

GRADUATE MANUAL

DEPARTMENT OF RECREATION, SPORT AND TOURISM

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

www.rst.uiuc.edu

**Graduate Program
Department of Recreation, Sport and Tourism
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August 2009

Foreword

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from various discrimination in all its forms.

It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This University's nondiscrimination policy applies to admissions, employment, access to and treatment in the University's program and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

This publication sets out the policies, procedures and requirements for all graduate students enrolled in the Department of Recreation, Sport and Tourism degree programs: the Master of Science (M.S.) degree and the Doctor of Philosophy (Ph.D.) degree.

Preface

This manual is a guide to graduate study in the Department of Recreation, Sport and Tourism at the University of Illinois. Graduate students will be governed by the rules that are in effect at the beginning of the semester graduate studies are initiated for the degree to which they were admitted in the Department of Recreation, Sport and Tourism. The graduate programs in the Department are under the rules and regulations of the Graduate College. This manual does not contain all policies and procedures of the Graduate College, and policies and procedures are continually being revised, so this manual may not be current. When situations or problems develop that are not mentioned in this manual, the student should contact his or her advisor, the Director of the Graduate Studies Committee, the Department Head of Recreation, Sport and Tourism or the Graduate College of the University of Illinois.

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I. INTRODUCTION

Greetings

Welcome to the Department of Recreation, Sport and Tourism, an academic unit of the University of Illinois. The Department of Recreation, Sport and Tourism is situated within the College of Applied Health Sciences and its main office is located in 104 Huff Hall, 1206 South Fourth Street, Champaign, IL 61820. The department's main telephone number is 217-333-4410.

Department's Mission Statement

The mission is to understand and promote the development and sustainability of healthy communities and advance the quality of life and well-being of individuals, families, and communities through parks, recreation, sport, and tourism.

This mission is accomplished through **teaching**, which conveys the knowledge and values necessary for individuals to lead responsible, productive and personally satisfying lives; through **scholarship** which advances knowledge; and through **engagement** with society which enriches the quality of life for individuals, families, and communities throughout a diverse society.

Message from the Department Head

Welcome to the Department of Recreation, Sport and Tourism at the University of Illinois, Urbana-Champaign. Since its first course in 1936, the Department has been recognized as one of the premier units of its kind in the world. The Department comprises a diverse group of faculty members recognized nationally and internationally for their scholarly efforts.

The department has a distinguished history as a dynamic center for the development and dissemination of knowledge related to the recreation, sport and tourism field, for the preparation of students for academic positions, and for the preparation of professionals for the recreation, sport and tourism industry. You'll find our department rich in possibilities for graduate education that include formal course instruction, seminars, and research opportunities.

The department takes pride in generating a work atmosphere that provides strong organizational and infrastructure support, as well as careful attention to individual career development. It is our goal to become a leader in both research and education. In order to do so, it is imperative that our students are intellectually challenged and encouraged to explore research ideas of their own creation.

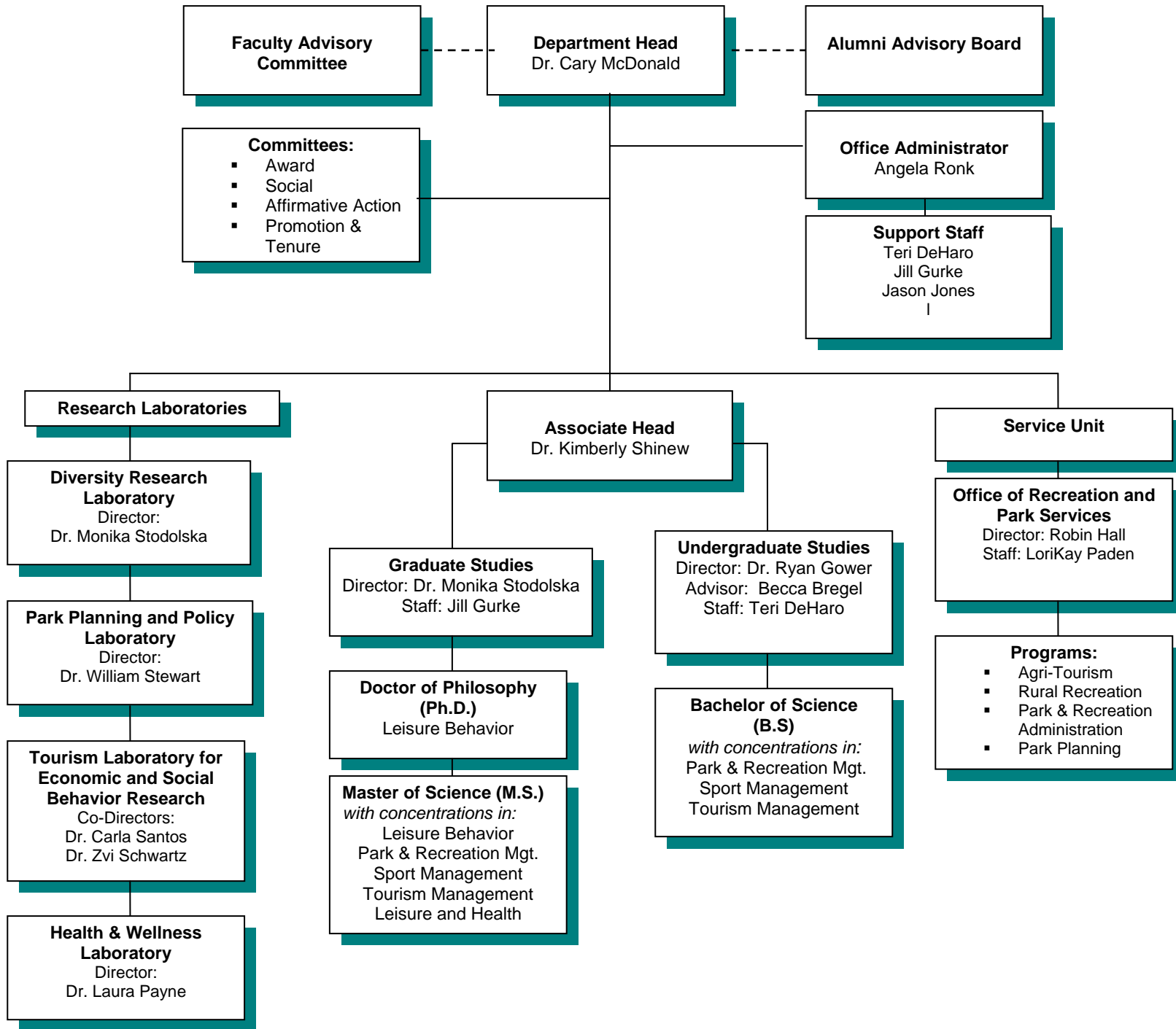
At all times in your academic career, you are advised to maintain communication with your temporary or permanent faculty advisor, and you are also encouraged at any time to contact the Director of Graduate Studies, the Graduate Studies Coordinator, or the Department Head to address any questions or problems that might arise.

The faculty hopes to instill in students a lifelong commitment to professional and intellectual growth and to provide them with the fundamentals on which to base that growth. Get involved, work hard, and sample the wares and pleasures of your new community; meet your classmates, the faculty, the staff; expect challenges, successes, and valuable experiences.

Welcome!!

Best of Luck,

Cary McDonald
Department Head
Recreation, Sport and Tourism



Faculty/Staff Directory

<u>August 2009</u>	<u>RST Faculty and Staff</u>		
<u>Name</u>	<u>Phone</u>	<u>Office</u>	<u>E-Mail</u>
Barnett, Lynn	4-5645	204 N Huff	lynnbm
Bregel, Rebecca	3-9082	220 Huff	bbregel
Costa, Carla	4-3882	308 Armory	ccosta
De Haro, Teri	3-4410	104 Huff	tdeharo
Gower, Ryan	4-9287	303 Armory	gower
Gurke, Jill	4-8243	104 Huff	jpgurke
Hall, Robin	4-3891	301A Huff	rrhall
Jones, Jason	4-3878	106 Huff	jasjones
McDonald, Cary	4-5817	104 Huff	carym
McDowell, Jacqueline	4-3887	309 Armory	jcmd
Paden, LoriKay	5-5296	301C Huff	lkpaden
Payne, Laura	4-7038	228 Huff	lpayne
Raycraft, Mike	5-6485	307 Armory	mraycraf
Ronk, Angela	3-0105	104 Huff	aronk
Santos, Carla	4-3874	244 Huff	csantos
Schwartz, Zvi	3-1710	204S Huff	zschwartz
Shinew, Kim	3-5201	242 Huff	shinew
Son, Julie	4-9716	231 Huff	julieson
Stewart, Bill	4-4532	238 Huff	wstewart
Stodolska, Monika	4-5644	240 Huff	stodolsk
Tainsky, Scott	4-1857	311 Armory	tainsky
Wachter, Cindy	4-6915	304Armory	cwachter
Wicks, Bruce	3-6160	205sH/327N	bew

Faculty Profiles

Lynn A. Barnett, Ph.D. (University of Illinois) - Educational Psychology

Areas of research include theoretical formulations of children's play; intrinsic motivation and rewards; and analysis of structured activity programs for children. Areas of application include analysis of play and its relationship to development; investigation of programs, toys, and play spaces as facilitative of play. lynnbm@illinois.edu

Carla A. Costa, Ph.D. (Ohio State) – Sport Management

Areas of research include inquiry into the strategic application of sport for community development; investigation of the challenges of aligning stakeholders' values, beliefs, and expectations when formulating and implementing policies that incorporate sport into community development. Areas of application: Inform the planning, design and delivery phases of community development processes that include sport; inform, influence and assist sport managers, policymakers, community developers and local residents. ccarla@illinois.edu

Cary D. McDonald, Ph.D. (University of Minnesota) – Recreation Resource Management, Department Head

