August 15, 2016

Dear Graduate Students:

On behalf of the faculty in the Department of Recreation and Sport Pedagogy (RSP), I would like to welcome you to Ohio University. You have made an excellent choice in deciding to pursue your graduate studies at Ohio University. Our Departmental vision and mission are focused on improving well-being through recreation, physical activity, and sport.

Ohio University is one of top comprehensive, national universities in the United States, and we in the Department of Recreation and Sport Pedagogy see ourselves as a strong supportive pillar to its mission. To fulfill that role, we provide active teaching and experiential educational opportunities for students. We deliver distinctive undergraduate and focused graduate curricula that culminate in unparalleled professional preparation. We prepare our students within a supportive environment designed to meet their individual career goals.

The Department offers three programs at the master’s level including Coaching Education (online, soccer coaching, and campus-based) and Recreation Studies (on-campus) and two undergraduate programs including Physical Education/Teacher Education and Recreation Studies. We also offer a Physical Activity and Wellness Program (PAW) that includes classes for skill development, fitness, and socialization.

This handbook includes current policies and guidelines for Athens based graduate studies in the Department of Recreation and Sport Pedagogy. The handbook is intended to help answer questions you may have as you begin your graduate experience and to serve as a reference as you progress toward graduation. We hope you will find the information included in this handbook useful.

You are encouraged to first visit with your academic program advisor for programmatic concerns. However, please do not hesitate to call the Department Office at 593-4656, or contact me or the graduate chair if you have any questions that have not been addressed to your satisfaction.

Best regards,

Bruce Martin

Dr. Bruce Martin, Chair
Department of Recreation and Sport Pedagogy (RSP)
The Patton College of Education
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PART I: INTRODUCTION

The University’s Mission

Ohio University is a public university providing a broad range of educational programs and services. As an academic community, Ohio University holds the intellectual and personal growth of the individual to be a central purpose. Its programs are designed to broaden perspectives, enrich awareness, deepen understanding, establish disciplined habits of thought, prepare for meaningful careers, and thus, to help develop individuals who are informed, responsible, productive citizens.

A Commitment to Diversity

To accomplish this mission, Ohio University is committed to producing an atmosphere in which understanding and acceptance of cultural and racial differences are ensured. Diversity is part of the institution's heritage. Ohio University was one of the first in the nation to graduate an African-American, John Newton Templeton, in 1828. A generation later the institution graduated its first international alumnus, Saki Taro Murayama of Japan, in 1895.

Ohio University is bound morally, emotionally, and intellectually to pursue the realizing of a vision of real community. As a result, it is committed to equal opportunity for all people and is pledged to take direct and proactive measures to achieve that goal. In upholding its commitment, Ohio University will not tolerate racism, sexism, homophobia, bigotry, or other forms of human rights violations. Such actions are inconsistent with, and detrimental to, the core values we hold essential as an institution of higher learning, among them respect, civility, and diversity. All students, faculty, and staff of Ohio University are expected to uphold the University's commitment to a just and diverse community and to take a leadership role in ensuring an atmosphere of equality.

The Gladys W. and David H. Patton College of Education

The Gladys W. and David H. Patton College of Education provides learning-centered experiences that foster a diverse academic community. This community serves the economic and cultural needs of the region and benefits the state, nation and world by generating new knowledge and education future citizens and leaders. The Patton College of Education promotes the efforts of participants who, in concert with our educational partners, design and experiment with new practices, evaluate their impact, and share the results in all relevant arenas.

Through support of academic, scholarly, and service activities, The Patton College of Education promotes professional and personal growth of faculty and the expansion of knowledge in their respective disciplines. There is a commitment to provide a positive learning and work environment for students, faculty, and staff and an environment characterized by mutual respect and concern and one which is also accessible to individuals with special needs. The Patton College actively seeks to develop cultural and ethnic diversity among students, faculty, and staff.

The Patton College of Education is dedicated to the development of the total student. The Patton College recognizes its responsibility to provide outreach programs which include continuing education for practicing professionals, as well as human services to the nearby community.
The Patton College of Education prepares undergraduate and graduate students for professional roles in a variety of settings: teacher education, human services, and research. The Patton College of Education is comprised of the following academic departments: Counseling and Higher Education, Educational Studies, Human and Consumer Sciences, Recreation and Sport Pedagogy, and Teacher Education. Centers and Partnerships within The Patton College include: Center for Higher Education, Center for Partnerships, Child Development Center, Coalition of Rural and Appalachian Schools (CORAS), Curriculum and Technology Center, George E. Hill Center, The Literacy Center, Southeast Ohio Center for Excellence in Mathematics and Science (SEOCEMS), and Upward Bound.

**The Department’s Mission**

The mission of the Department of Recreation and Sport Pedagogy (RSP) is to enhance quality health and wellness through lifelong involvement in recreation, physical activity, and sport. The Department will accomplish this mission through effective high quality education, experience-based learning, scholarship and creative activities, and service to the university, community, and professions.

The Department of Recreation and Sport Pedagogy facilitates educational opportunities in recreation, physical activity, and sport that contribute significantly to one’s quality of life. The Recreation Studies program works to prepare professionals to work in administration of park and recreation programs and facilities, collegiate recreation, military recreation, outdoor recreation and education, university teaching, and leisure and recreation program development and evaluation. Coaching Education prepares professionals to promote this outcome across youth, interscholastic, intercollegiate, Olympic and professional sports settings. Physical Education/Teacher Education works to prepare professionals to promote this outcome within the context of Pre-Kindergarten through Grade-12 schooling.

Supportive learning environments that encourage academic excellence are recognized in focused graduate education and distinctive undergraduate programs. The Department is committed to the creation, enhancement, and dissemination of both theoretical and practical knowledge through its logical distinct program areas. Faculty members are fully engaged in active teaching and learning experiences for students through a strong application focus that serves the region.

**PART II: GRADUATE PROGRAM REQUIREMENTS**

This section of the Graduate Student Handbook includes a description of graduate program requirements for the two areas of specialization offered on-campus by the department: Recreation Studies and Coaching Education (campus-based).

**COACHING EDUCATION PROGRAM (CAMPUS-BASED)**

Dr. Sheri Huckleberry is the Program Coordinator. The MSRSS (Master of Science in Recreation and Sport Sciences) degree specializing in Coaching Education provides students the opportunity to pursue a variety of sport-science oriented courses which focus on a career path in coaching. Candidates for the MSRSS have a thesis and non-thesis option. Please consult with your academic advisor if you are interested in completing the thesis option. All students who choose the non-thesis option must decide by the close of the first term. The student’s choice
must be formalized by a signed contract submitted to Program Coordinator. Once this document is signed and submitted, any revisions **MUST** be approved by the Coordinator of the Coaching Education Program.

**The Capstone Experience**

Candidates for the MSRSS can opt for one of two basic capstone experiences: a thesis and non-thesis option. Students who choose the non-thesis option will fulfill the requirements of the degree by successfully completing a mentored writing project, a professional project, or comprehensive exams. The following is an outline of these options:

**Thesis Option**

Students who elect to complete a thesis must complete two research methods courses to fulfill degree requirements. The following provides the recommended steps and procedures to complete a thesis.

