers risk their expenses not being reimbursed by the university.

KRSS students may apply for the money to travel to professional conferences and will be awarded a limited amount per fiscal year in travel funding from the department. Other funds may be available to help with travel, but this is the limit of support provided by the department budget.

The college will provide CEHHS students with limited support for research presentations. When several students are participating in the same presentation, the amount of funding per student will be reduced to ensure that College resources to support students are distributed equitably across departments and programs.

Students can seek additional support through the Graduate Student Senate Travel Award (set deadlines each semester). All requests must be made prior to the travel dates and comply with all related policies associated with this resource. More information regarding this fund and the required application can be found at <http://web.utk.edu/~gss/travelawards/information.php>.

## Travel Request and Reimbursement Steps

### Step One: Submit GSS Travel Award Application

If applying for a Graduate Student Senate (GSS) Travel Award:

\_\_\_\_ Submit the Graduate Student Senate (GSS) Travel Award application and supporting materials to Danielle Johnson at least 3 business days before the GSS application deadline

### Step Two: Complete Travel Request Forms

The traveler is responsible for submitting all of the following travel request forms and required documentation to Danielle Johnson at least 5 weeks before travel is initiated.

#### \_\_\_\_ CEHHS Graduate Student Travel Form

- This form is located online at <http://cehhs.utk.edu/for-staff/> or in KRSS office, HPER 322
- Traveler must provide detailed information regarding the purpose of the trip and complete the Estimated Costs section

#### \_\_\_\_ Travel Request Worksheet (T-18)

- This form is located online at <http://treasurer.tennessee.edu/travel/Travel%20Forms.htm>
- If you use abbreviations or acronyms, please spell them out
- A student may NOT purchase plane tickets, hotels, registration, etc. for another student or for a professor

*Please note: if you do not know your Personnel Number, please contact Danielle Johnson*

#### \_\_\_\_ Class Coverage Form

- This form is located in the KRSS office, HPER 322
- The Class Coverage Form is required for all travel even if it does not affect the traveler's class schedule. If classes will not be missed, please note that on the form.

### Step Three: Requesting Reimbursement

\_\_\_\_ Upon completion of your trip, submit ALL required documentation for reimbursement to Danielle Johnson in a timely manner

- To receive reimbursement for travel expenses, the traveler must provide a receipt and/or supporting documentation of each charge (meals are the only exception since they are based on a per diem rate). UT Travel Policy will NOT allow us to reimburse without receipts, **NO EXCEPTIONS!**
- Please see Travel Policy Guidelines below for additional receipt requirements.
- Traveler should submit claims for reimbursement for travel expense no later than sixty (60) days after completion of travel, otherwise, it might be considered as taxable income.
- Notify Danielle Johnson if you traveled, roomed, or shared any costs with another individual, faculty, staff, or student(s), both UT and Non-UT.

Please familiarize yourself with [UT Travel Policy, F10705](#). Travel support is frequently rejected due to inappropriate documentation and/or incorrect information on forms. When travel is rejected, it can delay the reimbursement process by several weeks.

Below is a summary of some important UT Travel Policy guidelines you must adhere to during the travel process to receive reimbursement for your trip expenses:

#### Registration Fees

- Registration fees paid by traveler will not be reimbursed prior to trip completion; must have itemized receipt
- Can have conference registration fee prepaid by UT; must complete a T-30 form with supporting registration documentation OR invoice billed to UT from the vendor (showing traveler's name, date/location of conference and itemization of fees)

*IMPORTANT: If requesting to have conference registration fee prepaid, the traveler is responsible for submitting the T-30 and supporting documents to Danielle Johnson at least 3 weeks before the registration deadline. T-30 Forms submitted after this deadline will not be accepted.*

- Will not prepay conference registration more than 6 months in advance of trip (unless early bird rate applies)

#### Meal Allowances

- Meal allowances are based on where the traveler spent the night
- Meal rate for days of departure and return are 75% of the daily CONUS/OCONUS rate
- One-day trips – no meal per diem allowed
- If a meal is covered in the registration fee or as part of an entertainment meal, that meal must be deducted from the per diem for that day; the deduction must be made even if the traveler elects not to eat this meal