Areas of research include the application of social and behavioral science principles for understanding behavior in natural environments. Areas of application include outdoor recreation resource planning, management and policy; human dimensions of natural resource management; and nature-based tourism. carym@illinois.edu

Jacqueline McDowell, Ph.D. (Texas A&M University) - Sport Management

Areas of research include: Examination of diversity management strategies and the effectiveness of diversity initiatives in intercollegiate athletics. Investigation of black female athletic directors' race, gender, and class identity negotiations. Areas of application: Advocate for the reduction and elimination of racial and gender inequalities in intercollegiate athletics via the dissemination of diversity research and consulting with members of the sports industry. jmcd@illinois.edu

Laura Payne, Ph.D. (The Pennsylvania State University)- Leisure Studies

Areas of research include examining the relationship between leisure engagement and health among older adults, the role of community park and recreation agencies in the delivery of health promotion/disease prevention programs, and the translation of clinically based physical activity research into community settings. Areas of application include the design and delivery of community-based health promotion programs for older adults, streamlined evaluation methods for use by leisure service professionals, and working to connect community parks and recreation agencies to the health care arena. lpayne@illinois.edu

Carla A. Santos, Ph.D. (The Pennsylvania State University)-Communications

Areas of research include the socio-cultural aspects of tourism. Areas of application include the dynamics of representation in the context of mass mediated travel messages, and the politics of representation. csantos@illinois.edu

Zvi Schwartz, Ph.D. (Purdue University) – Hospitality and Tourism Management

Areas of research include economics and marketing models of pricing, demand forecasting and revenue management. Areas of application include hotels, restaurants and tourists' attractions and destinations. zschwartz@illinois.edu

Kimberly J. Shinew, Ph.D. (Clemson University) - Leisure Studies

Areas of research include examining the interrelated impact of race, social class, and gender on leisure preferences/behaviors; and the role of constraints and other factors that can make access to leisure services problematic for marginal populations. Areas of application include the delivery of leisure services. shinew@illinois.edu

Julie Stafford Son (The Pennsylvania State University) – Leisure Studies

Areas of research include leisure, health and well-being across the adult lifespan, with a focus on age and other socio-demographic factors. Areas of application include investigating physically active leisure across the lifespan and for different races/ethnicities, leisure-based health concepts and self-care practices, and older women's leisure-based social networks and psychosocial health outcomes. julieson@illinois.edu

William P. Stewart, Ph.D. (Arizona) - Watershed Management and Forestry

Areas of research include understanding development processes for parks and protected areas; investigation of strategies to foster citizen and stakeholder dialogue about landscape change; exploring opportunities for civic discovery and meaning-making potential of planning forums. Areas of application are natural resource and urban park contexts. wstewart@illinois.edu

Monika Stodolska, Ph.D. (University of Alberta) – Earth and Atmospheric Sciences

Areas of research interest include the effects of race and ethnicity on leisure behavior, adaptation processes among minority groups, constraints on leisure, and trans-nationalism. Other subjects prominent in her research include ethnic and racial discrimination in leisure settings and physical activity among minority populations. Areas of application include provision of leisure services for special populations. stodolsk@illinois.edu

Scott Tainsky, Ph. D. (Michigan) - Sport Management

Areas of research include: Labor and Policy Issues in Professional and Intercollegiate Sport
Areas of application: Measure how the demographic characteristics of players impact revenue streams in competitive sports leagues; identify biases for/against various demographic groups in the judging of sports contests; quantify the influence of consumer discrimination on demand for teams and leagues. tainsky@illinois.edu

Bruce E. Wicks, Ph.D. (Texas A & M) Recreation Resource Development - Areas of research include travel and tourism development. Areas of application include festivals and special events; agri-tourism; and rural tourism development. bew@illinois.edu

Professors Emeriti

Joseph J. Bannon, Ph.D.

D. James Brademas, Ph.D.

Robert D. Espeseth, M.S.

John R. Kelly, Ph.D.

William McKinney, Ph.D.

Lecturers

Ryan K. Gower, Ph.D. (University of Illinois) – Leisure Studies

Areas of interest include experiential education, the college experience, and the impact of the college experience on student self image. Areas of application include undergraduate instruction and development, implementation and supervision of undergraduate internship experiences. gower@illinois.edu

Michael Raycraft, Ph.D. (University of Illinois) – Sport Management

Areas of research include marketing and finance and their relation to sport. Areas of application include analysis of winning and its relation to the funding of intercollegiate athletic program; marketing and administration of intercollegiate sport programs; and the development of strategies to encourage student involvement in college athletics. mraycraf@illinois.edu

Academic Professionals

Robin Hall, M.S. (University of Illinois) - Leisure Studies

Areas of interest include the planning, operation and evaluation of park and recreation agencies, citizen involvement in the planning and evaluation of parks and recreation, art in outdoor public spaces, the relationship between park design and park use, public policy issues and trends that relate to parks and recreation. Over thirty-five years experience in the field of community parks and recreation management. rrhall@uiuc.edu

Lori Kay Paden, M.S. (Illinois State), CPRP - Health, Physical Education, Recreation Administration and Dance.

LoriKay is the Community Services and Education Coordinator for the Office of Recreation and Park Resources (ORPR), a branch of the Department of Recreation, Sport and Tourism. She consults, advises, evaluates and provides training and staff development for administrative staff, supervisors, personal trainers, fitness instructors and front line staff in public and private recreation agencies. lkipaden@illinois.edu

Office Staff

Angela Ronk	Office Administrator	aronk@illinois.edu 104 Huff, 333-0105
Jill Gurke	Graduate Studies Coordinator	jgurke@illinois.edu 104 Huff, 244-8243
Teri DeHaro	Secretary/Receptionist	tdeharo@illinois.edu 104 Huff, 333-4410
Jason Jones	Accountant	jasjones@illinois.edu 106 Huff, 244-3878

II. OVERVIEW OF THE GRADUATE PROGRAM

The Department of Recreation, Sport and Tourism at the University of Illinois offers graduate programs leading to the degree of Master of Science (M.S.) in Recreation, Sport, and Tourism, and a Doctor of Philosophy (Ph.D.) in Recreation, Sport, and Tourism.

Master of Science (M.S.)

The Master of Science degree is an advanced degree that educates students about leisure behavior and the management of various park, recreation, sport, and tourism services. A candidate for the M.S. degree must spend at least one semester on campus and complete a minimum of 36 graduate hours. Students select a thesis or non-thesis option to fulfill their requirements. The thesis option requirements include 12 hours of core coursework in recreation, sport, and tourism, 16 hours of restricted electives, and 8 hours of thesis. Students selecting the non-thesis option are required to complete 24 hours in core coursework in recreation, sport and tourism, 8 hours of restricted electives, and 4 hours for a professional paper. A full-time student can complete the program in three or four semesters.

Areas of Concentration:

Leisure Behavior
 Park and Recreation Management
 Sport Management
 Tourism Management
 Leisure and Health

Doctor of Philosophy (Ph.D.)

The Ph.D. is a research oriented degree that prepares scholars for positions in higher education, public agencies, and other research-based positions. Through the study of leisure behavior and rich offerings in many allied disciplines, students can tailor programs to compliment their academic goals. In addition to coursework, it is anticipated that doctoral students will engage in research, establish a record of scholarship, and gain teaching experience. A candidate for the Ph.D. degree must spend at least two years in residence and satisfactorily complete a minimum of 80 graduate hours beyond the master's degree. These hours include the credit for the Ph.D. thesis. During their doctoral program, students complete coursework, written and oral preliminary examinations, and a dissertation in an area of specialization/concentration.

Area of Concentration:

Leisure Behavior
 Park and Recreation Management
 Sport Management
 Tourism Management

The Advisory System

During their graduate careers, students will receive advice and guidance from many faculty members, both individually and collectively. The general nature of student advisement is outlined below.

The Academic Advisor

The Graduate Studies Director assigns each student an academic advisor shortly after he or she is admitted for graduate study. This individual will typically serve as a student's major professor and will usually chair and direct a student's thesis or dissertation. However, as students' research interests and career goals often change, a student may request to change advisors at any time. Students should not hesitate to change advisors, but they must: (1) find a faculty member who is willing to serve as their new advisor; (2) inform their current advisor of the change; and (3) file necessary paper work (see Appendix A) with the Graduate Studies Director.

Graduate Student Admission Guidelines

Application for Admission

An underlying principle throughout these guidelines is to continually improve the quality of our graduate students and enhance the fit between graduate students and the collection of faculty teaching and research interests. These guidelines recognize the importance of high quality graduate students to our departmental culture, and are directed at a constructive development of culture through graduate student admission decisions.

Graduate Students Admission

Graduate students are admitted into the program on the basis of their previous academic qualifications. Students may be required to take what is called prerequisite courses or "deficiencies", if previous studies have not included core courses in leisure, or if students have not attained a specific level of study. Possible deficiencies may include a course in elementary statistics or specific units, such as recreation planning and administration. Any identified "deficiency" must be completed before the degree is completed and should be taken early in the student's program.

- **Admission Guidelines Include the Following Requirements:**

- **Transcript** – must be original, directly from the institution. International students must provide transcripts in both English and the original language.
- **GPA** – 3.0 out of 4.0 (Graduate College minimum is the same.) The last two years, approximately 60 hours, of undergraduate coursework is calculated to determine the GPA.
- **GRE** – Required, but no minimum. However, the program is competitive so the scores are important. We do not accept GMAT, LSAT or other tests as a substitute.
- **Recommendations** – Three letters of recommendation are required, preferably from academic sources.
- **TOEFL/IELTS** - For international students' language ability, a TOEFL score or IELTS test is required. Minimum scores are as follows:

Paper TOEFL = 600

IBT TOEFL = 103

CBT TOEFL => 253

IELTS => 7.5

1. **Statement of Purpose** - Because the Department of Recreation, Sport, and Tourism does not require applicants to have a background in Leisure, the "statement of purpose" is reviewed closely to identify a match between interests of applicants and faculty. Listed below are specific questions for applicants to address, but not limit themselves to, within their "statement of purpose". These questions could be addressed in one whole essay, or as itemized responses to the questions:
2. Why are you pursuing a graduate degree? What possibilities do you see for your future career? In what ways would your degree contribute to your career?
3. At this point in time, what is your desired area of study and/or expected research program?