- **Thesis Topic** – The first step in writing a thesis is to develop a viable research question. This question should provide an advancement in the current state of knowledge in the candidate's area of study. The scope of the question may be limited by the experience of the candidate, the facilities available for research, and the funding available for the collection of data.

- **Thesis Director** – The candidate must select a faculty member to serve as his or her thesis director. The director should have a common interest in the research question and have graduate faculty status. The thesis director may stipulate certain research directions before agreeing to participate. For this reason, the selection of a director may occur at the same time or even before the determination of a thesis topic. The director is to provide guidance to the candidate throughout the design, data collection and writing of the thesis project.

- **Thesis Committee** – A Thesis Committee Form must be completed and approved by the Department Chair and the Senior Associate Dean for Research & Graduate Studies to formally constitute the committee (see the PCOE website under resources/forms to find this form). The thesis director will assist the candidate in the selection of a thesis committee. The committee must include a minimum of one Recreation and Sport Pedagogy faculty member and a minimum of three faculty committee members from Ohio University. Additional non-Ohio University members who are in a professionally related area could be added to the committee. This committee will function to further advise and evaluate the work of the candidate. It is best to select committee members with professional interests and/or experiences related to the research question. Keep in mind that while larger committees provide greater input and feedback opportunities for the candidate, they also are more difficult to schedule. A committee with no more than five members is advised.

- **Thesis Proposal** – Under the supervision of the thesis director, the candidate will write a proposal for the desired research question. Although the scope of the proposal will be up to the thesis committee, the proposal usually includes the first three chapters of the final thesis: Introduction, Review of Literature, and Methods. Once the candidate’s proposal
is presentable, he/she must schedule a proposal meeting with his/her thesis committee based on faculty schedules and space availability. The written proposal should be distributed to all committee members TWO WEEKS before the proposal meeting. This meeting allows the committee members to evaluate the soundness of the proposed research question and design. It provides an opportunity for the candidate to incorporate recommendations made by the committee. If the committee agrees to the research project as proposed (including any required committee recommendations), the committee will approve the thesis, signing the Thesis Proposal Defense Report form.

- **Research Compliance** – If the use of human subjects or animal specimens is necessary for the proposed research project, the candidate’s proposed project must be reviewed and approved by the Institutional Review Board (IRB) prior to conducting the study. Use of human subjects includes activities such as interviews and surveys and requires approval. Use of animals requires approval by the Institutional Animal Care and Use Committee (IACUC). Applications and additional information are available from the Office of Research Compliance, located in RTEC 117 or on the internet (www.ohiou.edu/research/compliance). Since the review process takes an average of 3-4 weeks, candidates are urged to begin this process early.

- **Research** – Once the thesis committee and IRB have approved the proposal and any necessary funding for the project has been secured, the project can begin.

- **Writing the Thesis** – Under the direction of the thesis director, the candidate will revise the first three chapters of the proposal and write the remaining chapters of the thesis.

- **Oral Thesis Defense** – Once the thesis is completed, an oral thesis defense will be scheduled. The thesis must be provided to all committee members two weeks before the oral thesis defense. The defense allows committee members the opportunity to question the candidate’s understanding of the research and its conclusions and applications. If the defense is successful, the committee members will sign the appropriate form, Report of the Oral Thesis Examination. The committee may reject the thesis project or may delay approval of the thesis until final revisions are made. The student must provide the opportunity to all committee members to review the thesis for the second time; however, the thesis chair might ultimately be responsible for ensuring that the thesis is ready to file.

- **Thesis and Dissertation Services Review** – The following forms MUST be signed and filed by the deadlines posted on the Graduate College Thesis and Dissertation Services website:
  - *Thesis Proposal Defense Report Form*
  - *Arrangements for the Oral Examination of the Thesis*
  - *Report on the Oral Thesis Examination*

All thesis deadlines can be found on the Graduate College’s Thesis and Dissertation Services site at [http://www.ohio.edu/graduate/etd/](http://www.ohio.edu/graduate/etd/).
Non-Thesis Option

Students who elect to complete the non-thesis option must complete a mentored writing experience, a professional project, or comprehensive exams in lieu of the thesis. The following a description of procedures for completing these different options.

The Mentored Writing Experience. The mentored writing experience is a one-on-one experience in which the student and a faculty member agree to conditions that will result in a written project that may lead to a publishable document. Papers submitted for publication should list both student and mentor as joint authors. This writing experience could include (but is not limited to): case studies, historical reviews, or program designs. Any research involving human subjects must secure Institutional Review Board (IRB) approval in advance of any data collection. A student wishing to complete a writing experience based on a project that includes data collection and analysis should discuss the possibility of completing a thesis project and plan on a two-year degree program. If you are interested in this option, see the guidelines for the thesis option below and discuss this option with your advisor.

The following is the suggested time line for the mentored writing experience. Unless otherwise directed, required items are to be submitted to the mentor. Students may register for one to six (1-6) credit hours of COED 6940 Research Dynamics per semester for their mentored writing. Only six credits hours of COED 6940 will count toward fulfillment degree requirements.

Tentative Time Line for Completing the Mentored Writing Experience.

<table>
<thead>
<tr>
<th>First Term</th>
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<tbody>
<tr>
<td><strong>Week 5</strong></td>
<td>Contract including proposed research idea and the signatures of mentor and student must be submitted to Program Coordinator.</td>
</tr>
<tr>
<td><strong>Week 10</strong></td>
<td>Submit question/hypothesis/purpose of the article</td>
</tr>
<tr>
<td></td>
<td>Submit introduction and initial literature review</td>
</tr>
<tr>
<td></td>
<td>Submit proposed publication(s) (journal) with a copy of author requirements for the publication(s)</td>
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</table>

<table>
<thead>
<tr>
<th>Second Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 2</strong></td>
<td>Methodology and statistics or equivalent</td>
</tr>
<tr>
<td><strong>Weeks 2-6</strong></td>
<td>Information gathering (data) that supports/challenges the question/ purpose of the paper</td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td>Preliminary results/conclusions (1st draft)</td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td>Final results, conclusions, references, tables</td>
</tr>
<tr>
<td><strong>Week 10</strong></td>
<td>Submit to mentor rewrites/final submission</td>
</tr>
<tr>
<td><strong>Weeks 11-13</strong></td>
<td>20-30 minute oral presentation to Graduate Assessment Committee and other interested parties (open forum)</td>
</tr>
</tbody>
</table>

The Professional Project. The candidate must select a faculty member from his or her program area to serve as their professional project chair. The chair should have a common interest in the area and have graduate faculty status. The chair may stipulate certain directions before agreeing to participate and will provide guidance to the candidate throughout the professional project. The chair will assist the candidate in the selection of a committee. The committee must include a minimum of one Recreation and Sport Pedagogy faculty member and a minimum of three faculty
committee members from Ohio University. Additional members who are in professionally related areas could be added to the committee. This committee will function to further advise and evaluate the work of the candidate.

