

GRADUATE HANDBOOK

**DEPARTMENT OF RECREATION,
SPORT AND TOURISM**

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

www.rst.illinois.edu

**Graduate Program
Department of Recreation, Sport and Tourism
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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. Please note: the Department of Recreation, Sport and Tourism adheres to the Grievance Policy of the Graduate College. The purpose of this policy document is to outline the process through which graduate students can constructively address concerns about the decisions or behaviors of faculty or administrators that the students believe have adversely affected their status as a graduate student. http://www.grad.illinois.edu/policies/gc_grievances

For any problems or questions that are not covered in this manual, please consult the Graduate College Handbook: <https://grad.illinois.edu/handbooks-policies>

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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 219 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 (RST) 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 of RST 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 will find our department rich in possibilities for graduate education that include formal course instruction, seminars, and research opportunities. The department takes pride in fostering a work atmosphere that provides strong organizational and infrastructure support, as well as careful attention to individual career development. We are a leader in both research and education. Consequently, we challenge our students intellectually, and we nurture ideas that they formulate.

Your academic career will proceed most smoothly and effectively if you maintain regular and ongoing communication with your faculty advisor, and you are also encouraged at any time to contact the Director of Graduate Studies to address questions or concerns as they arise. The faculty seeks to instill in students a lifelong commitment to professional and intellectual growth, and to provide you with the fundamentals on which to build a solid career.

Getting the most out of your experience here is simple. Get involved, work hard, and sample the wares and pleasures of your new community; meet your classmates, the faculty, and the staff; expect challenges, successes, and meaningful experiences.

Welcome!!

Best of Success,

Carla Santos

Department Head
Recreation, Sport and Tourism

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

Liza Berdychevsky, PhD. (University of Florida) – Health and Human Performance

Areas of research include health and well-being matters in leisure and tourism contexts, adopting a gender-sensitive and a life course-grounded approach. The focus is on risky behaviors (such as sexual risk taking and violence) in vulnerable populations. Areas of application include contributing to a deeper understanding of these issues and offering directions for health education programs and prevention and intervention methods. lizabk@illinois.edu

Joy Huang, Ph.D. (Purdue University) – Hospitality and Tourism Management

Areas of research include brand management in travel and tourism industry. Areas of application include examinations on consumer-based brand equity, general consumer behavior investigations (such as motivation, perception, attitude, behavior, etc.), and branding strategies in various settings. joyhuang@illinois.edu

Toni Liechty, Ph.D. (The Pennsylvania State University) – Leisure Studies

Areas of research include the connections between physically active leisure and body image, embodiment, and health and well-being. For example, she has investigated body image and leisure among pregnant women, retirement-age men and women, and female athletes. tliechty@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) – Mass Communication

Areas of research include social and cultural aspects of tourism development, cross-cultural communication, and the politics of heritage. Areas of application include urban tourism, representation and negotiation dynamics, and the use of tourism for social and cultural sustainability. csantos@illinois.edu

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

Areas of research include examining the interrelated effects of race, ethnicity, social class, and gender on leisure preferences and behaviors; the impacts of constraints, discrimination, and other factors on access to recreation and sport services and activities; the roles of leisure spaces and activities in facilitating interaction among diverse groups; and the roles of leisure in encouraging physical activity and active living. Areas of application include the delivery of recreation and sport services. shinew@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

Sharon Suiwen Zou, Ph.D. (Texas A&M University) – Recreation, Park and Tourism Sciences

Areas of research interest include behavioral pricing of tourism and recreation services (public and private sectors), service failure and recovery in tourism and hospitality, use of technology in the tourism industry and tourism research, and leisure and travel constraints.