4. Why do you think University of Illinois is appropriate for you? Why do you think the Department of Recreation, Sport, and Tourism is a good fit for you? Discuss the ability for the interests of departmental faculty to overlap with your own interests?

The faculty understands that applicants' aspirations and interests in graduate school may change during the course of one's program, however it is useful to understand applicants' current perspectives.

Internal applications for PhD program

Departmental MS students who would like to apply to the department's PhD program are required to go through the same review procedure as other doctoral applicants (including letters of reference—one from the student's advisor and two others, statement of purpose) and complete the appropriate petition for change in program. Acceptance into the PhD program is contingent on all requirements of the MS program being fulfilled prior to the start of PhD work.

Admittance on "limited" status

In the discussion of an applicant, there may be convincing reasons to admit the applicant but there may be concerns about his/her ability to successfully transition into the graduate program. In such cases, applicants will be admitted on "limited" status. Students are generally removed from "limited" status after the first semester if they achieve a 3.0 GPA.

Deadline for submission

For full consideration for fall admittance, all application materials should be received by February 1st, and for spring admittance the deadline is October 1st.

III. FINANCIAL ASSISTANCE

Departmental Funds/Grad Assistantships

The Department of Recreation, Sport, and Tourism offers a limited number of graduate assistantships, and tuition and fee waivers. Total funding available for allocation of departmental assistantships is based on the annual department budget, and allocated at the discretion of the Department Head.

The allocation of funds consists of Research Assistants (RA) and Teaching Assistants (TA) and is based upon the needs of the department and re-assessed on an annual basis.

The standard assignment for departmental funding is a three-year limit for Ph.D. students, and a two-year limit for M.S. students. These limits may be extended due to needs of the department in either teaching or research.

All applicants will be considered for assistantships, which are awarded on a competitive basis.

Preference will be given to students considering the following priority:

1. The student is enrolled in our Ph.D. program
2. The student is making satisfactory progress toward his/her degree.
3. If tenure-track faculty require an RA, then assignment is based upon needs of the faculty member.
4. If a faculty member requires an RA (e.g., Graduate Studies Director), then assignment is based upon needs of the faculty member.
5. Assistantship assignments will be prioritized to achieve a diversity of characteristics among the departmental graduate students. The department includes, but is not limited to, the following characteristics of students within its funding decisions: area of interest, ethnic and racial background, sex, disability, and country of origin.
6. Continuation of funding will require that the student successfully completes the tasks he/she was assigned the previous semester/year. (See Appendix B for a copy of the Evaluation of Graduate Assistant Form)

If TA positions are available, additional considerations are in the following priority:

1. Students who have taken the UIUC TA training will be given priority. International students whose native language is not English are required to pass the SPEAK (Speaking Proficiency English Assessment Kit) test prior to enrolling in UIUC TA training.
2. Students who have successfully completed certification offered by the UIUC Center for Teaching Excellence, such as the Graduate Teaching Certificate or the Advanced Graduate Teaching Certificate, will be given priority.
3. If the student's advisor is teaching a course that requires a TA, then the student may be assigned to TA the course their advisor is teaching.
4. Students may be assigned to courses they have either taken, have a history as a TA in the course, and/or have an interest in the content of the course.

Procedures for implementing the assistantship assignment guidelines:

The Department Head and Director of Graduate Studies will meet on a periodic basis to implement these guidelines for assistantship assignment. The Department Head, in consultation with faculty affected by funding allocation, will make assignment decisions. If questions arise among the faculty regarding assignment of assistantships, the assignments-under-question will be reviewed by the Graduate Committee.

Other sources of funding:

Many of our graduate students are able to secure funding from sources other than departmental (state) funds. Securing other sources of funding requires students to negotiate directly with individual faculty and/or organizations. Other sources of funding potentially available to graduate students include:

- Assistantships funded through other administrative units on campus (such as from the Division of Intercollegiate Athletics or Division of Campus Recreation)
- Stipends or fellowships offered by organizations and agencies outside of campus
- Assistantships funded by research projects of Recreation, Sport, and Tourism and/or other UIUC faculty

Conference Travel Support/Policy - Department

The Department, along with the Graduate College, provides awards for students to travel to professional conferences. These conference travel awards are intended to support students who will be presenting papers or posters at the conferences they attend. Reviewed research symposia sessions receive the highest priority for funding. Students may not submit applications directly to the Graduate College. All applications must first be submitted to the RST Director of Graduate Studies who will forward the applications to the Graduate College. To apply, the student must be registered and in good academic standing during the term the award is received. Requests will be considered from both masters and doctoral students. Although students are eligible for only one award per year from the Graduate College (up to \$500), additional requests for departmental support will be considered on an individual basis. International conferences and other special factors may receive higher levels of support and are considered on an individual basis. Requests for Graduate College funds with Departmental matching support must be given to the Director of Graduate Studies by September 5 or February 5. The department is allowed only three submissions per semester to the Graduate College and if more than that number is submitted to the department, the Graduate Committee will be convened to prioritize the applications. Students who are awarded a Conference Travel Award are required to submit receipts supporting travel (See Appendix C).

Graduate College Support

In addition to departmental support, graduate students may apply for financial aid from the Graduate College. Financial support from the Graduate College includes: (1) university fellowships, (2) graduate college fellowships, (3) dissertation completion awards, (4) dissertation travel grants, (5) conference travel support. Below are a few descriptions of support available through the Graduate College. Further information on this support may be found in [A Handbook for Graduate Students and Advisors](#).

University Fellowships

These fellowships are awarded based on academic and scholarly achievement. Students in all fields of graduate study are eligible.

Graduate College Fellowships

As described in the Graduate College Handbook for Students, Faculty and Staff from the Graduate College:

"These fellowships are part of the Graduate College's effort to increase the enrollment of minority students in those academic areas where they have been traditionally under represented. Graduate College Fellowships are generally awarded to students who are beginning graduate work so that they can devote their first year entirely to study. Some multi-year awards are made to entering doctoral students whose records are outstanding.

Dissertation Completion Fellowship

Students in the final year, i.e., the write-up year, of their dissertation are eligible for this award. The recipient would be awarded approximately \$17,000 for twelve months and a tuition and service fee waiver. The nominee must have completed his/her preliminary examination. Also, no employment of any kind will be allowed.

Graduate College Dissertation Travel Grants

These grants subsidize travel and other costs associated with doctoral dissertation research, whether for exploring a potential dissertation topic (i.e., before the preliminary examination), or for conducting dissertation research competition is held during both fall and spring semesters. Approximately 20 awards amounting up to \$5000 will be distributed throughout the University of Illinois. All applications must be screened and ranked by the Department before being submitted to the Graduate College.