#### Air Travel

- Limited to standard coach fare
- Traveler must purchase own ticket
- Original passenger coupon needed for reimbursement (to include traveler's name, dates of travel, complete itinerary, amount, class of service, and name of airline)
- Travel must be by most direct route
- Direct bill of airfare is available for all travelers (complete a T-25 form; see Danielle Johnson for information)
- Will reimburse for mandatory fees imposed by airline with receipt or proper receipts/documentation
- Have to use a US carrier even if more expensive

#### Automobile

- Personally-owned vehicles – show official business mileage; current rate applies; can claim gas receipts only if it does not exceed what the mileage rate would be; cannot claim both gas and mileage
- Rental at destination – need itemized, final receipt; receipts needed for all gasoline purchases (regardless of amount)

- Non-reimbursable items:
  - Personal Accident Insurance
  - Collision Damage Insurance (except for foreign travel)
  - Upgrades (must select most economical vehicle)
  - GPS systems
- Rental at International destination – recommend that collision waiver insurance be purchased
- UT owned rental – should use the gas card provided with car and receipts submitted to motor pool; restricted to continental US
- Direct bill car rental is available for all travelers (must complete a T-25)

#### Lodging

- Original itemized receipts are required showing traveler's name, daily room rate charge, taxes, total charges, and hotel address
- CONUS rates are used to define maximum rate (updated every October) – sites shown on Travel page of [Treasurer's Office website](#) – based on where the individual spends the night – if staying with friends/relatives, the city of residence must be listed
- Traveler must pay for their own lodging
- If 2 travelers do share a room and the total amount of the room (for both) is equal to or less than the per diem allowed, one employee can claim the lodging but must provide the name of the other traveler
- If the room rate exceeds the allowable per diem, each employee must claim their own portion; should each have their own receipt
- Early departure fees will be reimbursed provided a business reason is given and a receipt is provided
- Will be reimbursed up to the maximum official conference lodging rate
- Must provide conference brochure showing designated and overflow hotel(s) names; if no brochure/literature, then CONUS/OCONUS rate will apply
- If traveler stays at a hotel of their choice, reimbursement will be limited to the conference hotel rate. Rate must be documented by conference literature and submitted to Danielle Johnson
- OCONUS rates include all tax amounts

#### International Travel

- Lodging, meals, and incidentals will be in accordance with federal rates – OCONUS
- Lodging rates include taxes and therefore, limited to the amount shown
- Must be able to read receipts – if translation is done, the individual who did the translation must sign the receipt/document

#### Other Expenses

- Personal expenses will not be reimbursed
- Travel packages must have an itemized receipt to be reimbursed
- Taxi fare receipts are required; must provide destination and reason for each fare

#### Reimbursement Procedures

- Should submit claims for reimbursement for travel expenses no later than sixty (60) days after completion of travel (note that documentation should be submitted to Danielle Johnson no later than 6 weeks after completion of travel to allow time to process and approve documents)

- IRS – domestic trip expenses submitted 60 days (International trips submitted 90 days) after the end date of the trip may be considered taxable income
- Reimbursement per diem amounts (meals, lodging, and mileage) can be found in the Travel Reimbursement Rate Schedule
- An acceptable itemized receipt must be submitted for lodging, registration fees, airline tickets, rental cars, or any other allowable expenses
- Expense Report – traveler’s signature on the travel expense report MUST be original

#### Frequent Travel Audit Issues

- Reason/purpose of trip needs to be more specific
- Dates on receipts must agree with travel dates
- Receipts must be in the name of the traveler
- Hotel folios must be itemized
- No supporting documentation with the conference hotel name
- Airfare receipts must include class of fare
- Receipts from booking sites (Orbitz, Expedia, etc.) are incomplete
- Failure to submit all required documentation, receipts, and/or information to department for processing

## 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/graduate-student-life/fall-orientations/>

### **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/graduate-student-life/fall-orientations/>

### **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 PEAP 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.

### **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 during fall and spring semesters. While 9 credit hours is considered full time, the typical full academic load varies by discipline. For the summer semester, graduate students may register for a maximum of 12 credit hours in an entire summer semester or for a maximum of 6 credit hours in a five-week summer session. Students may enroll in only one course during a mini-term session.