Jon Welty-Peachey, Ph.D. (University of Connecticut) – Sport Management

Areas of research include the leadership, design, and societal, community, and individual impacts of sport-for-development and recreation programs. Areas of application include examining structures, mechanisms, and processes of sport-for-development programs that facilitate positive impact, inclusive leadership strategies, and program design modalities. jwpeach@illinois.edu

Jules Woolf, Ph.D. (University of Texas-Austin) - Sport Management

Dr. Woolf's research interest focuses on the nexus between sport and health and the way in which this may be managed to facilitate positive and hinder negative outcomes. This informs two main areas of research. The first centers on doping in sport. The second examines sport development, both in terms of the development of sport and the use of sport for developmental (i.e., health) outcomes. Rather than focus on the health outcomes per se, he is interested in the managerial and policy issues that affect these outcomes. The ultimate objective of his research is to formulate normative models that describe and explain the ways in which sport, as an institution, influences and promotes health. jwoolf@illinois.edu

Instructional Faculty

Lara Browning, Lecturer

Carla Costa, Adjunct Instructor

Robyn Deterding, Adjunct Instructor

Kyle Emkes, Adjunct Instructor

Don Hardin, Visiting Instructor

Robin (Bin) Lizzo, Visiting Lecturer

Michael Raycraft, Lecturer

Jen Ruddell, Adjunct Lecturer

Cindy Wachter, Lecturer

Retired and Emeriti Faculty

Joseph J. Bannon, Ph.D., Professor Emeritus of Leisure Studies

Jerry Burnham, Ph.D., Associate Dean ALS (Retired)

Cary McDonald, Ph.D., Associate Professor (Retired)

Michael Ellis, Ph.D., Professor Emeritus of Leisure Studies

Robert D. Espeseth, Ph.D., Professor Emeritus of Leisure Studies

John R. Kelly, Ph.D., Professor Emeritus of Leisure Studies

William McKinney, Ph.D., Professor Emeritus of Recreation, Sport and Tourism

Bruce E. Wicks, Ph.D., Associate Professor (Retired)

ORPR

Dave McCann, Director

Departmental Staff (219 Huff Hall, 333-4410)

Terri Daniels, Business Administrative Assistant

Timothy Tiger, Online Program Coordinator

Patty Pyrz, Undergraduate Academic Advisor

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, 1 hours of restricted electives, and 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. A full-time student can complete the program in three or four semesters.

Areas of Concentration:

Recreation and Park Management
 Sport Management
 Tourism Management

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 complement 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:

Recreation and Park Management
 Sport Management
 Tourism Management

The Advisory System and Student Expectations

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. Also outlined below are expectations for student engagement in the RST Graduate Program.

The Academic Advisor and Advising Changes

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 sometimes change, a student may request to change advisors at any time. In this situation, the student should first discuss their desire for an advising change with their current advisor. Then they should: (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 Contact.

Expectations for Student Engagement

To ensure you have the highest quality educational experience and to maintain the academic integrity and excellence of our University and the RST Graduate program, graduate students are expected to attend all scheduled class meetings. Prolonged or regular absences in class due to assistantship duties are not excused absences. Details of this policy are found in the student code in Article 1, Part 5: http://studentcode.illinois.edu/article1_part5_1-501.html

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 are 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. Applicants to the PhD program must have a MS degree and provide that transcript as well.
- **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 or GMAT (Master's only)** – Required, but no minimum. However, the program is competitive so the scores are important. **We accept the GMAT for Master's applications only.** We do not accept the 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 for full status admission are as follows:
 - Paper TOEFL higher than 610
 - IBT TOEFL greater than 102
 - CBT TOEFL greater than 253
 - IELTS greater than 7.5
- **Video Interview** – A video interview (e.g. Skype) is required for applicants who do not speak English as their first language. Those applicants who qualify for a language test exemption for admission are exempt from the video interview requirement.
- **Statement of Purpose/Personal Statement** - Because the Department of Recreation, Sport, and Tourism does not require applicants to have a background in RST, 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:

1. 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?
2. At this point in time, what is your desired area of study and/or expected research program?
3. Why do you think the 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 of 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 plus a statement of purpose) and complete the appropriate petition for a change in program. An application through Slate is needed. Acceptance into the Ph.D. program is contingent on all requirements of the MS program being fulfilled prior to the start of Ph.D. 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 automatically removed from "limited" status after the first semester if they achieve a 3.0 GPA.