IV. MASTER'S DEGREE IN RECREATION, SPORT AND TOURISM

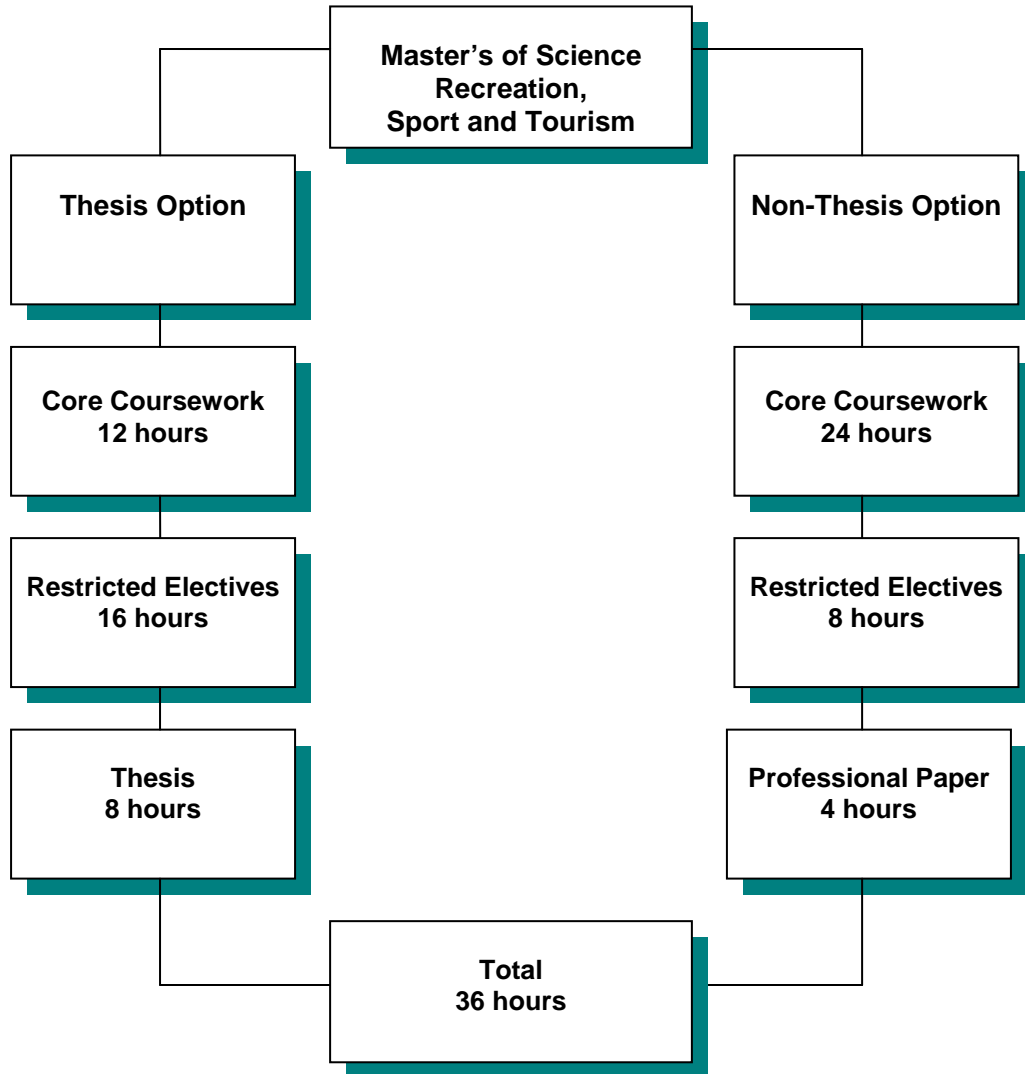
General Requirements

Admission to this degree program requires a baccalaureate degree from an accredited institution of higher education, a minimum grade-point average of 3.0 (A = 4.0) for the last two years of undergraduate work and any graduate work completed, the results of the Graduate Record Examination, and three letters of recommendation. For international students' language ability, a minimum TOEFL score of 600 is desired (Graduate College minimum is 550). A student may choose to write a thesis for 8 hours of credit or select a non-thesis option and write a professional paper for 4 hours of credit, plus another 4 hours of a restricted elective (see Figure 2).

Master of Science Degree Requirements

1. Thirty-six hours are required. Twelve of these 36 hours must be in Recreation, Sport, and Tourism (excluding thesis units - 599).
2. Sixteen of the 36 hours must be earned at the 500 level and may include thesis (599) and independent study (593) units.
3. Minimum Grade Requirements for Core and Foundation Courses: Master's students must earn a minimum grade of C- in all core and foundation courses. If a student receives a grade lower than C-, the student will be required to repeat the course until he/she earns a final grade of C- or higher.
4. Students taking the thesis option are required to have a minimum of 8 hours of RST 599. More units may be taken, if the student so desires, however only 8 hours will be counted toward degree requirements.
5. The non-thesis option requires 4 hours of RST 593 (Independent Study) for a professional paper, plus 8 hours of restricted electives.
6. Two semesters of RST 590A or RST 590B (seminar, 0 hours) are required.
7. No more than 8 hours of graduate credit from another institution may be substituted for any of the above requirements.
8. Master's degree candidates must complete all degree requirements, under normal circumstances, within five years after initial registration in the Graduate College.
9. A sample Master's degree program and a worksheet for your own program can be found in Appendix D.

Figure 2
Department of Recreation, Sport and Tourism
Master's Curriculum



Department of Recreation, Sport and Tourism
Master's Degree Option Areas

There are two (2) option areas to choose from to complete the M.S. degree:

Professional Paper
Thesis

Further details are below.

Professional Paper Option – RST 593 (4 hours required)

Students pursuing a professional paper have three options from which to choose:

1. **An applied research paper** based on a project in which the student tackles a real-world issue or problem. Students are encouraged to partner with a professional or public agency for this project. The paper should include a literature review and/or historical context for the project.
2. **An in-depth integrative literature review paper with a direct application section.** The paper should demonstrate a high level of critical thought and display evidence of the student's ability to draw together an area of knowledge.

For both of these options, the final paper should be a minimum of 25 pages long (excluding cover page and references section). Students may be asked to orally present their projects to faculty and graduate students. A pdf file of the paper must be submitted to the Department after the student's advisor has signed the approval form (See Appendix E). Registration for RST 593 should be made in consultation with the student's advisor (See Appendix F).

3. Final project

1. Process

- Students will have the opportunity, with the approval of their faculty advisor, to choose the Final Project option in the Spring term only.
- All professional Master's students who choose the Final Project option must elect to do so in the calendar year in which they will graduate.
- One outside Agency per area of emphasis will present a problem at the beginning of the Spring semester. Note: only one agency per area will be invited in order to allow for presenting multiple potential solutions to the Agency as well as for competition among the student groups.
- The Agency will make a one hour presentation, followed by a Q&A period, to all students and faculty involved (other students and faculty can attend as spectators).

- Students will be organized in groups of 3-4.
- Each student group will be assigned a faculty Project Advisor.
- One student per group will act as a liaison to the Agency.
- Students will be responsible for conducting research and for finding a solution to the problem presented by the Agency.

2. Outcome

a) Group Project Paper

- The Project Paper will be comprised of an in-depth literature review, a short methods section, and Executive Recommendations Report. The Project Paper should demonstrate a high level of critical thought and display evidence of various areas of knowledge. It should be a minimum of 25 pages long (excluding cover page and references section) and will be submitted to the Faculty Panel.
- A draft of the Project Paper will be submitted to the Faculty Panel a week prior to the Project Presentation to the Faculty Panel.
- Following the Project Presentation to Agency, each group will submit the Executive Recommendations Report to the Agency.

b) Group Project Presentations

- Groups will deliver approx. 15-20 minute long Project Presentation to the Faculty Panel two weeks prior to presenting it to the Agency.
- Groups will deliver approx. 15-20 minute long Project Presentation (a problem statement, abbreviated methodology, and recommendations) to the Agency. The presentation will be followed by comments/questions from the Agency and members of the Faculty Panel.

3. Grading

- Project Advisor and the second reader (from the Faculty Panel) will evaluate the Project Paper for quality of the proposed solution(s), clarity of the proposal, and incorporation of concepts from RST coursework.
- Members of the Faculty Panel present for the Project Presentation will complete a Project Presentation evaluation form. Performance will be evaluated based on the aforementioned criteria plus ability to address follow-up questions.

- Agency will provide feedback to each group. The winning group will receive special recognition from the Agency and/or the Department.
- Peer review will be performed to ensure that significant contributions were made by all members of each team.
- Evaluation form with evaluation of each of the components of the Final Project option will be completed by the Project Advisor (Appendix G).
- Grading for the Final Project will follow the UIUC handbook for advising graduate students: pass, fail, and decision deferred.
- A pdf file of the project must be submitted to the Department after the student's advisor has signed the approval form (See Appendix E).

Thesis Option Area – RST 599 (8 hours required)

Students pursuing the thesis option write a thesis reporting on original research they have conducted. A thesis typically includes an introduction to the problem being investigated, a review of relevant literature, a detailed description of the methods used in the study, results of the research project, and a discussion and conclusion section. In most cases, IRB approval will be required. Students are encouraged to consult the UIUC's IRB website for further information (www.irb.illinois.edu).

A draft of the thesis is to be delivered to each committee member and made available to the public (by hard copy in the departmental office) at least two weeks prior to the defense date. At the defense, the student is required to make a brief presentation (approximately 15- 20 minutes) followed by comments/questions from the non-committee audience; after which the non-committee audience is excused from the room and the committee and student meet to address specific issues for final revision of the thesis. Grading for the defense of final thesis follows the UIUC handbook for advising graduate students: pass, fail, or decision deferred. Grading decisions of the committee must be unanimous.

Students are required to provide a final bound copy and a pdf file of the thesis to the Department. The student should check with each committee member to determine whether she/he wants an electronic version and/or a hard copy of the thesis (See Appendix H for a checklist for thesis students).

Required Courses for Non-thesis Masters Students

RST 501 Theories and Concepts of Leisure
 RST 503 Advances Leisure Research Methods
 RST 512 Human Resource Management
 RST 594FB Finance and Budgeting For Leisure Service Organizations
 RST 515 Marketing in RST
 One of the following foundation courses:
 RST 502 Critical Issues in Recreation and Park Management
 RST 520 Critical Issues in Sport Management
 RST 530 Critical Issues in Tourism
 RST 594LH Critical Issues in Leisure and Health
 RST 593 Independent Study (Professional paper)
 RST 590B Seminar. See Appendix K.

Required Courses for Thesis Masters Students

RST 501 Theories and Concepts of Leisure
 RST 503 Advanced Leisure Research Methods
 One of the following foundation courses:
 RST 502 Critical Issues in Recreation and Park Management
 RST 520 Critical Issues in Sport Management
 RST 530 Critical Issues in Tourism
 RST 594LH Critical Issues of Leisure and Health
 RST 599 Thesis Hours
 RST 590A Research Seminar. See Appendix K.

Possible Electives for all M.S. options

The list of possible electives listed below for all emphasis areas are suggestions and is not inclusive.

Recreation

BADM 508	Foundations of Behavioral Science for Management
HCD 414	Race and Ethical Issues in Family, Sociology and Education
HCD 420	Organization and Administration of Child Development Programs
HRE 532	Strategic Human Resource Development
L A 437	Regional Landscape Design
L A 444	Social Impact Assessment

Sport

RST 594	Legal Aspects of Sport
RST 594	Economics of Sport
KIN 447	Sports Psychology
KIN 449	Sociology of Sport
KIN 594	Nature and Origin of Sport

Tourism

L A 444	Social Impact Assessment
U P 426	Urban Design and Planning
BADM 532	Consumer Behavior
ECON 523	Business & International Economics
ANTH 463	Social Construction of Space
RST 594	Forecasting Tourism Demand

V. DOCTOR OF PHILOSOPHY IN RECREATION, SPORT AND TOURISM

General Requirements

The Doctor of Philosophy is a research oriented degree that prepares successful candidates for positions in higher education, public agencies and other research-based positions. During their doctoral program, students complete coursework, written and oral preliminary examinations, and a dissertation in an area of specialization.

