

RECREATION AND TOURISM STUDIES (RTS) PROGRAM

GRADUATE PROGRAM HANDBOOK



MASTER OF SCIENCE (M.S.) DEGREE IN
EDUCATION - PHYSICAL EDUCATION
WITH AN EMPHASIS IN RECREATION AND
TOURISM STUDIES

In-class and Distance Learning Options

OLD DOMINION UNIVERSITY

RTS Program/ESPER
115 Spong Hall
Norfolk, VA 23529-0196
757-683-4995 (Phone)
757-683-4270 (Fax)

Updated: Fall 9/2007

Recreation and Tourism Studies

Recreation adds to one's quality of life, and one of Hampton Roads' major sources of employment and business is Tourism!!! This graduate program targets both of these areas. It gives us great potential to use local case studies as examples, in addition to international or national trends. The program is designed to prepare students and practitioners for advanced study in the research, management, and administration of recreation and tourism services. Course work (just 10 classes) is designed to prepare the students for the "bigger picture" which is often required of middle and top management in the recreation and tourism industry, including positions in public agencies, nonprofit organization and private businesses. The program combines social and management sciences concepts and theory with applied problem-solving techniques.

Professional Preparation for the 21st Century

The mission of the Recreation and Tourism Studies (RTS) Program is to facilitate the professional preparation of students interested in pursuing or continuing a career in recreation or travel-related services. The graduate program encourages students toward leadership opportunities in direct service, supervision and administration. The RTS Program fosters a learning environment of quality instruction and applied research that stimulates the pursuit of knowledge and truth through opportunity and scholarship.

Program Description

The Recreation and Tourism Studies (RTS) Program is housed within the Department of Exercise Science, Sport, Physical Education and Recreation (ESPER), one of five departments in the Darden College of Education. The RTS Program is designed to prepare students with the skill, the knowledge, and the ability to pursue a professional career in the managed recreation and tourism industry. The Graduate RTS Program offers advanced study in recreation and tourism management for the purpose of performing research and administration. Graduate student majors have a choice of developing and completing a thesis or internship. For more specific information regarding the program, contact the Graduate Program Coordinator for the RTS Program at 757-683-4881.

Distance Learning

Old Dominion University is a leader in distance learning programs (<http://dl.odu.edu/>). The RTS Distance Learning Graduate Program is designed for the working professional, local or out of state. The program offers a tailored format to prepare professionals for career advancement in the Recreation and Tourism industry. Graduate faculty are available for advising via email or over the phone. The curriculum is flexible without compromising the integrity of the educational process. The primary tools used for the RTS Distance Learning Program are Blackboard (<http://blackboard.odu.edu>), iTunes/iTunes University: Old Dominion University (www.itunes.com), and LEO Online (https://www.leonline.odu.edu/plsql/web/twbkwbis.P_GenMenu?name=homepage). In addition, we use other basic computer programs (e.g., PowerPoint)

Graduate Assistantships

We have a variety of assistantships, such as Teaching Assistants; Research Assistants; Campus Recreation Programming; After School Programming, Outdoor Adventure Program Coordinator, and other outside contracts. This position comes with a stipend that varies depending on placement. However, the standard stipend is \$9000.00/fall and spring semesters. In addition, occasional tuition waivers are awarded to students.

Admission

Applicants must have an overall GPA (grade point average) of 2.80, a GPA of 3.00 in the undergraduate major, and a total score of at least 900 on the verbal and quantitative components of the Graduate Record Examination (GRE) (see www.gre.org for testing times, and preparation software) for admission to regular status. Students who have either a low grade point average or low GRE score may be considered for provisional admission consideration. For specific questions regarding the admission process you can apply on-line by going to <http://admissions.odu.edu/graduate/> for application materials. Once at the Old Dominion University admissions web page, click on “Apply on-line” and on “Supplemental packet for online applicants.” Additionally, you can download a full application.

Application materials or questions regarding admission to graduate programs, financial aid, and housing should be directed towards the admissions office at:

Office of Graduate Admissions
108 Alfred B. Rollins, Jr. Hall
Norfolk, Virginia 23529-0050

Tel: 757.683.3685
Fax: 757.683.3255
gradadmit@odu.edu

Graduation

Students must: (1) maintain a grade point average of 3.00 overall, (2) satisfy all course competencies, (3) pass a comprehensive examination or thesis, (4) complete an internship or thesis, and (5) facilitate an exit interview with the department chairperson.