Deadline for submission

For consideration for fall admission and to be competitive for financial support, all application materials must be received by **January 15**. Applications submitted after this date, and before July 15, will also be considered for admission.

For consideration for spring admission all application materials must be received by **October 1**.

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 four-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 priorities:

1. The student is enrolled in our Ph.D. program
2. The student is making satisfactory progress toward his/her degree.
3. If a faculty member requires an RA, then assignment is based upon needs of the faculty member.
4. 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.
5. 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, preference will be given to students considering the following priorities:

1. International students whose native language is not English must submit a TOEFL speak score of 24 or higher or an IELTS speak score of 8 or higher.
2. Students who have successfully completed certification offered by the UIUC Center for Innovation in Teaching and Learning (CITL), such as the Graduate Teaching Certificate or the Advanced Graduate Teaching Certificate, or those who completed RST 560, Teaching in the Professoriate, 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.

Departmental Resources:

Students should use departmental resources such as printing, photocopying and office supplies in line with their work responsibilities (RA, TA etc.). Photocopies for TA assignments and courses that are taught by the graduate students should be done in the RST Department office in Huff Hall. Students affiliated with research labs and working on lab-related projects should use resources of those labs. Students who are not affiliated with the labs and/or who work as RAs for individual faculty members should use resources available in the RST office. Students should not use the Departmental or lab resources for their individual, class, or research needs (e.g., printing articles for class, copying dissertations). Other requests can be made to the Department Head.

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

The RST 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. International conferences and other special factors may receive higher levels of support.

Graduate College support of conference travel requests: The Graduate College accepts Graduate Student Travel Funding applications twice a year, in the fall and the spring. Students will be notified of the deadline to submit an application for Graduate College consideration as the deadlines change every semester. Students do not apply directly to the Graduate College, but to the department. 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 \$350), additional requests for departmental support will be considered on an individual basis – see below. The Department is allowed to submit two names to the Graduate

College (usually 2 per semester). Students who are awarded a Conference Travel Award are required to submit receipts supporting travel (See Appendix C).

Finally, please note that Grad College Conference Travel Awards are supported by Students for Equal Access to Learning (SEAL) fees. Students must have paid the SEAL fee for the current semester in order to be eligible to receive an award. Students who have received a SEAL refund are not eligible. For more fee information, see <https://registrar.illinois.edu/fee-info>.

RST Department support for conference travel requests: All graduate student travel requests (including applications that were not forwarded to the Graduate College) will be considered for departmental support on an individual, on-going basis. The application for RST Department support for conference travel funding can be found online in the graduate manual (see **Appendix C - Application Procedure for Conference Travel Awards**). 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, and (5) conference travel support. Below are a few descriptions of support available through the Graduate College. Further information on this support may be found on the Graduate College website: <http://www.grad.illinois.edu/fellowships/about>.

University Fellowships

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

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. Proposals are due for these awards in mid-spring. 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. The 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 (GRE) or Graduate Management Admissions Test (GMAT), and three letters of recommendation. For students whose native language is not English, a minimum TOEFL iBT score of more than 102 and/or an IELTS score of more than 6.5 is required for full-status admission. A student may choose to write a thesis for 4 hours of credit or select a non-thesis professional track (see Figure 2).

Progress Reviews. Every master's student is required to submit a progress review twice a year (by January 31st and May 31st). The reports should be submitted to the department, not to the individual advisors (see Appendix D for form and directions).