Admission to this degree program requires a master's degree from an accredited institution of higher education, completion of a thesis or equivalent research experience, a grade-point average of 3.0 (A = 4.0) for all graduate work, the results of the Graduate Record Examination, and three letters of recommendation. International students are also required to take the TOEFL. The desired score is 600 or higher. The Doctor of Philosophy is a research oriented degree that prepares successful candidates for positions in higher education, private organizations, public agencies, and other research-based positions. Candidates must complete 80 hours of work beyond the master's degree. They must also successfully complete the preliminary (written and oral) and final doctoral examinations.

Doctoral Degree Requirements

1. A minimum of 80 hours are required.
2. Competency in research methodology appropriate to the area of study is required. This competency is normally demonstrated by completion of 12 credit hours of research methods/statistics.
3. A minimum of 20 hours (excluding RST 599) must be taken in Recreation, Sport and Tourism, 8 of which are core requirements.
4. Minimum Grade Requirements for Core and Foundation Courses: Ph.D. students must earn a minimum grade of B- in all core courses, in foundation courses (if credited toward the degree), and in RST 501 (if taken as a deficiency). If a student receives a grade lower than B-, the student will be required to repeat the course until he/she earns a final grade of B- or higher.
5. RST 590A (seminar, 0 hours) is required every semester on campus. See Appendix K.
6. Up to 8 hours of independent study (RST 593) may be counted toward the 80 hours beyond the master's degree. However, because independent research is such an integral part of doctoral studies, students are encouraged to take additional 593 units.
7. A minimum of 32 hours of dissertation research (RST 599) are required.
8. Doctoral candidates must complete all requirements within seven years of their initial registration in the Graduate College. Candidates for the doctoral degree who have received a master's degree elsewhere, however, must complete their requirements within six years after their initial registration.

9. A sample Doctoral degree program and a worksheet for your own program can be found in Appendix I.

Required Sequence of Courses

RST 501 - Foundations of Leisure Studies (Deficiency for doctoral students*)

Examines basic philosophical, historical, and scientific foundations and developments in leisure and recreation; discusses significance of leisure in modern societies; critically reviews major writings in the field with attention to particular special problem areas and current issues

RST 550 - Theory and Methods of Leisure

Surveys concepts, methods, and problems of leisure research that are common to recreation, sport and tourism; histories of theoretical and methodological developments are discussed, appreciated and critiqued; examines the development of ideas through literature, with discussion centered on explaining the evolution of literature (Prerequisite is 501 or equivalent)

RST 551 – Contemporary Issues in Leisure

Critically surveys research from neighboring disciplines to determine how this research may inform and influence future research in recreation, sport and tourism; provides a comparative perspective, including discovering alternative theories to guide our research; examines links between distinct phenomena that can potentially lead to creative research (Prerequisite is 550)

*The decision whether an incoming Ph.D. student shall be exempt from being required to complete RST 501 will be made by the Graduate Committee based on the documentation provided by the student (e.g., syllabus of a course equivalent to RST 501).

The core courses (including RST 501 as a deficiency):

- Should be taken in a sequence and they take precedence over other elective courses.
- Deciding when to take core courses should be left up to the student with input from the advisor. Students should consider that it may take them longer to complete the degree requirements if these courses are not taken as soon as possible following the student's admission to the program.
- RST 593 may not be used as a replacement for a core course unless an exemption is obtained from the Graduate Committee beforehand (e.g., the course is not offered during the regularly scheduled semester).

Doctoral Committee Appointments

1. The Committee must consist of at least four (five is recommended) voting members of the Graduate Faculty, of which 50% or the majority must have tenure.
2. The Chair must be a member of the Graduate Faculty and a member of the Department. Emeriti faculty in the Department who are still members of the Graduate Faculty may chair committees.
3. One member of the Committee must hold an appointment with Graduate Faculty status outside the Department.
4. No less than 50% of the voting members of the Committee must be Graduate Faculty in the Department.
5. Non-voting members, such as an external reader, a member of the faculty who is off campus, or others who can make a significant contribution to the research, may be appointed.
6. A non-member of the Graduate Faculty may become a voting member of the Committee. A brief description of qualifications and justification for each non-member of the Graduate Faculty being nominated to serve as a voting member of the committee is required. (Note: Such an individual would be in addition to the above requirements listed in #1)
7. All voting members of the Committee must be present at the preliminary and final examination or participate in the exam via appropriate electronic communication. Non-voting members need not be present.
8. A faculty member who resigns or retires is terminated from membership in the Graduate Faculty unless the unit requests that the faculty member continue for a specified period of time. Those retired or resigned faculty members who continue on the Graduate Faculty without current appointment (zero-, part-, or full-time) may serve as a voting member and chair a committee. However, such an individual does not count toward the minimum number of tenured members. Furthermore, it is recommended (not required) that the committee chair be a current member of the faculty.

Department of Recreation, Sport and Tourism Doctoral Committees and Examination Process

The Doctor of Philosophy is a research oriented degree that prepares successful candidates for positions in higher education, public agencies and other research-based positions. During their doctoral program, students complete coursework, written and oral preliminary examinations, and a dissertation in an area of specialization. The following guidelines characterize the examination process for doctoral students.

1. A preliminary examination committee should be identified in consultation with the student's major advisor. It is recommended that the student select her/his preliminary examination committee as soon as possible, but no later than the last semester of required coursework. Appointments on this committee follow the departmental policy guidelines for doctoral committees. The purpose of the committee is to prepare the student for the preliminary exam. The Request for Appointment of Doctoral Examination Committee form may be found at the following website: (www.grad.uiuc.edu/forms/decform.htm) The purposes of the preliminary exam are to assess the student's knowledge, test her/his ability to integrate ideas, and assess potential for contribution as an independent scholar. It is recommended that the format of the preliminary exam be agreed upon by the committee at least three months prior to the scheduled examination.

2. Preliminary examinations are conducted after the completion of required coursework and the review of the student's research prospectus. The preliminary examination has two parts: written followed by oral. The exam should cover the following content areas (yet not necessarily be structured by these content areas): 1) recreation, sport and/or tourism theories and concepts, 2) research methodology, and 3) specialization area. Students have up to one day to respond to each committee members' submitted question(s). The exam is to take place over consecutive days, and should not exceed five days. It is up to the discretion of the faculty advisor whether the student is allowed access to outside materials.

The oral portion of the examination is a meeting between the student and the committee. The purpose of the oral examination is to clarify, extend, and challenge the ideas developed in the written portion of the examination. The oral examination is not public.

Grading for this exam follows the UIUC handbook for advising graduate students: pass, fail, and decision deferred. Grading decisions of the committee must be unanimous.

3. Dissertation proposal presentation occurs after the successful completion of the preliminary examination. The purpose of the proposal presentation is to improve the student's proposed research through constructive criticism and dialogue in a public presentation. A dissertation committee needs to be identified by the student in consultation with the major advisor, and it is encouraged that the committee be the same as the preliminary examination committee. Appointments on this committee follow the departmental policy guidelines for doctoral committees.

A draft of the proposal is to be delivered to each committee member and made available to the public (by hard copy in the departmental office) at least two weeks prior to the presentation. At the presentation, the student is required to make a brief presentation (approximately 15-20 minutes) followed by comments/questions from the non-committee audience; after which the non-committee audience is excused from the room and the committee and the student meet to address specific issues for revision of the proposal. The proposal requires formal approval by the committee.

4. The purpose of the final defense of dissertation is to demonstrate the scholarly contribution of the research. A draft of the dissertation is to be delivered to each committee member and made available to the public (by hard copy in the departmental office) at least two weeks prior to the defense date. At the defense, the student is required to make a brief presentation (approximately 15- 20 minutes) followed by comments/questions from the non-committee audience; after which the non-committee audience is excused from the room and the committee and student meet to address specific issues for final revision of the dissertation.

Grading for the defense of final dissertation follows the UIUC handbook for advising graduate students: pass, fail, and decision deferred. Grading decisions of the committee must be unanimous.

5. Two bound copies need to be placed in the department library, in addition to the requirements of the University library. A final bound copy of the dissertation is to be distributed to each member of the dissertation committee (See Appendix J for a checklist for doctoral students).

Journal Article Dissertation Format

Policy:

The format of the dissertation (chapter based or journal article based) should be decided by the student in consultation with his/her advisor and the committee members. The same general guidelines outlined in the Department of RST Graduate Manual and Graduate College Handbook with respect to doctoral committees and the examination process guide the chapter and journal article dissertations. Determining whether a study is suited for the journal article format requires careful consideration with the dissertation chair and committee members.

Examples of studies that may be suited for the journal article format include:

- Studies with research questions that are related, but where each can “stand alone” and have its own research report.
- Studies involving mixed methods for which the author does not want to aggregate findings (i.e., wishes to report findings separately for each approach/method).
- Studies involving more than one experiment.

In summary, studies are best suited for the journal article format when they require more than one journal article to fully describe multiple dimensions, data sets, sub-questions, or analyses.

In addition, the following requirements apply to journal article dissertations:

1. Dissertation research must be approved by the students’ committee at the proposal defense. Research initiated prior to committee approval may be used for the dissertation, but it will be subject to review and approval by the dissertation committee at the proposal defense. Thus, although students are encouraged to begin to write papers and work on projects with their advisor, a proposal defense is required. Students may, however, gain feedback from their committee members prior to the proposal defense.

The dissertation proposal must present the rationale for the interrelatedness of the papers in collectively addressing a broader research question / making a combined contribution to the literature.

Published studies may not be included as a part of the proposal.

2. The doctoral candidate must be the principal author on all manuscripts that he or she wishes to include in the dissertation.