RECREATION AND TOURISM STUDIES

GRADUATE PROGRAM APPLICATION TIMELINE (FOR FALL SEMESTER)

MONTH	TASKS
January	<ul style="list-style-type: none"> • Seek and complete application materials from admissions office • Request transcripts from previous institutions • Sign up for GRE and study for GRE exam (see section on admissions in handbook) • Requests <u>three</u> letters of recommendation • Write draft of personal statement/essay
January/February	If you are applying for need based financial aid programs, you may have to file a FAFSA and submit a copy of your federal income tax return (contact office of financial aid, see link from admissions office)
February/March	<ul style="list-style-type: none"> • Take GRE exam (need COMBINED score of 900 or higher on math and verbal questions) • Gather letters of recommendation, transcripts, and final personal statement
March	March 1 st – application due for Summer Semester
June	June 1 st – application due for Fall Semester, NOTE: If you miss this deadline, you can take up to two courses before admittance. (see Frequently Asked Questions)

FREQUENTLY ASKED QUESTIONS:

What do I write on my personal statement? The goal of your personal essay is to communicate a sense of who you are and why you want to study in this field; to demonstrate any relevant background; to show that you have specific goals/research interests in your field; to say why you want to study this specific field at this specific school; and to communicate to the school/faculty why they should want you there, and what you feel you can contribute.

Who can write a letter of recommendation? Letters of recommendation can come from previous or current instructors, advisors, or employers that can speak to your ability for learning, contributing, and general work/study ethic.

What if I don't do well on my GREs? Old Dominion University has a 900 minimum acceptance for GREs in the combined scores for math and verbal (e.g., you could get a 550 in Verbal and a 350 in Math). There is no secret to GREs except that you are guaranteed a higher score by PRACTICING. A study guide is helpful for test-taking techniques, but the best is software from the GRE website links – go to www.gre.org for more information. We do accept students provisionally if they have strong letters of recommendation and a high GPA. However, provisional acceptance is rare because the university policy of a 900 GRE score is often quite firm. Think of the GRE as an indication of an early commitment to studying – do the work, and you'll get the results.

What if I cannot meet the full application deadline, or am not sure if I am ready for a Master's degree, can I take courses without getting a degree? ABSOLUTELY! Courses can be taken as non-degree seeking students (www.admissions.odu.edu/nondegree.php). Many students may even apply on-line (\$40 application fee that can be later be applied to your graduate school application fee). You can take up to 6 credits (two courses) as a non-degree student that can later count towards your degree when you apply for the degree. Our suggestion is to take the recreation-specific courses first (see courses in Handbook, e.g. RTS 575, RTS 561, RTS 616, and RTS 619). Any questions on this issue, please contact the Recreation and Tourism Graduate Program Coordinator at 757-683-4881 or e-mail at ehill@odu.edu. Note that the 500 level courses generally meet at 4:00 p.m., and the 600 level courses generally meet at 7:00 p.m., both one night a week.

Do these courses qualify as continuing education credits/units for my field? Because the Recreation and Tourism field is vast, and credits for continuing education vary by certifying agency, it is best to check with your professional certification agency. They would have the preeminent answer as to whether or not a college course would meet any certification requirement.

Do we have to do the course work in one year? No. The sample one-year course work plan in the Handbook is for full-time students, or those that wish to complete the courses in a year. We realize several of you work full-time positions, and will probably matriculate part-time. We have tried to provide some flexibility by offering summer courses. Note, courses are currently offered once a year, please plan accordingly.

Do I need to be computer savvy to enroll in the Distance Learning option? No, it helps to have a basic understanding of computer programs, but the Office of Distance Learning offers on-line tutorials on using technology (e.g., Blackboard).

Do I need to have a background in recreation/tourism to enter the RTS Graduate program? No. Because our field is interdisciplinary, we generally start with an overview in every class to make sure everyone has the general base knowledge.

**OLD DOMINION UNIVERSITY
GRADUATE RECREATION AND TOURISM STUDIES PROGRAM
INFORMATION SHEET**

NOTE: This is NOT an application of admission to the Graduate school at Old Dominion University. This is an application to the Recreation and Tourism Studies Graduate Program. An application to the Graduate School accompanies this material. You must be accepted by both the Graduate School and the Recreation and Tourism Studies Graduate Program to be in the program at Old Dominion University.