Students holding a one-half time assistantship normally should enroll in at least 6 credit hours during the terms of the assistantship. A one-fourth time graduate assistant normally should take at least 9 credit hours during the terms of the assistantship. A student must be enrolled in at least 9 credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship. The section entitled Policy for the Administration of Graduate Assistantships contains additional information about assistantships.

Registration for more than 15 credit hours during any semester, or for more than 12 credit hours in the summer term, is not permissible without prior approval. The academic advisor may allow

registration of up to 18 credit hours during a semester if the student has achieved a cumulative grade point average of 3.6 or better in at least 9 credit hours of graduate work with no outstanding incompletes. The Graduate Course Overload form can be found on the Graduate School website. 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. Also, students who have completed all coursework required for their degrees, including their thesis and dissertation hours, but who have not yet defended, must enroll in KNS/RSM 502 each semester until they graduate. 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**

A committee composed of the major professor and at least two other faculty members, all at the rank of assistant professor or above, should be formed as early as possible in a student's program, and must be formed by the time a student applies for admission to candidacy (refer to Advisor/Major Professor). After working with the major professor to identify potential committee members, the student then invites them to serve on the committee. The responsibility of this committee is to assist the student in planning a program of study and carrying out research, and to assure fulfillment of the degree requirements. If the student has a minor, one member of the committee 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 or proctored, written follow-up examinations (if deemed necessary by the committee member). 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.

For more details on the comprehensive exam, please see the section Examinations below.

### **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. 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.

### **Remote Participation in Oral Defenses**

It is expected that all members of graduate committees should be physically present at all required oral thesis or dissertation defenses. Under special circumstances, however, it is permissible for the student, and/or committee members to participate from a remote location provided the conditions listed below are met:

- Advance agreement of the student and all committee members has been obtained;
- All participants join in with two-way audio and video connections; audio only connections must be approved by the major professor if the video connection is not possible. When the student is the remote participant, his or her connection must be an audio and video connection;
- Any visual aids or other materials have been distributed in advance to the remote participants;
- The committee members participate in real time during the entire, complete meeting, discussion, presentation, and evaluation;
- The student is responsible for making the scheduling arrangements, and the major professor accepts responsibility for the oversight of any logistical arrangements necessary;
- Any costs associated with remote participation are not the responsibility of the Graduate School, and must be arranged in advance; and
- The UT requirement of a public presentation for oral defense of dissertation is still in effect.

The student is required to submit the [Remote Participation at Oral Defense Notification Form](#) together with the [Scheduling of the Defense Form](#) to the Graduate School when the student or member(s) of the committee participate remotely.

## 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>Majors</b>	<b>Degrees</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**

David R. Bassett, Jr., PhD, Professor & Department Head, University of Wisconsin\*

Jedediah Blanton, PhD, Assistant Professor of Practice, Michigan State University

Dawn Coe, PhD, Associate Professor, Michigan State University\*

Scott Crouter, PhD, Associate Professor, University of Tennessee\*

Jeffrey Fairbrother, PhD, Professor & Associate Dean, Florida State University\*

Leslee A. Fisher, PhD, Professor, University of California, Berkeley\*

Eugene C. Fitzhugh, PhD, Associate Professor, The University of Alabama\*

Sarah Hillyer, PhD, Clinical Assistant Professor, University of Tennessee

Lyndsey Hornbuckle, PhD, Assistant Professor, Florida State University

Ashleigh Huffman, PhD, Clinical Assistant Professor, University of Tennessee

Jared Porter, PhD, Associate Professor, Louisiana State University

Kelley Strohacker, PhD, Assistant Professor, University of Houston\*

Dixie L. Thompson, PhD, Professor Vice Provost & Dean of the Graduate School, University of Virginia\*