Procedural Guidelines:

1. The dissertation that follows the journal article format must include the following sections:

- a. Chapter 1 – Introduction
 - b. Chapter 2 – Manuscript #1
 - c. Chapter 3 – Manuscript #2
 - d. Chapter 4 – Manuscript #3
 - e. Chapter N - Manuscript #N
 - f. Chapter 5 – Conclusions and Recommendations
 - g. References
 - h. Appendices
2. It is suggested that the **Introduction** chapter:
 - Provides the description of the overarching conceptual theme or framework of the study
 - Connects the papers together and describes their combined contribution to the literature
 3. It is suggested that the **Conclusions and Recommendations** chapter includes most or all of the following:
 - A summary and synthesis of the findings from all studies considered together.
 - A discussion of the combined merit of the papers in addressing a broader research question(s) / making a combined contribution to the literature. The recognition of broader research questions, and capacity to address them, are essential component of this format.
 - A discussion of knowledge gaps not visible when each manuscript is considered individually
 - A discussion of limitations as well as ideas for continuing this line of research.
 4. The doctoral candidate decides, in agreement with his or her dissertation committee, on the number of articles suitable for a particular dissertation. However, a minimum of three articles should be included in the dissertation. Under special circumstances the committee may consider exceptions to this rule.
 5. Peer review process is not part of the dissertation process. If the manuscripts have been submitted for publication prior to the dissertation defense, the reviewers' comments need not be presented or addressed in the dissertation.
 6. Copyright issues are guided by the University of Illinois policy:

As the owner of the copyright to the thesis, the student retains the right to publish, reproduce, display, distribute, prepare derivative works from, or perform all or any part of the work—except in circumstances where students may not have sole ownership of their thesis. Such circumstances may include support from a foundation or grant that may specify terms of

ownership for resulting work or previous publication of parts of the thesis in a journal or book.

Inclusion of work that has been previously published by the degree candidate is a common practice in research institutions across the country, and it is permitted at the University of Illinois. In such cases, the Graduate College requires that the student state at the beginning of the chapter that the work includes previously published material. This is usually accomplished with a footnote following the chapter title, which acknowledges the previous publication, cites basic bibliographic information, and states that the copyright owner has provided permission to reprint. In scientific disciplines, it is also common for students to include material derived from a published paper with multiple authors. In such cases, the footnote must acknowledge the contribution of the other authors, including any figures, tables, or data that were not created by the author.

Students are strongly encouraged to make inquiries regarding copyright ownership of their own previously published material. If you have published a chapter of your thesis as a journal article or book section, it is possible that you no longer own the copyright to your work, and you may need to request copyright permission in writing from the publisher. If this is the case, then two copies of a statement from the copyright owner granting you permission to use the material in your thesis should be submitted with the dissertation.

Answers to frequently asked questions and additional copyright resources are available on the Thesis Office Copyright Information and Resources Web page (www.grad.illinois.edu/thesis/copyright.htm).

7. Additional considerations:

- In journal based dissertations some redundancy across chapters will be inevitable
- Tables and figures should be inserted within the articles rather than at the end of the manuscript
- Separate studies may require separate IRB applications

Graduate Student Teachers in Undergraduate Classrooms

The Department believes that teaching is an important aspect of doctoral preparation for a successful career in the academia. Therefore, the Department is committed to providing opportunities to involve Ph.D. students in the teaching mission of the Unit to the greatest extent possible.

Prior to Assuming Teaching Responsibilities

- Students are required to attend Graduate Academy for College Teaching pre-semester orientation (held each August and January).
- International students are required to pass the Speaking Proficiency English Assessment test (SPEAK) administered by the Center for Teaching Excellence.
- Students should maximize their familiarity with the class material by:
 - Serving as teaching assistants for the class, if possible.
 - Attending the class if the class is offered prior to their teaching assignment.
 - Obtaining a copy of the course syllabus from the Department.
 - When feasible, consulting with the instructor who has taught the course most recently and collect any information (goals/objectives of the course, accreditation standards), insights, or materials (notes, lecture slides, assessment measures) the instructor is comfortable sharing with the student.
- With the exception of the Fall 2009 term, doctoral candidates who wish to teach will be required to take a teaching preparation course (e.g., KIN 565, EOL 585). Requests of students who wish to be excused from this requirement due to their prior teaching experience will need to be approved by the Department's Graduate Committee.
- Doctoral students will be required to submit a copy of the course syllabus to the Teaching Mentor and the Department's office for review and archival. This syllabus should contain goals, objectives, and a tentative outline detailing topics to be covered.
- It is recommended that students take advantage of campus resources designed to maximize their teaching effectiveness (e.g., teaching workshops offered by UIUC Center for Teaching Excellence).

During Teaching

- Feedback will be provided to student teachers by the Teaching Mentor and/or faculty advisor on general issues related to class management.

- Class observation will be conducted and the appropriate feedback will be provided by the Teaching Mentor and/or faculty advisor.
- Feedback will be obtained from undergraduate students and will be shared with the student teacher.
- Student teachers will be given regular opportunities to present and lead discussions on teaching related matters.

After Completion of the Course

- Each student teacher will be evaluated through the ICES process.
- Student teachers will be provided with written feedback related to their performance in the course.

VI. THESIS AND DISSERTATION PREPARATION

Graduate College Requirements

The specific requirements of the Graduate College regarding master's theses and doctoral dissertation are set forth in the Thesis Handbook (www.grad.illinois.edu/thesis/thesishandbook). The Graduate College Handbook for Students, Faculty and Staff is also available on line.

Department Requirements

Style and Format

All graduate students must conform to the style and format guidelines set forth in the latest edition of the Publication Manual of the American Psychological Association (Sixth Edition, 2006) when preparing theses and dissertations. Faculty members are strongly encouraged to require students to follow the guidelines of this manual when preparing term papers for graduate level courses in the department. Students should be especially familiar with the APA format of Tables and Figures and the style of references and citations. These are the most common problems encountered when reviewing and approving theses and dissertations. (Copies of this manual are available for purchase at most local bookstores.

VII. SATISFACTORY PROGRESS TOWARD DEGREE

Good Standing

To remain in good standing a graduate student must maintain a cumulative GPA of 3.0, carry a normal load (unless exceptions are granted), complete required courses in order and in the expected time period.

If a student fails to meet the requirements for good standing in any given semester, the student may be given a grace period of one semester to meet the requirements. However, if an Advisory Committee concludes that a student will be unable to meet the requirements within the allowable period, then the student can be terminated immediately.

Grades

Grading System

Final grades for courses are recorded as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F (failure), with numerical computations of grade point averages based on a system where A = 4.0. Other symbols in use, but not included on the computation of grade-point averages are:

W -- Officially withdrawn from a course

I -- Approved extension of time to complete the final examination or other requirements of the course. Failure to complete the work within these time periods results in a grade of F. This is termed the "F by rule".

DFR -- Grade temporarily deferred. Used only in thesis research courses and other approved courses that extend beyond one semester.

S or U-Satisfactory or unsatisfactory. Used only as final grades for thesis research, courses offered for 0 credit, and for certain approved courses.

Credit-

No Credit -Used only if a graduate student has registered for a course under the credit-no credit option with the approval of his or her major department.

Minimum Grade Point Average

The Graduate Program in Recreation, Sport and Tourism requires that all graduate students must maintain a minimum grade point average (GPA) of 3.0. More specifically, a graduate student who has taken a minimum of 12 hours of graduate work (excluding 599, thesis research) at UIUC with a GPA lower than 3.0 will receive a letter of warning from the Graduate College. A graduate student who has taken a minimum of 24 hours (excluding 599, thesis research) with a GPA below 3.0 will be re-classified to Limited Status for a maximum of one semester (academic semester or summer session). Note that students on Limited Status are not eligible to receive graduate degrees. After one semester on Limited Status no further registration will be permitted unless the GPA has been raised to 3.0 and the Department submits a request to the Graduate College for reinstatement to Full Status. Students already on Limited Status for admission deficiencies will be subject to the same warning at the 12 hour level and restrictions at the 12 hour level.

Credit Loads

The typical graduate student credit load is 12 hours. University maximum and minimum credit loads are listed below.

Maximum Credit Loads

Within the following credit load ranges, graduate students with various percentages of University appointments are considered to be making normal progress toward a degree. Students are not encouraged to carry loads above or below these limits, although advisers may permit exceptions when good reasons are presented. The lowest normal load is the highest permissible minimum which a department may require.

The maximum amount of credit in which a student can enroll without special overload approval from the Graduate College is:

Fall and Spring Terms	20 hours
Summer Term 1	12 hours
Summer Term 2	12 hours

A student who wishes to enroll above the established maximum must have a petition approved by the department and the Graduate College.

Minimum Credit Loads

A full academic load for insurance, visa, loan, etc., purposes is considered by the University to be 12 or more hours. For domestic students with assistantships between 25 and 67%, 8 hours is considered full-time. International students should contact the ISSS to confirm hour requirements for him/her. All graduate students with fellowships require 12 hours for full time standing.

Residence Requirements and Time Limits

Master's Degree

The Graduate College requires that all master's degree candidates must complete all degree requirements, under normal circumstances, within five years after their first registration in the Graduate College.

Master's degree candidates may petition for registration in absentia if they have completed the residence credit required and have not exceeded the time limit for the degree.

Doctoral Degree

- a. Residence requirements: At least 64 of the 96 minimum hours, including thesis credit, must be earned in courses meeting on the Urbana-Champaign campus. After the residence requirement has been fulfilled, a student may petition the Graduate College for permission to register in absentia for thesis credit.
- b. Dropping out until degree time: If minimum course requirements have been met, the Preliminary Examination passed and University facilities are no longer needed, the student simply does not register until the semester when the Final Examination will be scheduled and the degree granted. The student must register on campus or petition for in absentia registration during the degree granting semester. In either instance the student applies for readmission (no fee is necessary if within five years of initial date of entry) and may register for 599 with zero credit.

When this route is chosen the advisor should notify the Academic Affairs Office of this intention in order that the Department and the Graduate College will know that the student is still a degree candidate and that he/she need not be alerted to the encumbrance of further registration.