DEADLINE: March 15th (to be considered as a candidate for Research/Teaching Assistantship for FALL Semester).

Name _____ Email _____
(Last) (First) (Middle)

Social Security #: _____ Date of Birth _____

School Address: _____
(Street) (City) (State) (Zip)

Home Address: _____
(Street) (City) (State) (Zip)

School Telephone #: _____ Home Telephone # _____

College/University you will/did graduate from: _____

Graduation Date: _____ Degree/Major: _____

Other College/Universities Attended:

Present Position (if employed):

Any Certifications (e.g., CTRS, CPRP, CLP, CTA, CTC, etc):

Cumulative GPA: _____ **Major GPA:** _____

SEND TO: Eddie Hill, PhD
Coordinator, Graduate Recreation & Tourism Studies Program
Department of ESPER
Spong Hall, RM 115
Old Dominion University
Norfolk, VA 23529-0196

CHECKLIST OF PROCEDURES FOR SUBMITTING APPLICATION

ITEMS SENT TO THE RECREATION AND TOURISM STUDIES GRADUATE PROGRAM COORDINATOR

- ___1. Recreation and Tourism Studies Graduate Program Information Sheet
- ___2. Letters of recommendations from (letter format, same as the ones sent to Graduate Office of Admissions):
 - a. Supervisor at work
 - b. Major professor or chairperson of the department in your undergraduate major
 - c. Other (professor preferred)
- ___3. Official transcript from each previously attended university, college or junior college (these are in addition to those sent to the graduate school)
- ___4. A copy of your Graduate Record Examination Score
- ___5. A personal statement on a) why you are interested in ODU, b) why you should be considered as a graduate candidate at ODU, and c) goals in the field of recreation and tourism.
- ___6. Current resume
- ___7. If requesting a Graduate Assistantship, please submit by March 15 prior to the Fall of planned enrollment.

ADDRESS: Eddie Hill, PhD
 Coordinator, Graduate Recreation & Tourism Studies Program
 Department of ESPER
 Spong Hall, RM 115
 Old Dominion University
 Norfolk, VA 23529-0196

ITEMS SENT TO THE GRADUATE SCHOOL OF ADMISSIONS

- ___1. Completed application with the \$40 non-refundable fee (application is on-line)
- ___2. Official college transcripts (one from each institution attended)
- ___3. Graduate Record Examination Score
- ___4. Three letters of recommendation
- ___5. Tuition Rate Determination Form
- ___6. Essay (Not more than 500 words, describing personal and academic goals, professional objectives, preparation for graduate study, and how the chosen program will help the applicant achieve goals and objectives)

ADDRESS: Office of Admissions
 Old Dominion University
 108 Rollins Hall
 Norfolk, VA 23529-0050

EXPECTED EXPENSES

HOUSING EXPENSES: \$400-450/month not including utilities
(This is a sum based on having a roommate)

CURRENT 2006/2007 TUITION: Per credit hour cost
In-State = \$304.00
Out-of-State = \$761.00

FEES: Student Health Fee = \$60/semester
Parking = \$77.00/semester
Transportation Fee = \$30.00
General Services Fee = \$9.00
International Student fee = \$25.00

TEXTS: \$500 - \$700 Total (depends on the student's personal library)

NOTE: All out of state students have the option to apply for Virginia Residency, in order to be awarded in-state tuition rates for their 2nd year (a savings of \$6,000). To date, all of the students that have applied for residency have received it (this option is not applicable to International Students with visas).

**OLD DOMINION UNIVERSITY
GRADUATE RECREATION AND TOURISM STUDIES PROGRAM
ASSISTANTSHIP INFORMATION**

Students are selected by the Graduate Recreation & Tourism Studies Program Screening Committee to fill specific assistantship positions based on the student's qualifications and desires, and upon availability of internships. The department, college, or university staff outlines specific responsibilities and duties.

Graduate Assistantship at Old Dominion University

A. Research Assistantship: This assistantship involves general research as part of your training at Old Dominion University. Positions vary depending on external funds through the department.

B. Teaching Assistantship: This assistantship involves a possible teaching assignment, along with teaching and research responsibilities. There are generally two positions available.