Josh Weinhandl, PhD, Assistant Professor, University of Wisconsin-Milwaukee\*

Joe Whitney, PhD, Adjunct Assistant Professor, University of Tennessee

Margy Wirtz-Henry, MS, PEAP Program Director, University of Florida

Rebecca Zakrajsek, PhD, Associate Professor, West Virginia University\*

Songning Zhang, PhD, Professor, University of Oregon\*

### **Sport Studies**

Larry Brown, MS, Internship Coordinator, University of Tennessee

Jim Bemiller, JD, Associate Professor, University of Tennessee\*

Lars Dzikus, PhD, Associate Professor, The Ohio State University\*

Jeff Graham, PhD, Assistant Professor, University of Texas

Rob Hardin, PhD, Professor, University of Tennessee\*

Sarah Hillyer, PhD, Clinical Assistant Professor, University of Tennessee

Ashleigh Huffman, PhD, Clinical Assistant Professor, University of Tennessee

Adam Love, PhD, Assistant Professor, University of Tennessee\*

Jason Scott, PhD, Assistant Professor, Pennsylvania State University

Sylvia Trendafilova, PhD, Associate Professor, University of Texas\*

Steven Waller, PhD, Professor & Associate Department Head, Michigan State University\*

Margy Wirtz-Henry, MS, PEAP Program Director, University of Florida

Angela Wozencroft, PhD, Associate Professor, 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.

## Master's Degree Options

The following table summarizes the availability of various options for master's students to earn their degree by major and concentration.

Major	Concentration	Thesis-Option (includes oral defense)	Project-Option (includes comprehensive exam)	Examination- Option (comprehensive exam)	Coursework-only Option (no comprehensive exam or project)
<b>Kinesiology</b>					
	Biomechanics	Yes	Yes	Yes	No
	Exercise Physiology	Yes	Yes	Yes	No
	Sport Psychology and Motor Behavior	Yes	No	Yes	No
<b>Recreation and Sport Management</b>					
	Sport Management	Yes	Yes	No	No
	Therapeutic Recreation	Yes	No	Yes	No

For further details about available options see the following sections and consult your advisor.

## **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. The biomechanics concentration offers three master's degree options: (a) thesis option (includes oral defense), (b) project option (includes comprehensive exam), and (c) examination option (includes comprehensive exam). 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. The exercise physiology concentration offers three master's degree options: (a) thesis option (includes oral defense), (b) project option (includes comprehensive exam), and (c) examination option (includes comprehensive exam). 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 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 (Master of Science) 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 sport psychology and motor behavior concentration offers two master's degree options: (a) thesis option (includes oral defense) and (b) examination option (includes comprehensive exam). Selected master's students may be invited by a faculty member to pursue a 6-credit hour thesis, which is recommended for those intending to pursue a doctorate in the field. However, a doctorate in the field is not required to practice as a certified mental performance consultant. The majority of graduates of the sport psychology and motor behavior master's concentration obtain positions as mental performance consultants, coaches, athletic trainers, and strength and conditioning coaches when they finish their degrees.

## **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 Biomechanical Analysis of Movement (3)
- KNS 531 - Biomechanics (3)
- KNS 634 - Advanced Methods and Instrumentation in Biomechanics (3)
- KNS 662 - Seminar in Biomechanics (1)
- Kinesiology elective - one additional 3-hour Kinesiology course

### **Recommended Electives:**

- KNS 500 - Thesis (6 hours)\*\*
- KNS 501 - Special Project
- KNS 521 - Physical Activity Epidemiology Methods
- KNS 532 - Exercise Physiology
- KNS 533 - Psychology of Sport
- KNS 534 - Motor Behavior and Skill Acquisition
- KNS 535 - Health and Exercise Psychology
- KNS 536 - Expert Performance in Sports
- KNS 543 - Women, Sport and Culture
- KNS 567 - Exercise Testing and Prescription
- KNS 593 - Independent Study
- KNS 622 - Directed Independent Research
- KNS 635 - Physical Activity and Positive Health
- KNS 664 - Research Participation in Kinesiology
- KNS 693 - Independent Study
- BME 529 - Application of Linear Algebra in Engineering Systems
- BME 531 - Advanced Biomechanics I
- BME 538 - Biomedical Instrumentation and Biosensing Techniques
- BME 631 - Advanced Biomechanics II
- BME 632 - Biomechanics Design
- SOWK 605 - Analysis of Social Work Data I
- SOWK 606 - Analysis of Social Work Data II
- STAT 531 - Survey of Statistical Methods I
- STAT 532 - Survey of Statistical Methods II