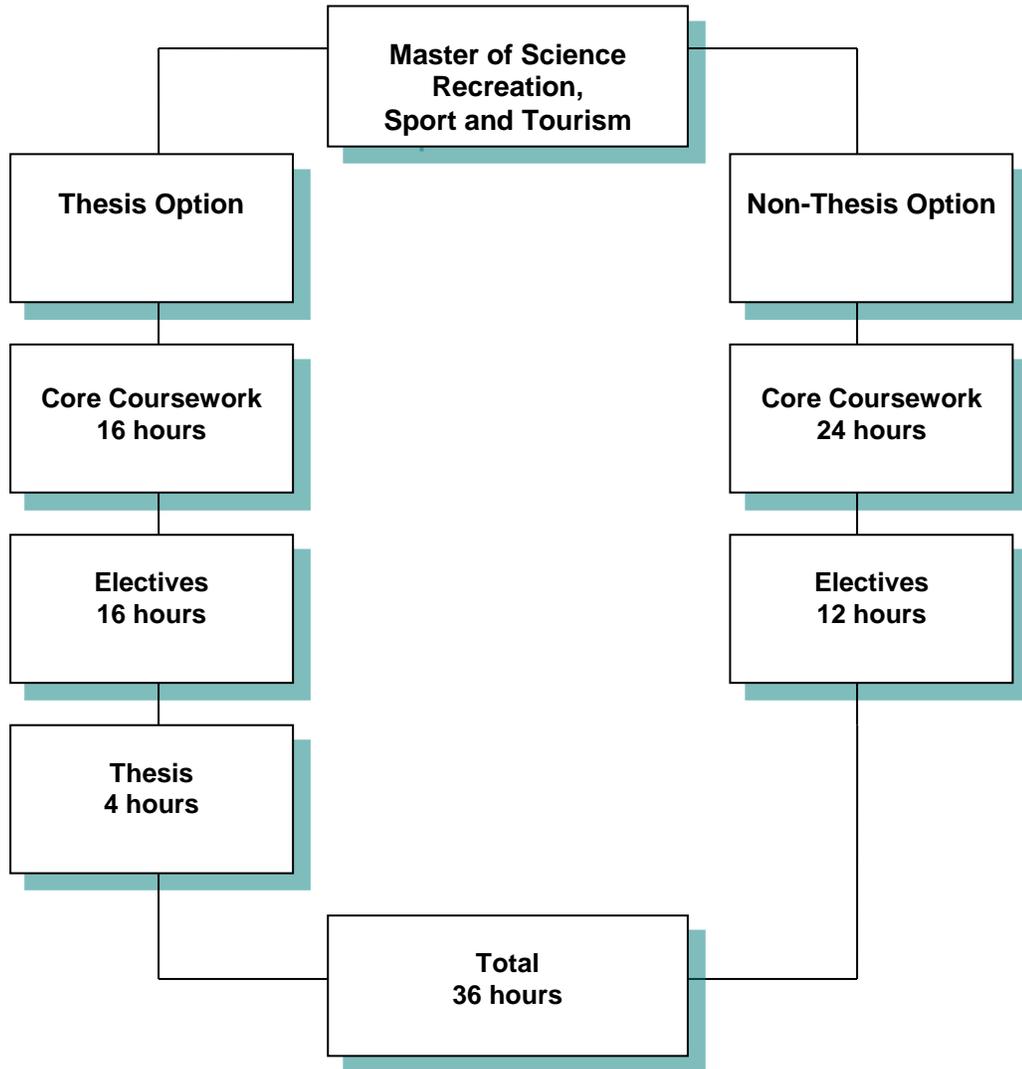
Master of Science Degree Requirements

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 4 hours of RST 599. More units may be taken, if the student so desires, however only 4 hours will be counted toward degree requirements.
5. The non-thesis option requires 12 hours of option area coursework selected in consultation with the student's academic advisor.
6. The thesis option requires 8 credit hours of methods courses selected in consultation with the student's advisor.
7. A graduate management internship can be taken for up to four credit hours and count toward option area coursework. Please request the internship application and guidelines from the Graduate Studies Director or RST Graduate Contact.

8. No more than 12 hours of graduate credit from another institution may be substituted for any of the above requirements, and will be reviewed by the Graduate Committee prior to approval for credit transfer.
9. Master's degree candidates must complete all degree requirements, under normal circumstances, within five years after initial registration in the Graduate College.
10. Students must maintain a GPA of 3.0 or higher to retain their graduate assistantship. This is based on each semester GPA. Any student with a semester GPA lower than a 3.0 will be placed on probation and not permitted to hold a GA until their GPA improves to a 3.0 or above. Students will have one semester to improve their GPA or face dismissal from the Graduate College.
11. Electives must be 500 level or 400 level and eligible for graduate credit to count toward graduation.