Once the candidate’s proposal is presentable, he/she must schedule a proposal meeting with the professional project committee. The written proposal should be distributed to all committee members TWO WEEKS before the proposal meeting. This meeting allows the committee members to evaluate the soundness of the proposed professional project, and it provides an opportunity for the candidate to incorporate recommendations made by the committee. If the committee agrees to the project as proposed (including any required committee recommendations for revisions), the committee will approve the proposal, signing the Professional Proposal Report form.

Once the project proposal has been approved, the project can begin. Under the direction of the professional project chair, the candidate will complete the project. Once the professional project is completed, an oral defense will be scheduled. The professional project materials must be provided to all committee members two weeks before the oral defense. The presentation allows committee members the opportunity to ask questions about the professional project. If the defense is successful, the committee members approve the final product, signing the Report of the Oral Professional Project. The committee may reject the project or may delay approval of the project until final revisions and other activities are successfully completed. The chair is ultimately responsible for ensuring that the professional project is successfully completed. Consult with your project committee chair for further guidance.

**Comprehensive Examinations.** The student’s Advisory Committee will oversee the comprehensive examination process for the student. The comprehensive examination will be a combination of questions developed by members of the academic advisory committee. These questions will reflect areas from the student’s required course work. The written exam will be administered during the student’s final semester of enrollment. The student must successfully complete all required questions and receive a passing grade to complete the exam.

A student who fails one or more questions must consult with his/her advisory committee chair for clarification of the cited unsatisfactory assessment. The student will have the opportunity to respond for the deficient content within one week of their meeting with their committee chair. If a student fails the comprehensive examination twice, the student may elect one of the following options:

1. Enrolling in additional course work as determined by the committee members to gain additional understanding in the area(s) of deficiency and then retake the comprehensive examination again.
2. Electing not to complete a Masters Degree in Recreation and Sport Sciences.

If a student fails the comprehensive exam a third time, he/she will not be permitted to continue in the program.

**Tentative Comprehensive Assessment Time Line.**

<table>
<thead>
<tr>
<th>Final Term of Enrollment</th>
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<tbody>
<tr>
<td><strong>Week 2</strong></td>
<td>Notify your advisory committee chair in of intent to complete the exam.</td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td>Advisory committee members will submit questions to the committee chair.</td>
</tr>
<tr>
<td>Weeks 10-11</td>
<td>Comprehensive exam period.</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>Week 12</td>
<td>Evaluation and notification of results to the student by the committee chair.</td>
</tr>
<tr>
<td>Week 13</td>
<td>Exam re-write for deficient content.</td>
</tr>
<tr>
<td>Week 14</td>
<td>Evaluation and notification of results of re-writes to the student by the committee chair.</td>
</tr>
</tbody>
</table>

Guidelines to Graduate Courses with Flexible Hours and Assignments

**Instructional Experience (COED 5901).** Instructional Experience (1-10 credit hours, only 6 credit hours will apply to graduation requirements) is intended for students who are either assisting in the delivery of a course with the primary instructor, or who are filling the role of the instructor of record. You cannot receive credit for teaching a course that is part of your assistantship responsibility or for which you are being paid. A contract must be approved for Instructional Experience, and a student must have permission for enrollment from the graduate faculty member advising the student, the Program Coordinator of the program offering the course, and the Program Coordinator of the student’s program, and the instructor who supervises the Instructional Experience course. The contract should indicate the course responsibilities and dates for completion. You will receive credit (CR) for completion of this course.

**Research Dynamics: Planning, Participation, and Actualization of the Research Process (COED 6940).** Research Dynamics (1–6 credit hours, only 6 credit hours will apply to graduation requirements) allows students a hands-on experience in research. Students are expected to develop an idea, establish the methodology, collect the data, complete the statistical evaluations and write up the results in a publishable format. This course allows credit for research projects that do not meet the level of rigor expected in a thesis project. A contract must be approved for Research Dynamics, and a student must have permission for enrollment from the graduate faculty member directing the project, the Instructor of Record and the Program Coordinator. You cannot receive credit for this course for work related to a thesis project. You will receive either credit (CR) or a letter grade (A-F) for completion of this course.

**Independent Study (COED 6930).** Independent Study (1-3 credit hours, only 6 credit hours will apply to graduation requirements) is typically research-based and is often done in conjunction with another project, as part of a larger research study, or to continue work on existing projects. A contract must be approved for Independent Study topics, and a student must have permission for enrollment from the graduate faculty member directing the study, the Instructor of Record, and the Program Coordinator. The contract should indicate the type of study and dates for completion. A one-page outline and list of preliminary reference sources is due to the faculty member directing the study no later than the end of week three of the semester in which the study is to be done. You can receive either credit (CR) or a letter grade (A-F) for completion of this course.

**Special Problems (COED 6932).** Special Problems (1-6 credit hours, only 6 credit hours will apply to graduation requirements) is designed to allow students to gain knowledge through an educational program or academic work performed outside the University. This allows students to participate in seminars, clinics, licensure courses, develop a special program and other educational programs not typically held at Ohio University. A contract must be approved for Special Problems and the student must have permission for enrolling from a supervising graduate faculty member, the Instructor of Record, and the Program Coordinator. A one-page outline and
a contract must be submitted and approved before registration for this course can be completed. You can receive either credit (CR) or a letter grade (A-F) for completion of this course.

**Practicum (COED 6920).** Practicum credit (1-6 hours, only 6 credit hours will apply to graduation requirements) may be awarded for any volunteer work experience gained during the course of an academic semester. Additional hours may be taken with approval of the Program Coordinator but will not count towards graduation requirements. Students who work unpaid for a minimum of 28 clock hours per semester in an approved practicum experience will receive one hour of credit. You cannot receive practicum credit for work experience that is part of your assistantship responsibility. Graduate students must complete a contract and must have permission for enrolling from the Instructor of Record, the practicum field supervisor, and the Program Coordinator. Students must submit evidence of completion of practicum prior to the end of the semester and confirmation from supervisor is required. You will receive Credit (CR) for your practicum once your evaluation is completed and returned to the instructor of record. If no evaluation is received, a grade of Progress (PR) will be recorded. This PR must be satisfied and the grade changed to a CR if the hours are to be counted toward graduate requirements.

**Thesis (COED 6950).** Thesis credit (1-6 hours, only 6 hours will apply to graduation requirements) is awarded to students completing a formal thesis research project. The procedures for completing a thesis are found in part III of this handbook. You can sign up for thesis hours over several semesters as you work on your research. You will receive Progress (PR) for these hours until the thesis is completed. Once completed you can receive credit (CR) or a letter grade (A-F) for this course.

**Please note:** Permission is required to register in the above courses.

**RECREATION STUDIES PROGRAM**

Dr. Andrew Szolosi is the Program Coordinator. The MSRSS (Master of Science in Recreation and Sport Sciences) degree specializing in Recreation Studies is designed to prepare students to work in administration of park and recreation programs and facilities, collegiate recreation, military recreation, outdoor recreation and education, university teaching, research and extension, and leisure and recreation program development and evaluation. The following is a description of program requirements for students specializing in Recreation Studies.