\*\*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)
- KNS 661 - Seminar in Exercise and Applied Physiology (1) \*\*\*
- Kinesiology elective- one additional 3-hour Kinesiology course

### **Recommended Electives:**

- KNS 500 - Thesis (6 credit hours)\*\*
- KNS 501 - Special Project
- KNS 513 - Biomechanics of Musculoskeletal Injury
- KNS 515 - Qualitative Biomechanical Analysis of Movement
- KNS 521 - Physical Activity Epidemiology Methods
- KNS 531 - Biomechanics
- KNS 533 - Psychology of Sport
- KNS 535 - Health and Exercise Psychology
- KNS 543 - Women, Sport and Culture
- KNS 593 - Independent Study
- KNS 622 - Directed Independent Research
- KNS 624 - Advanced Topics in Obesity
- KNS 664 - Research Participation in Kinesiology
- KNS 693 - Independent Study
- NURS 505 - Advanced Clinical Pharmacology \*
- SOWK 605 - Analysis of Social Work Data I
- SOWK 606 - Analysis of Social Work Data II
- STAT 531 - Survey of Statistical Methods I
- STAT 532 - Survey of Statistical Methods II

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

\*\*\* KNS 661 must be taken twice for a total of two (2) credit hours.

## **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 544 - Performance Consulting Skills and Strategies
- KNS 545 - Psychological Aspects of Sport Injury
- 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 examination option, which consists of 30 credit 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 credit hours of graduate course work and a minimum of 6 credit hours of KNS 500 - Thesis, is recommended for students who intend to pursue a Ph.D. 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 below.

#### **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.

The sport management concentration offers two master's degree options: (a) thesis option (includes oral defense) and (b) project option (includes comprehensive exam).

<b>Sport Management Concentration (Project Option)</b>	<b>Hours Credit</b>
RSM 508, RSM 511, RSM 535	<b>9</b>
<sup>1</sup> Recreation and Sport Management Electives	<b>12</b>
<sup>2</sup> Sport Studies Elective	<b>3</b>
<sup>3</sup> Electives	<b>9</b>
RSM 501 - Project	<b>3</b>
<b>Total hours</b>	<b>36</b>

<b>Sport Management Concentration (Thesis Option)</b>	<b>Hours Credit</b>
RSM 508, RSM 511, RSM 535	<b>9</b>
<sup>1</sup> Recreation and Sport Management Electives	<b>12</b>
<sup>2</sup> Sport Studies Elective	<b>3</b>

<sup>3</sup> Electives	6
RSM 500 - Thesis	6
<b>Total hours</b>	<b>36</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 three (3) credit hours may be earned in RSM 590 and six (6) credit hours in RSM 595 combined. Students cannot earn credit hours toward graduation in both.

### **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.

The therapeutic recreation concentration offers two master’s degree options: (a) thesis option (includes oral defense) and (b) examination option (includes comprehensive exam).

<b>Therapeutic Recreation Concentration (Examination Option)</b>	<b>Hours Credit</b>
RSM 515, RSM 520, RSM 521, RSM 522, RSM 525, RSM 594	18
<sup>1</sup> RSM 596	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 594	18
<sup>1</sup> RSM 596	6
RSM 508	3
Thesis	6
Statistics	3
<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 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 post 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) on the College of Education, Health, and Human Sciences List Serve (CEHHS-All), 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 [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**

Doctoral programs at the University of Tennessee require intensive study over consecutive semesters, including summers. Doctoral students may satisfy the residence requirement in either of two ways:

- Enroll in 2 consecutive semesters of 9+ credit hours
- Enroll in 3 consecutive semesters of 6+ credit hours.

For the doctoral degree, a minimum of two consecutive semesters of residence is required, except in programs where alternative or additional residence requirements have been approved. In these cases, the details can be found in the program description.

A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy along with signatures of approval from the major professor and the department head/program director.