Graduate Assistantship Eligibility

After full evaluation of the student's credentials and command of the English language, only those students admitted to graduate degree programs at Old Dominion University on a regular or provisional status are eligible for appointment to a recreation and tourism graduate assistantship position.

Graduate Assistantship Termination

A graduate assistantship normally ends when the period of agreement is concluded and the terms of the assistantship agreement are fulfilled. Otherwise, a graduate assistantship may be terminated for the following reasons:

1. Resignation by the student
2. Failure of the student to perform his/her assigned duties adequately
3. Failure of the student to remain in good academic and clinical standing in accordance with graduate continuance regulations.
4. Expiration of the grant or contract that funds the student's stipend.

MASTER OF SCIENCE IN EDUCATION – PHYSICAL EDUCATION

Recreation and Tourism Studies Emphasis

(36 credit hours)

This emphasis is designed to prepare students and practitioners for advanced study in the research, management, and administration of managed recreation and tourism services. These individuals will be provided with the ability to implement social and economic impact research as well as to pursue diverse careers within the recreation and tourism industry. The Master's program with an emphasis in Recreation and Tourism Studies (RTS) offers two tracks: (a) thesis or (b) non-research/internship track. The track selected will depend on the needs of the students, and is determined upon consultation with his/her primary graduate advisor. The student in the Master's program can finish the degree's course work in a one year (see sample one-year plan of study), if full time. The Recreation and Tourism Studies Program is located within the Department of Exercise Science, Sport, Physical Education, and Recreation in the College of Education. Graduate students may take up to four "500-level" courses. Requirements for the emphasis are as follows:

Degree Details:

Total number of hours for degree	<u>36 graduate credit hours</u>
Number of hours of core courses	<u>12 hours</u>
Number of hours of research	<u>6 hours</u>
Number of hours of optional courses	<u>9 hours</u>
Number of hours of thesis/internship hours	<u>6 hours</u>
Number of hours of elective courses	<u>3 hours</u>

Core Courses (12 hours needed; choose 4 of the 8 courses)

RTS 541	Service & Operation Strategies in Tourism & Recreation (Summer) Distance Learning Option
RTS 561	Tourism and Hospitality Industry (Spring) Distance Learning Option
RTS 575	Tourism and Cultural Heritage Management (Fall) (Distance Learning Option)
RTS 595	Youth Development through Recreation (Fall) Distance Learning Option
RTS 611	Grant Writing for the Recreation Profession (Summer) Distance Learning Option
RTS 616	Theory and Application in Recreation and Tourism (Spring) Distance Learning Option
RTS 619	Strategic Marketing in Recreation and Tourism Distance Learning Option
RTS 650	Contemporary Issues in Recreation, Sport, Health, and Physical Education (Summer) Distance Learning Option

Research Courses (6 hours required)

ESPR 634	Statistics (Summer) Distance Learning Option
ESPR 635	Research Methods (Fall) or CHP 601 Research Design and Evaluation for Health Professionals (Spring) Distance Learning Option

Optional Courses (9 hours needed; choose 3 of the 13 courses)

RTS 638	Fiscal Planning and Management in Recreation and Sport
RTS 660	Legal Aspects of Sport, Recreation, Health, and Physical Education
PADM 671	Public Budgeting and Financial Management
PADM 711	Urban Services Administration
PADM 715	Management of Nonprofit Organizations
PADM 719	Leadership
URBN 632	Environmental Planning
URBN 705	Urban Law and Public Policy
COUN 631	Counseling for Lifespan Development
COUN 655	Social/Cultural Issues in Counseling
SOC 612	Urban Society in Transition
CHP 600	Principles of Community Health (Spring) Distance Learning Option
CHP 702	Health Care Delivery Systems (Spring) Distance Learning Option

Any courses in the core that have not already been taken may be used (**RTS 541; 561; 575; 595; 611; 616; 619; 650**).

Electives (3 hours required)

Must be approved by faculty advisor [Distance Learning Option](#)

Any courses in the core that have not already been taken may be used (**RTS 541; 561; 575; 595; 611; 616; 619; 650**).