**Academic Advisory Committee and Program Plan of Study**

Students are responsible for completing their Program Plan of Study (i.e., the plan of study) no later than the close of their first semester in the program. Begin this process by selecting an Advisory Committee composed of three faculty members, including your academic advisor. At least two of the members must have Graduate Faculty Status in the Department of Recreation and Sport Pedagogy. The other member(s) may be in a professionally related area.

Once the Academic Advisory Committee is formed, the student should begin the process of completing the Program Plan of Study in consultation with the members of the Academic Advisory Committee. The members of the student’s advisory committee must approve the Program Plan of Study. The student is responsible for obtaining signatures of committee members on the form. Consult with your Committee Chair for further guidance.
Once approved, the Academic Advisory Committee must review and approve any revisions to the plan of study. The completed form must be submitted to the Program Coordinator. Copies will be distributed to the PCOE Student Services Office, to each committee member, and to the student.

**The Capstone Experience**

Candidates for the MSRSS can opt for one of two basic capstone experiences: a thesis and non-thesis option. Students who choose the non-thesis option will fulfill the requirements of the degree by successfully completing a mentored writing project, a professional project, or comprehensive exams. The following is an outline of these options:

**Thesis Option**

Students who elect to complete a thesis must complete two research methods courses to fulfill degree requirements. The following provides the recommended steps and procedures to complete a thesis.

- **Thesis Topic** – The first step in writing a thesis is to develop a viable research question. This question should provide an advancement in the current state of knowledge in the candidate's area of study. The scope of the question may be limited by the experience of the candidate, the facilities available for research, and the funding available for the collection of data.

- **Thesis Director** – The candidate must select a faculty member to serve as his or her thesis director. The director should have a common interest in the research question and have graduate faculty status. The thesis director may stipulate certain research directions before agreeing to participate. For this reason, the selection of a director may occur at the same time or even before the determination of a thesis topic. The director is to provide guidance to the candidate throughout the design, data collection and writing of the thesis project.

- **Thesis Committee** – A Thesis Committee Form must be completed and approved by the Department Chair and the Senior Associate Dean for Research & Graduate Studies to formally constitute the committee (see the PCOE website under resources/forms to find this form). The thesis director will assist the candidate in the selection of a thesis committee. The committee must include a minimum of one Recreation and Sport Pedagogy faculty member and a minimum of three faculty committee members from Ohio University. Additional non-Ohio University members who are in a professionally related area could be added to the committee. This committee will function to further advise and evaluate the work of the candidate. It is best to select committee members with professional interests and/or experiences related to the research question. Keep in mind that while larger committees provide greater input and feedback opportunities for the candidate, they also are more difficult to schedule. A committee with no more than five members is advised.

- **Thesis Proposal** – Under the supervision of the thesis director, the candidate will write a proposal for the desired research question. Although the scope of the proposal will be up
to the thesis committee, the proposal usually includes the first three chapters of the final thesis: Introduction, Review of Literature, and Methods. Once the candidate’s proposal is presentable, he/she must schedule a proposal meeting with his/her thesis committee based on faculty schedules and space availability. The written proposal should be distributed to all committee members TWO WEEKS before the proposal meeting. This meeting allows the committee members to evaluate the soundness of the proposed research question and design. It provides an opportunity for the candidate to incorporate recommendations made by the committee. If the committee agrees to the research project as proposed (including any required committee recommendations), the committee will approve the thesis, signing the Thesis Proposal Defense Report form.

- **Research Compliance** – If the use of human subjects or animal specimens is necessary for the proposed research project, the candidate’s proposed project must be reviewed and approved by the Institutional Review Board (IRB) prior to conducting the study. Use of human subjects includes activities such as interviews and surveys and requires approval. Use of animals requires approval by the Institutional Animal Care and Use Committee (IACUC). Applications and additional information are available from the Office of Research Compliance, located in RTEC 117 or on the internet ([www.ohiou.edu/research/compliance](http://www.ohiou.edu/research/compliance)). Since the review process takes an average of 3–4 weeks, candidates are urged to begin this process early.

- **Research** – Once the thesis committee and IRB have approved the proposal and any necessary funding for the project has been secured, the project can begin.

- **Writing the Thesis** – Under the direction of the thesis director, the candidate will revise the first three chapters of the proposal and write the remaining chapters of the thesis.

- **Oral Thesis Defense** – Once the thesis is completed, an oral thesis defense will be scheduled. The thesis must be provided to all committee members two weeks before the oral thesis defense. The defense allows committee members the opportunity to question the candidate’s understanding of the research and its conclusions and applications. If the defense is successful, the committee members will sign the appropriate form, Report of the Oral Thesis Examination. The committee may reject the thesis project or may delay approval of the thesis until final revisions are made. The student must provide the opportunity to all committee members to review the thesis for the second time; however, the thesis chair might ultimately be responsible for ensuring that the thesis is ready to file.

- **Thesis and Dissertation Services Review** – The following forms MUST be signed and filed by the deadlines posted on the Graduate College Thesis and Dissertation Services website:
  - Thesis Proposal Defense Report Form
  - Arrangements for the Oral Examination of the Thesis
  - Report on the Oral Thesis Examination

All thesis deadlines can be found on the Graduate College’s Thesis and Dissertation Services site at [http://www.ohio.edu/graduate/etd/](http://www.ohio.edu/graduate/etd/).
**Non-Thesis Option**

Students who elect to complete the non-thesis option must complete a mentored writing experience, a professional project, or comprehensive exams in lieu of the thesis. Students electing this option must complete six (6) hours of additional coursework. Courses must be chosen in consultation with the student’s academic advisory committee and should support continued growth in the student’s professional area of interest. These courses should also complement the work of students who elect to complete the professional project or mentored writing project. The following is a description of procedures for completing these different options.

**The Mentored Writing Experience.** The mentored writing experience is a one-on-one experience in which the student and a faculty member agree to conditions that will result in a written project that may lead to a publishable document. Papers submitted for publication should list both student and mentor as joint authors. This writing experience could include (but is not limited to) case studies, historical reviews, or program designs. Any research involving human subjects must secure Institutional Review Board (IRB) approval in advance of any data collection. A student wishing to complete a writing experience based on a project that includes data collection and analysis should discuss the possibility of completing a thesis project and plan on a two-year degree program. If you are interested in this option, see the guidelines for the thesis option below and discuss this option with your advisor.

The following is the suggested time line for the mentored writing experience. Unless otherwise directed, you should submit required items to the mentor. Students may register for one to six (1-6) credit hours of REC 6940 Research Dynamics per semester for their mentored writing. Only six credits hours of REC 6940 will count toward fulfillment degree requirements.