### **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 to 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. 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 to 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. 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. 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 an oral defense of their thesis. No final comprehensive exam is required. 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**

Each non-thesis student must pass a final comprehensive written examination. A department may require an additional oral examination. The examination is not merely a test over course work, but a measure of the student's ability to integrate material in the major and related fields. Except with prior approval from the Dean of the Graduate School, the examination must be given in university-approved facilities. It should be scheduled through the academic department at least two weeks prior to the examination. Students taking the final examination but not otherwise using university facilities may pay a fee equal to one credit hour of graduate credit instead of registering. The results of the comprehensive exam (Pass/Fail form with original signatures) must be submitted to the Graduate School by the deadline date indicated on the Graduate Student Deadline Dates. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

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, typically one month prior to the Graduate School deadline. The exact dates will be posted as an announcement on the [KRSS Grad Announcements Page \(GAP\)](#) website.

The initial comprehensive exam should be a written exam, not an oral exam (unless directed otherwise by Student Disability Services). Led by the student's advisor, the committee members will communicate regarding the pass/fail decision of each part of the exam and the exam overall. The advisor should notify the student via email regarding pass/fail/follow-up decisions. If a student fails one or more parts of the exam, the student may be allowed one follow-up per part. If the student fails that part again, she or he has to take the entire exam again the next semester. The result of that second examination is final. Outright failure of any part of the exam—based on the assessment of the respective faculty member—constitutes failure of the entire exam.

The department submits the results of the comprehensive exam (Pass/Fail form with original signatures) to the Graduate School by the deadline date indicated on the Graduate Student Deadline Dates.

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**

The [Institutional Review Board \(IRB\)](#) regulates all research activities involving **human subjects** on the UT Knoxville campus. The IRB is a committee appointed to ensure rights, safety, and welfare of human research subjects; ensure compliance with all applicable federal and state laws/regulations; and conduct ethical reviews of human research activities including initial, continuation, modification, unanticipated problems and alleged noncompliance. Its primary responsibility is to assure UT Knoxville researchers operate within the provisions of the Federalwide Assurance of Compliance filed with the U.S. Department of Health and Human Services (DHHS) Office for Human Research Protections (OHRP).

All UTK research involving human participants must be reviewed following IRB procedures and approved prior to the initiation of research activity and contact with potential human participants. All applications for IRB approval must be entered into the Integrated Medial Research Informational System (iMedRIS). You can find helpful guides and instructions for navigating the iMedRIS application process [here](#). For more information on iMedRIS, visit the Office of Research and Engagement's [resource page](#). The best place to start this process is with your advisor. Although certain research is exempt from review, these projects must be certified by the UTK-IRB. **There are no exceptions to this policy.**

All researchers involved in the study, including students, are required to successfully pass the [CITI Human Subjects Research online course](#) as mandatory training for all faculty and students working on UTK IRB/Human Subjects Research protocols.

### **KRSS Department Procedure**

Prior to conducting research, students will enter all IRB applications in iMedRIS. You may not collect any data prior to receiving prior IRB approval. The student should develop the application in iMedRIS in consultation with the faculty advisor. Start this process early! Depending on the type of study and attention to detail, the full approval process, including revisions, can take several weeks and months. The application will be routed first to the student's advisor; second to the Department Review Committee (DRC) Chair, Dr. Leslee Fisher; and third to the Associate Department Head, Dr. Steven Waller (as designee for the Department Head). Students will have to enter this routing order in iMedRIS. The application then goes to the IRB office for review. 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).

### **KRSS Student Associations**

All KRSS graduate students are encouraged to get involved in the KRSS student associations.

The [Kinesiology Student Association](#) is an organization for students interested in Kinesiology and related fields. It hosts many events for our members, including socials, fitness activities, and networking nights with other students, faculty, and professionals in different fields of interest. Graduate school representatives come speak to our group about admission and their particular schools.

[Partners in Sports](#) is the student organization for Sport Management majors and other students at The University of Tennessee who are interested in pursuing careers in the sport or recreation industry. The organization is active within the university and region sports community. The mission of the organization is to create opportunities for tomorrow's sports leaders through practical experiences and professional development opportunities.

The [Therapeutic Recreation Student Association](#) provides a professional organization for students interested in the field of Therapeutic Recreation. The club will provide resources, and opportunities to professionally and developmentally support Therapeutic Recreation students and community around The University of Tennessee – Knoxville, through outreach and engagement.