Thesis/Internship (6 hours required)**Option A: Research Track**

ESPR 698 Thesis [Distance Learning Option](#)

ESPR 699 Thesis [Distance Learning Option](#)

Option B: Non-research Track Course

ESPR 667 Internship - Recreation & Tourism [Distance Learning Option](#)

OLD DOMINION UNIVERSITY

RECREATION AND TOURISM STUDIES GRADUATE PROGRAM
STUDENT SELF-ADVISING CHECKLIST

Sample for Full-Time Student

Name: _____ SSN/UIN: _____

Phone: _____ E-mail: _____

Entry Date: Semester _____ Year _____

Catalog Year: _____

FALL SEMESTER (12 Credits)

Year Grade

- | | | | |
|-------|-------|--|-----|
| _____ | _____ | 1. RTS 575 Cultural Heritage and Tourism Management (3) | |
| _____ | _____ | 2. ESPR 635 Research Methods (3) | |
| _____ | _____ | 3. RTS 638 Fiscal Planning and Management in Recreation and Sport (3) | |
| _____ | _____ | 4. RTS 660 Legal Aspects of Sport, Recreation, Health and Physical Education (3) | |
| _____ | _____ | 5. Other course: _____ | (3) |
| _____ | _____ | 6. Other course: _____ | (3) |

SPRING SEMESTER (12 Credits)

- | | | | |
|-------|-------|---|-----|
| _____ | _____ | 1. RTS 561 Tourism and Hospitality Industry (3) | |
| _____ | _____ | 2. RTS 616 Theory and Application in Recreation and Tourism (3) | |
| _____ | _____ | 3. ESPR 634 Statistics (3) | |
| _____ | _____ | 4. Approved three credit elective (3) | |
| _____ | _____ | 5. Other course: _____ | (3) |
| _____ | _____ | 6. Other course: _____ | (3) |

SUMMER SEMESTER (12 Credits)

- | | | | |
|-------|-------|--|-----|
| _____ | _____ | 1. RTS 619 Strategic Marketing in Recreation and Tourism (3) | |
| _____ | _____ | 2. RTS 650 Contemporary Issues in Recreation, Sport, Health and Physical Education (3) | |
| _____ | _____ | 3. Other course: _____ | (3) |
| _____ | _____ | 4. Other course: _____ | (3) |

Thesis Track Courses (6 Credits)

- | | | | |
|-------|-------|------------------------|--|
| _____ | _____ | 3. ESPR 698 Thesis (3) | |
| _____ | _____ | 4. ESPR 699 Thesis (3) | |

OPTIONS TO THESIS TRACK

Non-Research Track (6 Credits)

- | | | | |
|-------|-------|----------------------------|--|
| _____ | _____ | 1. ESPR 667 Internship (6) | |
|-------|-------|----------------------------|--|

OLD DOMINION UNIVERSITY

RECREATION AND TOURISM STUDIES GRADUATE PROGRAM
STUDENT SELF-ADVISING CHECKLIST

Sample for Part-Time Student

Name: _____ SSN/UIN: _____

Phone: _____ E-mail: _____

Entry Date: Semester _____ Year _____

Catalog Year: _____

FALL SEMESTER (6 Credits)

Year Grade

- | | | | |
|-------|-------|--|-----|
| _____ | _____ | 1. RTS 595 Youth Development through Recreation (3) | |
| _____ | _____ | 2. RTS 660 Legal Aspects of Sport, Recreation, Health and Physical Education (3) | |
| _____ | _____ | 3. Other course: _____ | (3) |
| _____ | _____ | 4. Other course: _____ | (3) |

SPRING SEMESTER (6 Credits)

- | | | | |
|-------|-------|--|-----|
| _____ | _____ | 1. RTS 561 Tourism and Hospitality Industry (3) | |
| _____ | _____ | 2. ESPR 616 Theory and Application in Recreation and Tourism (3) | |
| _____ | _____ | 3. Other course: _____ | (3) |
| _____ | _____ | 4. Other course: _____ | (3) |

SUMMER SEMESTER (6 Credits)

- | | | | |
|-------|-------|--|-----|
| _____ | _____ | 1. RTS 611 Grant Writing for the Recreation Profession (Summer) (3) | |
| _____ | _____ | 2. RTS 650 Contemporary Issues in Recreation, Sport, Health and Physical Education (3) | |
| _____ | _____ | 3. Other course: _____ | (3) |
| _____ | _____ | 4. Other course: _____ | (3) |