**Tentative Time Line for Completing the Mentored Writing Experience.**

**First Term**

<table>
<thead>
<tr>
<th>Week 5</th>
<th>Contract including proposed research idea and the signatures of mentor and student must be submitted to Program Coordinator.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 10</td>
<td>Submit question/hypothesis/purpose of the article</td>
</tr>
<tr>
<td></td>
<td>Submit introduction and initial literature review</td>
</tr>
<tr>
<td></td>
<td>Submit proposed publication(s) (journal) with a copy of author requirements for the publication(s)</td>
</tr>
</tbody>
</table>

**Second Term**

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Methodology and statistics or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 2-6</td>
<td>Information gathering (data) that supports/challenges the question/purpose of the paper</td>
</tr>
<tr>
<td>Week 7</td>
<td>Preliminary results/conclusions (1st draft)</td>
</tr>
<tr>
<td>Week 9</td>
<td>Final results, conclusions, references, tables</td>
</tr>
<tr>
<td>Week 10</td>
<td>Submit to mentor rewrites/final submission</td>
</tr>
<tr>
<td>Weeks 11-13</td>
<td>20-30 minute oral presentation to Graduate Assessment Committee and other interested parties (open forum)</td>
</tr>
</tbody>
</table>
**The Professional Project.** The candidate must select a faculty member from his or her program area to serve as their professional project chair. The chair should have a common interest in the area and have graduate faculty status. The chair may stipulate certain directions before agreeing to participate and will provide guidance to the candidate throughout the professional project. The chair will assist the candidate in the selection of a committee. The committee must include a minimum of one Recreation and Sport Pedagogy faculty member and a minimum of two faculty committee members from Ohio University and one other member who serves either as a university faculty member or as a professional expertise relevant to the project. This committee will function to further advise and evaluate the work of the candidate.

Once the candidate’s proposal is presentable, he/she must schedule a proposal meeting with the professional project committee. The written proposal should be distributed to all committee members TWO WEEKS before the proposal meeting. This meeting allows the committee members to evaluate the soundness of the proposed professional project, and it provides an opportunity for the candidate to incorporate recommendations made by the committee. If the committee agrees to the project as proposed (including any required committee recommendations for revisions), the committee will approve the proposal, signing the *Professional Proposal Report* form.

Once the project proposal has been approved, the project can begin. Under the direction of the professional project chair, the candidate will complete the project. Once the professional project is completed, an oral defense will be scheduled. The professional project materials must be provided to all committee members two weeks before the oral defense. The presentation allows committee members the opportunity to ask questions about the professional project. If the defense is successful, the committee members approve the final product. The committee may reject the project or may delay approval of the project until final revisions and other activities are successfully completed. The chair is ultimately responsible for ensuring that the professional project is successfully completed. Consult with your project committee chair for further guidance.

**Comprehensive Examinations.** Students electing to complete comprehensive exams must complete the Comprehensive Examination Committee form by the due-date specified by the program coordinator. To complete this form, the student must select a faculty member to chair his or her Comprehensive Examination Committee. The Academic Advisory Committee chair is typically the faculty member who serves as the Comprehensive Examination Committee chair; however, the student may select someone other than the Academic Advisory Committee Chair to serve in this role if he or she chooses to do so. In any case, the chair must be someone under whom the student has taken at least one class and must hold Graduate Faculty Status in the program. The student should select two additional committee members in consultation with the committee chair. These committee members must also be faculty members under whom the student has taken coursework and who hold Graduate Faculty Status in the program.

The comprehensive examination will be a combination of questions developed by members of the Comprehensive Examination Committee. These questions will reflect areas from the student’s coursework. The written exam will be administered during the student’s final semester of enrollment. The student must successfully complete all required questions and receive a passing grade to complete the exam.
A student who fails one or more questions must consult with his/her advisory committee chair for clarification of the cited unsatisfactory assessment. The student will have the opportunity to respond for the deficient content within one week of their meeting with their committee chair. If a student fails the comprehensive examination twice, the student may elect one of the following options:

3. Enrolling in additional course work as determined by the committee members to gain additional understanding in the area(s) of deficiency and then retake the comprehensive examination again.

4. Electing not to complete a Masters Degree in Recreation and Sport Sciences.

If a student fails the comprehensive exam a third time, he/she will not be permitted to continue in the program.

Guidelines to Graduate Courses with Flexible Hours and Assignments

Instructional Experience (REC 5901). Instructional Experience (1-10 credit hours, only 6 credit hours will apply to graduation requirements) is intended for students who are either assisting in the delivery of a course with the primary instructor, or who are filling the role of the instructor of record. You cannot receive credit for teaching a course that is part of your assistantship responsibility or for which you are being paid. A contract must be approved for Instructional Experience, and a student must have permission for enrollment from the graduate faculty member advising the student, the Program Coordinator of the program offering the course, and the Program Coordinator of the student’s program, and the instructor who supervises the Instructional Experience course. The contract should indicate the course responsibilities and dates for completion. You will receive credit (CR) for completion of this course.

Research Dynamics: Planning, Participation, and Actualization of the Research Process (REC 6940). Research Dynamics (1 – 6 credit hours, only 6 credit hours will apply to graduation requirements) allows students a hands-on experience in research. Students are expected to develop an idea, establish the methodology, collect the data, complete the statistical evaluations and write up the results in a publishable format. This course allows credit for research projects that do not meet the level of rigor expected in a thesis project. A contract must be approved for Research Dynamics, and a student must have permission for enrollment from the graduate faculty member directing the project, the Instructor of Record and the Program Coordinator. You cannot receive credit for this course for work related to a thesis project. You will receive either credit (CR) or a letter grade (A-F) for completion of this course.

Independent Study (REC 6930). Independent Study (1-3 credit hours, only 6 credit hours will apply to graduation requirements) is typically research-based and is often done in conjunction with another project, as part of a larger research study, or to continue work on existing projects. A contract must be approved for Independent Study topics, and a student must have permission for enrollment from the graduate faculty member directing the study, the Instructor of Record, and the Program Coordinator. The contract should indicate the type of study and dates for completion. A one-page outline and list of preliminary reference sources is due to the faculty member directing the study no later than the end of week three of the semester in which the study is to be done. You can receive either credit (CR) or a letter grade (A-F) for completion of this course.
Special Problems (REC 6932). Special Problems (1-6 credit hours, only 6 credit hours will apply to graduation requirements) is designed to allow students to gain knowledge through an educational program or academic work performed outside the University. This allows students to participate in seminars, clinics, licensure courses, develop a special program and other educational programs not typically held at Ohio University. A contract must be approved for Special Problems and the student must have permission for enrolling from a supervising graduate faculty member, the Instructor of Record, and the Program Coordinator. A one-page outline and a contract must be submitted and approved before registration for this course can be completed. You can receive either credit (CR) or a letter grade (A-F) for completion of this course.