## APPENDICES

### Pertinent Graduate Student Web Pages:

- International students
  - Center for International Education ([international.utk.edu](http://international.utk.edu))
  - International House ([ihouse.utk.edu](http://ihouse.utk.edu))
  - ITA Testing Program ([tiny.utk.edu/ita-testing](http://tiny.utk.edu/ita-testing))
- Professional development & training
  - Office of Graduate Training and Mentoring ([gradschool.utk.edu/training-and-mentorship](http://gradschool.utk.edu/training-and-mentorship))
  - Best Practices in Teaching Program ([tiny.utk.edu/bpit](http://tiny.utk.edu/bpit))
  - UT Libraries Information for Graduate Students ([libguides.utk.edu/graduate](http://libguides.utk.edu/graduate))
  - Center for Career Development ([career.utk.edu](http://career.utk.edu))
  - Tennessee Teaching and Learning Center ([tenntlc.utk.edu](http://tenntlc.utk.edu))
    - UT CIRTL: Center for Integration of Research and Teaching ([tlc.utk.edu/cirtl-program-center-for-integration-of-research-and-teaching/](http://tlc.utk.edu/cirtl-program-center-for-integration-of-research-and-teaching/))
  - Experience Learning ([experiencelearning.utk.edu](http://experiencelearning.utk.edu))
- Funding
  - Costs and funding opportunities ([tiny.utk.edu/grad-funding](http://tiny.utk.edu/grad-funding))
  - Graduate Student Senate Travel Awards ([gss.utk.edu/travel-awards](http://gss.utk.edu/travel-awards))
  - Financial Aid and Scholarships ([onestop.utk.edu/financial-aid](http://onestop.utk.edu/financial-aid))
- Student resources
  - Counseling Center ([counselingcenter.utk.edu](http://counselingcenter.utk.edu))
  - KRSS Grad Announcements Page (GAP) ([krssdgs.wordpress.com/](http://krssdgs.wordpress.com/))
  - Department of Kinesiology, Recreation, and Sport Studies (<http://krss.utk.edu/>)
  - College of Education, Health, and Human Sciences ([cehhs.utk.edu/](http://cehhs.utk.edu/))
  - Graduation Deadlines ([tiny.utk.edu/grad-deadlines](http://tiny.utk.edu/grad-deadlines))
  - Graduate School Forms ([gradschool.utk.edu/forms-central](http://gradschool.utk.edu/forms-central))
  - Graduate Catalog ([tiny.utk.edu/grad-catalog](http://tiny.utk.edu/grad-catalog))
  - Student obligations and appeals process ([tiny.utk.edu/rights-obligations](http://tiny.utk.edu/rights-obligations))
  - Graduate Student Senate ([gss.utk.edu](http://gss.utk.edu))
  - Office of Graduate Admissions ([gradschool.utk.edu/admissions](http://gradschool.utk.edu/admissions))
  - Student Conduct and Community Standards ([studentconduct.utk.edu](http://studentconduct.utk.edu))
  - Office of Equity and Diversity ([oed.utk.edu](http://oed.utk.edu))
  - Sexual Misconduct, Relationship Violence, and Stalking ([sexualassault.utk.edu](http://sexualassault.utk.edu))
  - Office of Multicultural Student Life ([multicultural.utk.edu](http://multicultural.utk.edu))
  - Office of Research Integrity ([research.utk.edu/compliance](http://research.utk.edu/compliance))
  - Thesis/Dissertation Consultant ([gradschool.utk.edu/thesesdissertations](http://gradschool.utk.edu/thesesdissertations))
  - Office of Information Technology ([oit.utk.edu](http://oit.utk.edu))
  - UTK Pride Center (<http://pridecenter.utk.edu/>)
  - The Writing Center (<https://writingcenter.utk.edu/>)
  - Frieson Black Cultural Center (<http://multicultural.utk.edu/fbcc/friesonbcc/>)

## **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 "Course Name Prefix" should indicate the course prefix listed on the student's academic history (e.g., KIN, RSM, SPST). 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

Note: When signing up for these courses, make sure to register for the correct number of credit hours. The default is typically one credit. If you are taking the course for three credit hours, you will have to adjust the amount manually.