FALL SEMESTER (6 Credits)

- | | | | |
|-------|-------|---|-----|
| _____ | _____ | 1. ESPR 635 Research Methods (3) | |
| _____ | _____ | 2. RTS 638 Fiscal Planning and Management in Recreation and Sport (3) | |
| _____ | _____ | 3. Other course: _____ | (3) |
| _____ | _____ | 4. Other course: _____ | (3) |

SPRING SEMESTER (6 Credits)

- | | | | |
|-------|-------|---------------------------------------|-----|
| _____ | _____ | 1. ESPR 634 Statistics (3) | |
| _____ | _____ | 2. Approved three credit elective (3) | |
| _____ | _____ | 3. Other course: _____ | (3) |
| _____ | _____ | 4. Other course: _____ | (3) |

SUMMER SEMESTER (6 Credits)**Thesis Track Courses (6 Credits)**

- ____ ____ 1. ESPR 698 Thesis (3)
____ ____ 2. ESPR 699 Thesis (3)

OPTIONS TO THESIS TRACK**Non-Research Track (6 Credits)**

- ____ ____ 1. ESPR 667 Internship (6)

RTS/ESPR COURSE DESCRIPTIONS

RTS 541 SERVICE AND OPERATIONS STRATEGIES IN TOURISM/RECREATION

This course is designed to introduce students to theories and concepts related to successful service-oriented tourism and recreation businesses. The course provides a solid foundation in the important aspects of hospitality and tourism organization operations including human resources, guest services, psychographics, demographics, marketing, and the assessment of industry trends.

RTS 561 TOURISM AND HOSPITALITY INDUSTRY

This course examines the economic and social role of tourism. Focus is placed on the interaction between the host community and its tourists. A review of tourism implications is provided to illustrate the benign and malignant impacts of tourism development.

RTS 575 CULTURAL AND HERITAGE TOURISM MANAGEMENT

This course examines the principles and practice of planning, marketing, and managing cultural tourism. Assessment, development, and maintenance of cultural tourism products are explored.

RTS 595 (Special Topics) YOUTH DEVELOPMENT THROUGH RECREATION

This course examines research, theory, practice, and technique of structuring recreation experiences to facilitate predetermined outcomes. This course includes the examination of theories of learning, motivation, emotion, socialization, human development, and group dynamics as related to the facilitation of recreation experiences.

RTS 611 GRANT WRITING FOR EXERCISE SCIENCE, SPORT, PHYSICAL EDUCATION AND RECREATION

This course examines the grant writing process. This includes, but is not limited to, The Office of Research, The Research Foundation, budgeting, human subjects, and partnerships. Students will be expected to submit a grant application by the end of the course.

RTS 616 THEORY AND APPLICATION IN RECREATION AND TOURISM

This course examines theories and applications in the recreation and travel industry. The role of recreation and tourism at the local, state, regional, national, and international level will be explored. An examination of the principal factors that influence the distribution of recreation and tourism environments and how this distribution affects regional development. This course focuses on current and future debates regarding recreation and leisure, and the geographic importance of tourism.

ESPR 619 STRATEGIC MARKETING IN RECREATION AND TOURISM

This course is designed to examine the principles and practice of strategic marketing as it pertains to tourism planning and development. This course will explore the basic concepts of market analysis in segmenting and identifying specialized tourist markets. Assignments will provide an understanding of travel patterns and the need for tourism attractions, facilities, and services in the tourist destination area.

ESPR 634 STATISTICS IN HEALTH, PHYSICAL EDUCATION, RECREATION, AND SPORTS

This course is designed to introduce the graduate student to statistical techniques commonly used in exercise science, recreation, tourism, and sport management.

ESPR 635 RESEARCH METHODS IN HEALTH, PHYSICAL EDUCATION, RECREATION, AND SPORTS

This course explores types of research, selection of problems, location of research information, collection and classification of data, and the organization, presentation and interpretation of materials.

RTS 638 FISCAL PLANNING AND MANAGEMENT IN RECREATION AND SPORT

This course is designed to examine the principles and practice of financial management in diverse recreation and sport service operations. This course will explore the basic concepts of financial planning and analysis required to effectively manage a successful operation. Assignments will provide an understanding of the importance of sound financial management practices to expedite efficient operations.