Practicum (REC 6920). Practicum credit (1-6 hours, only 6 credit hours will apply to graduation requirements) may be awarded for any volunteer work experience gained during the course of an academic semester. Additional hours may be taken with approval of the Program Coordinator but will not count towards graduation requirements. Students who work unpaid for a minimum of 28 clock hours per semester in an approved practicum experience will receive one hour of credit. You cannot receive practicum credit for work experience that is part of your assistantship responsibility. Graduate students must complete a contract and must have permission for enrolling from the Instructor of Record, the practicum field supervisor, and the Program Coordinator. Students must submit evidence of completion of practicum prior to the end of the semester and confirmation from supervisor is required. You will receive Credit (CR) for your practicum once your evaluation is completed and returned to the instructor of record. If no evaluation is received, a grade of Progress (PR) will be recorded. This PR must be satisfied and the grade changed to a CR if the hours are to be counted toward graduate requirements.

Thesis (REC 6950). Thesis credit (1-6 hours, only 6 hours will apply to graduation requirements) is awarded to students completing a formal thesis research project. The procedures for completing a thesis are found in part III of this handbook. You can sign up for thesis hours over several semesters as you work on your research. You will receive Progress (PR) for these hours until the thesis is completed. Once completed you can receive credit (CR) or a letter grade (A-F) for this course.

Please note: Permission is required to register in the above courses. Furthermore, students must complete appropriate course agreement/contract forms prior to registering for these courses.

PART III: GENERAL REQUIREMENTS

In addition to completing the program requirements outlined above, students must adhere to the following policies and expectations to fulfill degree requirements:

- Students must maintain a cumulative GPA of 3.0 (on a 4.0 scale) in all graduate courses. A student earning less than 3.0 will be placed on academic probation the following semester (this includes summer sessions for which you enroll). If one’s cumulative GPA is still below 3.0 at the end of the next semester, the student may be suspended for one year. The student may reapply; however, he or she must be able to demonstrate to the Graduate Committee a commitment to successfully complete a master’s degree program.
- Students admitted conditionally must complete their first 15 hours of graded graduate course credit) with a minimum of a 3.0 GPA (refer to the Graduate Catalog, Admissions Conditions).
• All grades count toward your overall GPA, including courses that are repeated. Transfer grades do not calculate in your GPA. They must be a B or higher to transfer. Required courses are offered once or twice each academic year. These courses must be completed for graduation. As such, they will not be waived. Be sure to schedule required classes when they appear on the Course Offerings website or plan to take the course when it is offered a second time. The student should consult his or her advisor if unsure when specific courses are offered.

• No more than 6 hours of courses for credit only (CR) will be applied towards graduation. All other credits counting towards graduation must be for a letter grade.

• Students must achieve a grade of C or better in any course to count toward graduation. A grade of C- in a required course or any course for which the earned hours are to be included toward total hours earned cannot be applied toward degree requirements and the course must be retaken. If a course must be repeated because of failure to earn the required C grade, both grades earned will figure into the total grade point average. The number of times a course can be retaken/repeated varies; check with your advisor to find out how many times a course can be retaken/repeated.

• No more than 3 hours of Practicum credit; 3 hours of Independent Study; 3 hours of Special Problems; 3 hours of Instructional Experience; and 6 hours of Research Dynamics will apply toward graduation.

• Graduate courses may not be taken on a pass/fail basis.

• A faculty member may assign a grade of PR (course in Progress) upon the request from a student in advance for an extension if he or she couldn’t complete the course work by the end of a semester. However, the student must file the request in writing and the approval must be granted by the faculty member prior to the assignment of a PR. A PR grade in any required course must be resolved before a degree can be awarded.

• If a grade of Incomplete (I) is received for a course, you must complete the work for the course within six (6) weeks into the next semester in which you are enrolled. Six weeks into the next enrolled semester, all incompletes will be converted to failing (F) grades.

• Permission to enroll in more than 18 hours in a specific semester must be obtained from the Graduate Chair and the Dean of the College. Additional fees will be assessed to a student if he or she enrolls in more than 18 hours.

• Students having a thesis option must declare this intention with their program graduate coordinator. A thesis option requires 36 hours of course work which includes 6 hours dedicated to the completion of the thesis. The thesis option is a research project guided by a committee consisting of at least three faculty members, one of which will serve as chairperson/thesis advisor.

• The non-thesis option requires a minimum of 36 credit hours. If you select the non-thesis option, you are required to complete a capstone outcome assessment, such as a mentored writing, professional project, or written comprehensive exam.

• There is a six-year time limit for all Recreation and Sport Pedagogy students to complete a master’s degree.

The program of study outlined in the graduate catalog of a student’s entry date into the University is the program followed. Students should work closely with their academic advisors to ensure that each semester they take the courses necessary to meet their graduation requirements. Each graduate student must apply for graduation through the graduation office in Chubb Hall and pay the application fee by the date indicated in the schedule of classes. Refer to the Graduate Catalog for additional information.
PART IV: APPLYING FOR GRADUATION

Students can apply for graduation online at www.ohiou.edu/registrar. The graduation fee is $50.00 for Master’s candidates. If you do not graduate in the semester for which you have applied, you must reapply for graduation. The reapplication fee is $5.00.

If you will not officially graduate during the spring semester when the graduation ceremony is held, but would like to walk through the graduation ceremony, you may do so. You can then reapply for the semester during which you intend to officially graduate.

PART V: GRADUATE STUDENT RESPONSIBILITIES

Each graduate student must meet the expectations listed in the Ohio University Student Handbook (http://www.ohiou.edu/studentaffairs/handbook/welcome.htm). Every student should review the policies set forth therein. While the policies apply to all students, graduate students may be held to higher standards.

Graduate Student Orientation

To familiarize oneself with Ohio University, The Gladys W. and David H. Patton College of Education, and the Department of Recreation and Sport Pedagogy (RSP), all entering graduate students are required to attend the Department Graduate Student Orientation. Students absent from the orientation may be removed from their academic program. An approved absence must be followed with an orientation meeting with the Program Coordinator prior to the end of the first week of the semester. The orientation will address many concerns shared by students and provide insight into the policies and procedures used at this institution. Following the orientation, each student should read the Department of Recreation and Sport Pedagogy Graduate Student Handbook.

Registration

During your first semester of enrollment all graduate students must meet with their academic advisor prior to registration. Appointments with your advisor to review your Program of Study before registration are required. Prior to the close of the first term, your Program of Study must be completed and submitted to your program coordinator.

Because all University mailings are sent to local addresses, you should provide your local address as soon as it is available to either the Registrar’s Office, or Chubb Hall second floor, or the Graduate College, 220 Research and Technology Center. This information is critical for routine purposes (grade reports, class schedules, bills) as well as for emergencies.

Identification Cards

All members of the University community are required to possess valid identification cards. These ID cards are issued by the Office of Information Technology, located in the 112 Baker. If your ID card is lost or stolen, you must contact this office immediately at 593-1222.
Class Attendance

Class attendance is expected for all students in all classes. Situations where one might miss class should be resolved beforehand with the class instructor. Class times and scheduled requirements for each class have priority over all other University functions. Excessive absence (even University-excused absences) as determined by the instructor may inhibit a student’s ability to successfully complete a course.