- c. Time limits: As stated in the Graduate College Handbook for Students, Faculty and Staff, "A doctoral candidate must complete all requirements within seven years of first registering in the Graduate College. A candidate for the doctoral degree who has received a master's degree elsewhere, however, must complete the requirement within six years after first registering in the doctoral degree program on this campus.

If more than five years elapse between a student's preliminary and final examinations, the student will be required to demonstrate that his or her knowledge is current by passing a second preliminary examination, which is a prerequisite for admission to the final examination."

If an International student wishes to leave campus and return later for the final dissertation defense, they should consult with the International Students Office prior to leaving campus.

Transfer of Credit

General Requirements

In order to transfer credit the following requirements must be fulfilled:

- a. a student must submit a formal petition requesting a transfer of credit;
- b. official transcripts of graduate work completed at another institution must be attached to the petition if not previously filed in the Graduate College;
- c. work involved must be at the graduate level with grades of A or B;
- d. the student must have completed 8 hours at UIUC; and
- e. also be registered at the time the petition is submitted.

Specific Requirements

In particular, courses to be transferred from other institutions of higher education to UIUC for graduate credit must meet the following criteria:

- a. The institution at which the course is offered must be accredited by an approved accrediting association to offer graduate level coursework.
- b. The content and quality of the course must be at a level meeting the standards for graduate study both at that university and at the University of Illinois.
- c. The course must be identified as carrying graduate credit and be usable as such in obtaining a graduate degree at the institution at which it is being offered.
- d. The student at time of enrollment must have met graduate student admission standards and be enrolled as a graduate student in the university offering the course or have been admitted to the graduate school of the University of Illinois.
- e. The course must be consistent with and contribute to the student's declared program of study at the University of Illinois. Students can receive some assurance that the credit will be accepted toward a degree by obtaining the advisor's approval in writing prior to enrolling in the course.

Graduate Student Petitions

The right to petition is virtually unlimited with regard to any Graduate College requirement or regulation. However, frivolous petitions are not often granted and both the petitioner and those recommending approval lose credibility with them. The Graduate College does not often approve petitions not recommended at the Department level. A petition approved at a lower level may still be denied at a higher level.

It should also be noted that the Graduate College has become increasingly more stringent in what they view as allowable petitions. In addition, there has been an increased number of petitions that request relaxation of requirements on the basis that the students does not feel he/she should have to fulfill such requirements. Such petitions will be denied.

The Graduate Student Petition form should be completed by the student in consultation with his/her advisor to request any exceptions to Graduate College rules, regulations, or requirements. More specifically, (1) the petition should be neatly typed or printed; (2) all 3 pages of the petition form must be completed; and (3) a clear, cogent and convincing rationale must be provided by both the student and his/her advisor as to why the petition should be approved.

Degree Conferral

Master's degrees are conferred in May, August, October, and December. In order to receive a degree, a student must be on the graduation list for the appropriate graduation date. This is done by completing an Application for Degree form at the Records Service Center, 140 Admissions and Records Building, or the Graduate College Thesis Office, 206 Coble Hall. Students also may use the Web Self-Service system to complete an Application for Degree. The deadline for placing a name on the list for each graduation date is noted in the Graduate College Calendar.

Doctoral degrees are conferred in May, October, and December, but not in August. In order to receive a degree, a student must be on the graduation list for the appropriate graduation date. This is done by completing an Application for Degree form at the Records Service Center, 140 Admissions and Records Building, or the Graduate College Thesis Office, 206 Coble Hall. Students may also use the Web Self-Service system to complete an Application for Degree. The deadline for placing a name on the list for each graduation date is noted in the Graduate College Calendar.

A student who has fulfilled all of the requirements for an advanced degree, but will not actually receive the degree for some time, can obtain a letter of certification from the Graduate College that all requirements have been met and that the degree will be awarded at the next conferral date. Requests for obtaining the letter of certification should be addressed to the Office of Admissions and Records, 901 West Illinois Street, Urbana, Illinois 61801, or a form can be obtained from the Graduate College Thesis Office. **A student may not receive certification if he or she owes money to the University.**

Appendix A
Department of Recreation, Sport and Tourism
Change of Advisor Form

Student Name _____

M.S. _____ Ph.D. _____

Current Advisor _____

New Advisor _____

Effective date : _____

Student Signature: _____

Current Advisor Signature: _____

New Advisor Signature: _____

Appendix B
Evaluation of Graduate Assistants

Semester: (i.e. FA08) _____

If you were assigned a graduate student this past semester as a TA or RA, please take a few minutes to assess the student's performance and/or productivity. Describe the position and responsibilities, and then evaluate the student. If you were assigned more than one student, please complete one form for each student.

Faculty name: _____

Student name: _____

Date: _____

Position: TA RA Other, please specify _____

Major duties

Evaluation

1
SATISFACTORY

2

3
UNSATISFACTORY

Comments: _____

Would you like this student assigned to you again in the future?

Yes _____ No _____

Comments: _____

Appendix C
RST Department Travel Policy for Graduate Students
Application Procedure for Conference Travel Awards

Name: _____ M.S. or Ph.D.? _____ Date submitted: _____

In order for you to be eligible for the Conference Travel Award, the following conditions must be met:

- You must be one of the authors of a paper or a poster presentation;
- You must be presenting this paper or poster at a conference;
- Your paper/poster must be officially accepted for presentation by the conference organizers;
- You must be registered and in good academic standing during the term the award is requested;
- You must not have already received travel funding from the Department during this academic year;
- If you receive an award, you must submit all receipts supporting your travel to the Department.

If you meet *all* of the above conditions, please complete the following:

Title of paper(s)/poster(s) _____

Author(s) of paper(s)/poster(s) in order in which they appear on the conference submission:

Name of conference _____

Dates you are attending conference _____

Conference location _____

Is this a paper or a poster? _____ Are there both paper and poster formats at the conference? _____

Has this paper/poster been peer reviewed? _____

List any other responsibilities you have at this conference (e.g., officer or board member)

Are you receiving other financial support to attend this conference? If so, from where? _____

When did you last receive a travel award from the Department? _____

Is there any other information the Committee should know when considering your travel request?

Submit **application** (it can be downloaded from: www.grad.uiuc.edu/policies/travelgrant/app.pdf), this Appendix, and paper/poster **abstract** directly to the Director of Graduate Studies by **September 5** (Fall Deadline) or **February 5** (Spring Deadline).

Appendix D

Department of Recreation, Sport and Tourism University of Illinois at Urbana-Champaign Progress toward Degree Form Masters Degree

This form must be submitted to the Department by the end of the third week of every semester, summarizing the progress made during the previous semester.

Name: _____ Semester:(i.e.FA08) _____

Coursework: Total Hours Required (minimum) = 36

I expect to complete my required coursework by the end of:

Spring _____ Summer _____ Fall _____ 20_____

Option Area: Thesis Option _____ Professional Paper Option _____

Thesis Option Requirements

Core Courses	Credit Hours	Semester	Grade
RST 501 – Foundations of Leisure Theory			
RST 503 – Research Methods			
Foundation Course - 1 Course Required (RST 502, RST 520 or RST 530)			
RST Seminar – Two semesters required			
RST 590			
RST 590			
Restricted Electives 16 Hours Required			
Thesis Hours (RST 599) 8 Hours Required			
TOTAL CREDIT HOURS TO DATE (36 credit hours required)			

Professional Paper Option Requirements

Core Courses	Credit Hours	Semester	Grade
RST 501 – Foundations of Leisure Theory			
RST 503 – Research Methods			
RST 512 - Human Resources			
RST 515 – Marketing			
RST 594 FB – Finance and Budgeting			
Foundation Course - 1 Course Required (RST 502, RST 520, RST 530 or RST 594LH)			
RST Seminar – Two semesters required			
RST 590			
RST 590			
Restricted Electives 8 Hours Required			
Professional Paper Hours (RST 593) 4 Hours Required			
TOTAL CREDIT HOURS TO DATE (36 credit hours required)			

*If you petitioned out of any of these courses, put “P.”

Members of Committee – Two committee members required; a third member is optional. The Chairperson of a thesis committee must be a member of the Graduate Faculty. The Chairperson of a professional paper must be a member of the RST faculty. Committee membership should be secured when option area is selected.

Role	Name	Department
Chairperson		
Member		
Member (optional)		

Thesis Final Defense (thesis students only)

Date of Defense _____

Please explain in short narrative statement what is the topic of your thesis:

Research Publications, Presentations, Posters, Proceedings, Reports

List any papers on which you are an author or co-author.

Title	Authors	Date	Type (journal, proceedings, report, other)	Submitted/ Accepted

Honors or Awards

Award Name	Award Criterion	Date

Please write about any other significant activities that that you accomplished in the past semester

Financial Support

Semester	Type*	% of Support	Funding Source**	Supervisor

*TA, RA, Course Instructor, Fellowship, etc

** Departmental, External Grant, Internal Grant, University, etc

Travel Support

Semester/Year	Funding Source (e.g., Dept, College, University)	Conference Attended	Role at the conference	Amount of Support

For International Student Only

English Competency

TSE: _____ Pass _____ Coursework in Progress (for prospective TAs)

ESL: _____ Pass _____ Coursework in Progress

None of the above

(explanation) _____

To be completed by Advisor

1. Has this student made satisfactory progress toward their degree?

1
SATISFACTORY**2****3**
UNSATISFACTORY

2. Please write a short narrative statement about this student's progress:

Advisors Signature: _____**Advisors Name:** _____

(please print)

Appendix E
Professional Paper & Final Project Certificate of Approval Form

DEPARTMENT OF RECREATION, SPORT AND TOURISM
UNIVERSITY OF ILLINOIS at URBANA-CHAMPAIGN

PROFESSIONAL PAPER / FINAL PROJECT

CERTIFICATE OF APPROVAL

This is to certify that the professional paper

(title)

Submitted by

(student's name)

has been accepted as a requirement for the
Master's degree in Recreation, Sport and Tourism

Advisor's Signature
(type name)

Second Reader's Signature
(type name)

date

Appendix FDEPARTMENT OF RECREATION, SPORT & TOURISM
RST 593 SPECIAL PROBLEMS (INDIVIDUAL STUDY)
CONTRACT

Prerequisite: Consent from Instructor

Date _____

Student's name _____

Phone number _____

College _____

Curriculum _____

Project Instructor _____

CRN (course number) _____

Semester/year _____

Credit hours _____

Description of Project including Purpose/Objectives (Please type):Evaluation Plan including Grading criteria and Timelines:Signatures

Student _____

Instructor _____

NOTE: Complete in triplicate – copies to be retained by student, instructor, and department office.