RTS 650 CONTEMPORARY ISSUES IN RECREATION, SPORT, HEALTH AND PHYSICAL EDUCATION

Literature and research on ethical issues in sport, recreation, and wellness settings are discussed. Emphasis will be placed on administrative ethical decision-making skills and practices.

RTS 660 LEGAL ASPECTS OF SPORT, RECREATION, HEALTH AND PHYSICAL EDUCATION

Selected legal topics relevant to the administrator in health, physical education, sports, recreation, and tourism are discussed.

ESPR 667 INTERNSHIP IN HEALTH, PHYSICAL EDUCATION, RECREATION, AND SPORTS

Prerequisite is completion of **100%** of graduate course work. Designed to provide detailed practical experience (**300** clock hours) in one of the areas of health education, physical education, recreation/tourism, and sports. Required of all students entering the administrative emphasis areas without a minimum of one-year full-time administrative experience.

ESPR 698-699 THESIS

Prerequisite is the permission of the advisor or committee. Students must write a thesis on a topic relevant to recreation/tourism, sports, physical education, or exercise science. The topic must integrate application and theory.

ESPER Graduate Studies Program Schematic for Theses and Dissertations

Ck/Date

- _____ Develop proposal in Research Methods class (ESPER 635)
 - a. Prepared for Human Subjects
 - b. Go to Office of Graduate Studies for the Guide to Preparation of Theses and Dissertations <http://www.odu.edu/ao/affairs/graduatestudies/thesis.pdf>

- _____ Completion of Proposal

- _____ Selection of Chair for Thesis/Dissertation committee

- _____ Selection of committee (fill **FORM 20** Thesis/Dissertation Committee Form)
 - <http://www.odu.edu/ao/affairs/graduatestudies/gradforms.htm>

- _____ Give proposal to Chair

- _____ Give proposal to other committee members

- _____ Proposal defense with committee

- _____ Submit proposal to Human Subjects

- _____ Upon Human Subjects/IRB approval Data collection

- _____ Enter and analyze data (with Chair)

- _____ Write up results and conclusions (check with Chair for modeling after a particular journal format, if applicable)

- _____ Submit first draft of completed Thesis/Dissertation to committee Chair

- _____ Chair reviews and gives feedback

- _____ Student incorporates feedback

- _____ Set up defense date and post/schedule/announce defense (date must be before to the 15th of the month prior the last month of school, for example, Fall defense must be before November 15)

- _____ Defense
 - a. Prepare PowerPoint presentation for defense
 - b. Committee members provide feedback for Thesis/Dissertation and defense date
 - c. Defense and signatures from committee members (IN BLACK INK)

- _____ Incorporation of feedback into final Thesis/Dissertation and submit to Chair for review

_____ Ensure that the GPD forwards the Results of the Masters Degree Examination (Grad Form 7) or Results of the Ph.D. Examination (Grad Form 10) to the Registrar and retains copies of this form in the departmental file.

_____ GPD accepts manuscript and signs Graduate form 6.

_____ Submit final manuscript, on 100% cotton fiber bond paper, and four additional copies on 25% cotton fiber bond paper, along with an **original** of Grad Form 6 and Grad Form 11 to **Dean's Office**, DCOE.

- a. Ensure that Title/acceptance page contains original signatures and that paper matches the rest of the document (IN BLACK INK)
- b. Submit 2-3 weeks prior to end of semester

_____ Ensure that all incomplete grades are changed to letter, P grade, using the Grade Change Form (except for current semester) or have faculty go to Leo Online to "Progress Report Grades" and enter grade.

_____ After approval of the original manuscript, print the required number of copies on 25% cotton fiber, watermarked paper.

NOTE: If you wish to have a particular manuscript for your personal copy (for example, a second copy printed on 100% cotton paper), place a note on the copy when it is submitted to the Registrar's office.

_____ Pay the Binding Fee at Office of Finance (\$40.00 for the first five copies, \$16.50 per copy for each additional), mandatory microfilming fee for dissertations (\$55.00) and copyright fee for M.S. or Ph.D. (\$45.00), if applicable.

_____ Submit Thesis/Dissertation/Dissertation copies along with binding fee receipt, Graduate Form 6, Thesis/Dissertation Delivery Form (Grad # 11) to the Registrar's Office (Rollins Hall). Note that the Registrar will not mail your manuscript to an international address.