Student Code of Conduct Policy

The University has a clear responsibility in the area of student conduct to protect and promote the pursuit of the Ohio University goals. Students are expected to obey federal, state, and local laws; in addition, they must abide by the rules and regulations of the University. The Student Code of Conduct sets forth those acts which constitute unacceptable conduct for graduate and undergraduate students of the University while on University-owned or controlled property. All alleged violations of the Student Code of Conduct may result in referral to the director of judiciaries. Please refer to (http://www.ohiou.edu/studentaffairs/commexp/toc.htm) for the thorough version of the code.

Ohio University has long celebrated its commitment to being an academic community. This legacy includes care, cooperation, and an adherence to standards of behavior for all invited to be part of the community. In order for this community to flourish, the following expectations of behavior have been established:

- A residential university brings educational activity and living arrangements together as a coherent whole on a campus. Given this close and constant interaction, the life of Ohio University requires acceptance of responsible conduct by individuals in the community as a necessary condition for continued membership in the community.
- Students are expected to be responsible members of a diverse community, and to honor and respect differences of culture, lifestyles, and religions.
- Academic integrity and honesty are basic values of the University. Students are expected to follow standards of academic integrity and honesty.
- The University community is an open forum involving the free exchange of ideas and opinions. For exchange to occur, there must be a continuous acceptance of freedom of expression and civility in disagreement.
- The campus, its grounds, facilities, and equipment are provisions largely from the people of Ohio for students at Ohio University. Students are expected to protect and guard these resources of the library, residence halls, classroom buildings, laboratories, and the campus as a whole.

The Student Code of Conduct Policy and Procedure as described in the Ohio University Student Handbook, provides the mechanism by which failure to meet these expectations will be addressed. Questions regarding the Code of Conduct can be referred to University Judiciaries.

The following acts are defined by The Ohio University Board of Trustees to be unacceptable. A student who commits several offenses at one time will have one hearing. Please refer to http://www.ohiou.edu/studentaffairs/commexp/toc.htm for a thorough explanation of offenses and sanctions.
**Code A Offenses.** A student found to have violated any of the following regulations will be subject to a maximum sanction of expulsion, or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct.

- Academic Misconduct
- Violation of Probation
- Civil Disturbance
- Discrimination
- Theft
- Aiding or Abetting
- False Report of Emergency
- Possession of Dangerous Weapons or Materials
- Manufacture, Distribution, Sale, Offer for Sale, or Possession of Drugs or Narcotics
- Dishonesty
- Disruption/Obstruction
- Mental or Bodily Harm
- Destruction of Property
- Possession of Stolen Property
- Forcible Entry to Trespass
- Misuse or Abuse of Computers
- Misuse of Safety Equipment
- Violation of Criminal Law

**Code B Offenses.** A student found to have violated any of the following regulations will be subject to a maximum sanction of disciplinary probation, or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct.

- Disturbing the Peace
- Failure to Comply or Identify
- Possession of Marijuana
- Unauthorized Use of Property or Service
- Violation of Rules Regarding Residence
- Misuse of Identification
- Aiding or Abetting
- Unauthorized Use of University Keys
- Unauthorized Use of Alcoholic Beverages
- Halls and Dining Facilities

**Academic Misconduct.** As noted, all forms of academic misconduct are prohibited by the Student Code of Conduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism), or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following: permitting another student to plagiarize or cheat from your work, submitting an academic exercise (written work, printing, sculpture, computer program, etc.) that has been prepared whole or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip.

**Sexual Harassment.** Sexual harassment of students, faculty, and staff is prohibited at Ohio University. No male or female member of the Ohio University community, including faculty, contract staff, classified staff, and students, may sexually harass any other member of the community. Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and thereby is illegal under law, as well as a violation of Ohio University policy.
The Ohio University sexual harassment policy defines sexual harassment as unwanted advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or of a student's status in a course, program or activity; or
- Submission to or rejection of such conduct is used as the basis for decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work, performance or educational experience; or creating an intimidating, hostile, or offensive environment for work or learning.

All Ohio University employees and students are responsible for compliance with this policy. All University supervisory personnel have an affirmative responsibility to discourage and eliminate conduct inconsistent with this policy. Please visit www.ohiou.edu/policy/03-004.html and familiarize yourself with this policy.

Complaints may be received and investigated only by employees who have been authorized by the institution. Authorization will be given only to those individuals who have completed training provided by staff of the Office of Affirmative Action. Any individual who is not authorized, but is approached about concerns or complaints regarding harassment, must direct the complaint to an authorized employee.

**Sanctions.** A student admitted to Ohio University accepts the responsibility to conform to all Ohio University rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, suspension, disciplinary probation, or reprimand. Although the University will make every reasonable effort to make the rules and regulations available, students are responsible for becoming familiar with them.

Note: In any case, a hearing authority may impose a sanction less than that specified for a given code category.

**Grievances.** The Ombuds Office is a resource for informally resolving grievances and other issues of conflict. If you believe you have been unfairly treated in class, have trouble with your advisor, feel your problem has been ignored, or don't know where to turn for information, contact this office in Crewson House, Room 200, or at 593-2627. The Ombuds Office can serve in many capacities, including acting as mediator, facilitating discussion, advising you on how to write an effective letter, and helping bring your concern to appropriate authorities.

Student grievances regarding grades are addressed by the "Grade Appeals" policy listed in the "Academic Policies" section of the Ohio University Student Handbook. If you need assistance in understanding the grade appeals process or in preparing a grade appeal, contact the Ombuds. The office will be able to be of greatest assistance if you make contact early in the process.
PART VI: GTA/GRS RESPONSIBILITIES

As a Department of Recreation and Sport Pedagogy (RSP) Graduate Assistant (GA) or as a recipient of a Graduate Recruitment Scholarship (GRS) award, you are an employee of Ohio University. You are therefore subject to disciplinary action for inappropriate behavior as a representative of the Department of Recreation and Sport Pedagogy and of Ohio University while fulfilling your job responsibilities. Disciplinary action may include, but is not limited to, suspension or termination of your assignment and any financial assistance that accompanies your contract.

Contracts/Contract Termination

If you have any questions regarding the guidelines of your appointment, please contact the Administrative Associate at 593-4656.

As a GA/GRS, you may have either teaching and administrative duties or both. Failure to comply with University, College, and Department policy and procedures relating to professional conduct may result in your assistantship being terminated. Your assistantship may be terminated before the expiration of the specified time under any of the following conditions:
- Incompetence, inefficiency, or neglect of duty
- Misconduct that is job-related
- Failure to make academic progress toward your degree (maintain a 3.0 GPA/semester)
- Any forms of harassment, intimidation and/or exploitation
- Discontinuance of the program in which the appointment is made
- Violation of any stipulation in your graduate contract
- Breach of confidentiality
- Voluntary mutual agreement

Infractions that are considered to be minor will result in an official written warning; however, major or repeated minor offences will result in immediate dismissal from your assistantship position. All official decisions of this nature will be made by the graduate committee in conjunction with the Graduate Coordinator, GA/GRS Supervisor, and Department Chair.