Appendix G
Final Project Evaluation Form

Student Name _____

Project Advisor _____

I. Final Project Paper

Pass Fail Decision deferred

Comments from Advisor and Second Reader:

II. Final Project Presentation to the Faculty

Pass Fail Decision deferred

Comments from Faculty Panel:

III. Final Project Presentation to the Agency

Pass Fail Decision deferred

Comments from Agency:

IV. Peer Review

Pass Fail Decision deferred

Comments from peers:

V. Overall Evaluation

Pass Fail Decision deferred

Appendix H M.S.Thesis Checklist

August 2009

M.S. Grad Students,

In an effort to make the thesis process less complicated, I have put together this check list/instructions of the forms required.

FINAL DEFENSE

1. Make sure you reserve a room for the day/time of your Defense with me and reserve any audio/visual equipment you need through Teri or me. I will invite students and faculty to this defense via e-mail and flyer.
2. You will need to fill out the “Certificate of Committee Approval” form, which your advisor and Cary McDonald will need to sign. You can find that form at the following website:
<http://www.grad.uiuc.edu/forms/certificate/CertCommitteeApproval.pdf>
This form must be turned in when you deposit in the thesis office.
3. When your thesis is complete and approved by your advisor, it must be approved by the department. This is the last step before going to the Thesis office. I need a copy of your thesis and will check it for format. Please check in with me at some point to see how much time I will need to do this as it varies, depending on the activity in the office, how busy I am, how many others I will be reviewing, etc. I will give you the Departmental Format Approval form that needs to be submitted with your thesis.
4. Your next step is the thesis office. Each graduation period has a deposit deadline-please be aware of that date. When your dissertation is finally approved, any corrections/additions made, and it is deposited, the Recreation, Sport and Tourism Department needs 1 bound copy.

CONGRATULATIONS!

Jill Gurke
University of Illinois, Dept. of Recreation, Sport & Tourism
Graduate Student Records Coordinator
104 Huff Hall, 1206 S. Fourth Street
Champaign, IL 61820
217-244-8243

APPENDIX I

Name _____ Date _____

Department of Recreation, Sport and Tourism
University of Illinois at Urbana-Champaign
Progress toward Degree Form
PhD Degree

This form must be submitted to the Department by the end of the third week of every semester, summarizing the progress made during the previous semester.

Coursework: Total Hours Required (minimum) = 80

I expect to complete my required course work by the end of:

Spring _____ Summer _____ Fall _____ 20_____

Core Requirements* All Required	Credit Hours	Semester	Grade
RST 550 – Theory and Methods of Leisure Research (501 prerequisite for course)			
RST 551 – Contemporary Issues in Leisure Research (550 prerequisite for course)			
RST Seminar –Required every semester on campus			
RST 590			
RST 590			
RST 590			
RST 590			
RST 590			
RST 590			
RST 590			
Department Coursework to Support Specialization 12 Hours Required			
Coursework Outside Department 16 Hours Required			

(3 weeks prior to exam)

Date of exam _____

Outcome (pass/retake/fail) _____

Dissertation Proposal Presentation – Occurs after the successful completion of the comprehensive exam)

Date of Presentation _____

Dissertation Final Defense

Date of Defense _____

Please explain in short narrative statement what is the topic of your dissertation:

Research Publications, Presentations, Posters, Proceedings, Reports

List any papers on which you are an author or co-author.

Title	Authors	Date	Type (journal, proceedings, report, other)	Submitted/ Accepted

Honors or Awards

Award Name	Award Criterion	Date

Please write about any other significant activities that that you accomplished in the past semester

Financial Support

Semester	Type*	% of Support	Funding Source**	Supervisor

*TA, RA, Course Instructor, Fellowship, etc; ** Departmental, External Grant, Internal Grant, University, etc

Travel Support

Semester/Year	Funding Source (e.g., Dept, College, University)	Conference Attended	Role at the conference	Amount of Support

For International Students Only - English Competency

TSE: _____ Pass _____ Coursework work in Progress (for prospective TAs)

ESL: _____ Pass _____ Coursework work in Progress

None of the above

(explanation) _____

To be completed by Advisor

1. Has this student made satisfactory progress toward their degree? 1, 2 or 3? _____

1
SATISFACTORY

2

3
UNSATISFACTORY

2. Please write a short narrative statement about this student's progress:

Advisors Name: _____

Appendix J Ph.D. Dissertation Checklist

August 2009

PH.D. Grad Students,

In an effort to make the dissertation process less complicated, I have put together this check list/instructions of the forms required.

1. PRELIMINARY FORM - At least 3 weeks before your preliminary examination, fill out the form "Request for Appointment of Doctoral Examination Committee". It can be found on the grad college web site (<http://www.grad.uiuc.edu/forms/decform.htm>) or obtain a copy from me. You are responsible for lining up your committee and getting the information needed for the form. You can fill it out on line and print a copy, or I can type it for you.

Please bring that form to me. I will make sure Cary McDonald signs it, then I will put a copy in your file and send the original to the Graduate College. They will send a form called "Certificate of Result of Preliminary Examination for the Doctoral Degree" to the chair of your committee on which your committee members will indicate whether or not you pass your preliminaries.

2. PRELIMINARY EXAMINATION - The pass/fail/deferred decision form (Certificate of Result of Preliminary Examination for the Doctoral Degree) once filled out after your prelims, comes back to me. I make a copy for your file and send the original to the Records Division of the Grad College.

*Preliminaries are sometimes referred to as "orals". But the Preliminaries are usually composed of two parts, one written and one oral.

3. PROPOSAL PRESENTATION – There is no paperwork required for the proposal (yeah!). You meet with your committee and basically, present the research you have done to this point on your dissertation. If it meets with their approval, you may continue. I will invite students and faculty to this presentation via e-mail and a posted flyer. Make sure you reserve a room with me and reserve any video equipment you may need through Teri or me.

4. Prior to your FINAL DEFENSE

a. Once again fill out the "Request for Appointment of Doctoral Examination Committee" form, just like you did for your preliminaries. Once again, bring me the form. I will get Cary McDonald's signature, put a copy in your file and send the original to the Graduate College.

b. You will need to fill out the "Certificate of Committee Approval" form and take it to your defense. You can find that form at the following website: <http://www.grad.uiuc.edu/forms/certificate/CertCommitteeApproval.pdf>. All committee members must sign this form either at the time of defense or after any suggested changes have been made. This form must be turned in when you deposit your dissertation in the thesis office.

c. Make sure you reserve a room for the day/time of your Defense with me and reserve any audio/visual equipment you need through me or Teri. I will invite students and faculty to this defense via e-mail and flyer.

5. After your FINAL DEFENSE – If you successfully pass your final defense, all of your committee members need to sign the “Certificate of Result for the Doctoral Degree” (form that is sent to our department from the Graduate College and given to your advisor as a result of the “request for appointment of doctoral examination committee” form). This form is returned to me, I put a copy in your file and send the original to the Graduate College.

6. COMPLETING YOUR DISSERTATION and DEPOSITING. When your dissertation is complete, any recommended changes have been made and it has been approved by your advisor and committee, it must be approved by the department. This is the last step before going to the Thesis office.

I need a copy of your dissertation and will check it for format. Please check in with me at some point to see how much time I will need to do this as it varies, depending on the activity in the office, how busy I am, how many others I will be reviewing, etc. After I review your dissertation, I will give you the Departmental Format Approval form that needs to be turned in when you deposit.

Your next step is the thesis office. Each graduation period has a deposit deadline-please be aware of that date. After your dissertation is approved and deposited, the Recreation, Sport and Tourism Department needs 2 bound copies.

CONGRATULATIONS!

Jill Gurke
University of Illinois, Dept. of Recreation, Sport & Tourism
Graduate Student Records Coordinator
104 Huff Hall, 1206 S. Fourth Street
Champaign, IL 61820
217-244-8243

Appendix K

RST 590 Seminar Goals

RST 590A

The goal of the seminar is to encourage scholarly exchange of ideas and discussion regarding research, and to prepare students for successful careers in the academia. The seminar will be designed to achieve this goal by:

1. Providing a supportive, constructive and critical environment for students to present their research.
2. Familiarizing graduate students with the content and process of current research projects conducted by the RST faculty and students.
3. Discussing strategies and best practices in areas such as job search and interviews, publishing, career path and personal development, hierarchies and self-governances in academic institutions, the tenure and promotion process, grants and other sources of funding, academic freedom, mentoring and advising, ethical issues in research, etc.

RST 590B

The goal of the seminar is to encourage scholarly discourse regarding professional issues and to prepare students for successful careers in the professional world. The seminar will be designed to achieve this goal by:

1. Discussing strategies and best practices in areas such as job search and interviews, career path and personal development, grants and other sources of funding, business practices and legal issues, mentoring and leadership, as well as ethical and other professional issues.
2. Providing a supportive, constructive, and critical environment for students to discuss issues related to professional practice.
3. Providing a forum for an exchange of ideas with current leaders in RST-related fields, both inside and outside the U of I.