Absences and Class Cancellations

Every effort should be made to schedule personal days (weddings, interviews, doctor’s appointments, etc.) around teaching responsibilities. On the rare occasion when that is not possible, you must notify your supervisor and the Department Administrative Associate of the conflict, and the arrangements you have made to cover or fulfill your obligations. These arrangements must be acceptable to all parties; thus, early planning and notice is essential to maintaining good communication and working relationships.

If you are aware of a future absence that will prevent you from meeting your assignments, pick up, complete, and return a "Request to Miss Class" form from the department office before your absence. This form must be signed by your supervisor and the Department Chair to approve the absence. The original signed form will be kept in your file in the Department office.

If you are ill and/or need to cancel a class every attempt should be made to find a substitute so that the class can occur as scheduled. If you are unable to find a substitute, call your supervisor.
and notify the Department Office at 593-4656 as early as possible. Voice mail is available 24 hours a day and checked every morning; make sure to include the class name, course number, call number, meeting time, meeting location, and any special instructions. The Department Office will make arrangements to post signs notifying the students of the change. If you need to move a class to a different room, you must first get approval from your program coordinator, before notifying the department secretary of the new location.

Professional conduct is expected. Class must start and end on time; activity classes where students may need to change clothes start 5 minutes past the class starting time and end 5 minutes before the class ending time.

**Dress Code**

All GTAs are expected to **DRESS PROFESSIONALLY AND APPROPRIATELY FOR THE COURSES THEY TEACH**. PED, COED and REC courses are activity-based with many requiring a change from regular “street” clothes. **INSTRUCTORS MUST PRESENT A NEAT, CLEAN, AND WELL GROOMED APPEARANCE THAT IS APPROPRIATE FOR THE INSTRUCTOR’S RESPONSIBILITIES.** Also, the instructors must support the policy stated in this manual by abiding to dress requirements and monitoring their students of what attire is appropriate for participation in the activity. The type of attire required should be linked to clothing that enables students to fully and safely participate in the activity. Proper attire includes, but is not limited to: footwear, shorts, shirts, trousers, warm-ups, swim suits, eye protection, no jewelry, and long hair appropriately secured.

**Relationships with Students**

According to the Faculty Handbook Part II, Section S-1, faculty members are not to be in a position to grade a student with whom they have a consensual sexual relationship. This policy also includes Graduate Teaching Assistants (GTAs) and their students. The Policy on Consensual and Familial Relationships in the Instructional Setting in the Faculty Handbook, Part II, Section S reads, “An instructor shall not supervise nor grade the academic work of a student with whom the instructor has or begins a consensual sexual relationship. Because such relationships may carry the potential for coercion, their consensual nature is inherently suspect. Furthermore, such a relationship may give other students in the same academic setting cause to believe that an unfair educational advantage accrues to the student in the relationship.”

**Inappropriate Behavior**

As a GA or GRS recipient you are an employee of the University and are expected to conduct yourself in a professional manner when working in the role for which you represent the University (classroom, office, Grover Center and University in general). This would include, but is not limited to, not using tobacco products; not using or being under the influence of alcohol or other drugs; not using abusive and/or foul language; and treating all students in a fair manner and with respect. If students place you in a position that compromises your ability react and respond appropriately, it will be your responsibility to seek guidance (see Guide for Teaching Assistants - Responding to Student Problems: Disruption) on how to deal with such situations.
General Office Policies and Procedures for GTAs

**Office Hours/Student Contact.** GAs are expected to maintain at least three (3) office hours per week, as well as by appointment. Schedule cards for posting office hours are available from the Department Main Office. A copy of your schedule should also be provided to the Department Main Office. List office hours and office location on your syllabus.

**Class Lists.** Can be obtained through blackboard.

**Missing the First Two Classes.** If a student enrolled in one of your courses, misses the first two class meetings, you have the option of not readmitting the student to the class. The student is responsible for officially dropping the course.

**Final Examination Policy.** *University policy requires that a formal final exam be given during the scheduled time of exam week.* An alternative method to evaluate students is acceptable, but the class must meet at the scheduled final exam time. Final exams or projects may not be given at any time before the regular examination period. You will find scheduled exam times in the front of each semester’s “Schedule of Classes”. There are no PED final exams.

**Evaluations.** Classes will be evaluated towards the end of each semester. Each semester, students will complete the online evaluation. Instructions on how to complete the evaluation will be sent each semester.

**Grade Reports.** As an Instructor of Record, you will be asked to submit the grades of all the classes you teach on-line at the end of each semester at http://www.ohio.edu/registrar/onlinegrading.cfm. After you have submitted the grades online, you need to make two copies of your submission. One is for yourself and one for the Department Office. An NR (not reported) will appear on the student’s record if the course grade reports are not submitted by the deadline.

**Photocopying.** *THE COPIER IS TO BE USED FOR INSTRUCTIONAL MATERIALS ONLY* and all course materials should be set-up on Blackboard. *The department requests that GAs be very judicious in their use of the copier.* You should use Blackboard to provide information whenever possible. For example, syllabi and class handouts may be posted on Blackboard or e-mailed to students before class.

Personal copying can be accommodated at copiers located in public areas in Grover Center, (e.g., across from the elevators on the first floor, and outside the computer lab on the second floor).

**Mail Delivery/Pickup.** Mail (both campus and U.S.) is delivered to the mail/copy room, Grover Center E165, once a day at approximately 11:00 a.m. Outgoing mail is picked up at the same time. All GAs have mailboxes in the mail/copy room and mailboxes should be checked routinely.

Only those employed by the Department are permitted in the mail room. **DO NOT** instruct your students to turn in any assignments, projects or papers to your mail box.
Textbook Ordering. Check with your supervisor to see if you need to order textbooks for any course(s) you teach; he or she will then instruct you on how to place a book order. Book orders are submitted online.

Accident Care and Report for GTAs

As a GTA teaching PED, COED and REC Skills courses, you are required to be certified in CPR and First Aid. If a student is injured in your class, follow the steps listed below (you should also be familiar with the emergency procedures of the facility in which you are working):

Assess the Injury. If the injury is severe and requires immediate medical attention:
- Send someone in class to call 911 and report back to you
- Send someone to meet the ambulance
- Render aid to your level of training
- Remember, Rubber/latex gloves should be worn for all treatment involving bodily fluids

If the injury is not severe, but medical attention is required, Determine from the victim where s/he wishes to seek treatment. If the victim is ambulatory and wishes to leave, have him/her sign the accident report form prior to departing. If the victim is not ambulatory, do not allow him/her to leave without assistance. He or she can give you the name/number of someone to call for assistance or you can call Campus Safety (593-1911) for assistance.

Complete the Accident Report Form. Forms should be carried with you to every class (blank forms available in the Main Office, Top File Cabinet drawer). Complete the form immediately after the situation is under control. Get all relevant information from the victim. Should the victim refuse treatment you think necessary, get him/her to sign the appropriate place on the form.

Incidents and Reports. Incidents are considered any event involving students, ranging from a fight to disruptive behavior in the classroom space. All staff members involved with the incident must file an Incident Report describing his/her role in the situation and his/her version of the situation.