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:

Non-thesis
or
Thesis

Thesis Option – RST 599 (4 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. IRB approval is required. Students are encouraged to consult the UIUC's IRB website for further information (www.irb.illinois.edu). No formal presentation or defense of the proposal is required for a master's thesis. However, it is expected that the student work closely with his/her committee through the thesis proposal process.

Students are required to give a formal defense of their thesis. 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. Each semester there is a published deadline for depositing theses. Please see the Graduate College deadlines here: <https://grad.illinois.edu/thesis/deposit>

M.S. Students are not required to be registered at the time of defense, nor deposit.

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 F for a checklist for thesis students).

MS Committee Appointments

1. The Committee must consist of two members of the Graduate Faculty, but three members are recommended.
2. One member of the Committee may hold an appointment outside the Department.
3. The chair must be a member of the Graduate Faculty, and his/her academic home must be in the Department of RST. Emeriti faculty in the Department who are still members of the Graduate Faculty may chair committees.
4. Directors of Research must have Graduate Faculty status.
5. Co-chairs and Co-Directors of Research may be appointed.
6. No less than 50% of the voting members of the Committee must be Graduate Faculty in the RST Department.

Required Courses for Non-thesis Masters Students

RST 501 Concepts and Applications in RST

RST 512 Managing RST Organizations

RST 515 Marketing in RST

RST 516 Finance and Budgeting in RST

RST 519 Strategic Management

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

Required Courses for Thesis M.S. Students

RST 501 Concepts and Applications in RST

Research Methods (8 credit hours in consultation with advisor)

Select 2 of the following 3 courses:

RST 512 Managing RST Organizations

RST 515 Marketing in RST

RST 516 Finance and Budgeting in RST

Select 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 599 Thesis Hours (4 hours)

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 minimum 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. Students whose native language is not English are also required to take the TOEFL or IETLS. The required score on TOEFL (iBT) is greater than 102 and for the IELTS the required score is greater than 6.5. Applicants whose native language is other than English must participate in a video interview (e.g., Skype) with a member of the Graduate Committee. Doctoral 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.

Progress Standards and Reviews. Progress standards exist for expected progress in the doctoral program (Appendix G). These standards are used to evaluate your progress as a doctoral student. Every doctoral student required to submit a progress review once a year. The reports are submitted to the department, not the individual advisors, by May 31st of each year (see Appendix H for form and directions).

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 16 credit hours of research methods/statistics.
3. A minimum of 28 hours (excluding RST 599) must be taken in Recreation, Sport and Tourism, 16 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 and foundation courses. 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 (research colloquium/seminar, 1 hour) is required for 4 semesters and encouraged for more than four semesters.
6. Up to 8 hours of independent study (RST 593) may be counted toward the 80 hours beyond the master's degree.

7. A minimum of 20 hours of dissertation research (RST 599) are required.
8. Graduate students may request transfer of credit from outside of the Graduate College at the University of Illinois at Urbana-Champaign to be counted toward a graduate degree, but it is limited to a maximum of 12 semester hours. A student must have successfully completed at least 8 semester hours of graded graduate work at the University of Illinois at Urbana-Champaign before submitting a request for transfer of credit, except when the request is for graduate coursework taken at the University of Illinois at Urbana-Champaign while enrolled as a non-degree graduate student. All credit-transfer requests will be reviewed by the Graduate Committee.
9. 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.
10. Students must maintain a GPA of 3.0 or higher to retain their graduate assistantship. This is based on each semester GPA. Any student with a semester GPA lower than a 3.0 will be placed on probation and not permitted to hold a GA until their GPA improves to a 3.0 or above. Students will have one semester to improve their GPA or face dismissal from the Graduate College.
11. Electives must be 500 level or 400 level and eligible for graduate credit to count toward graduation.
10. A sample Doctoral degree program and a worksheet for your own program can be found in Appendix H.

Required Sequence of Courses

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.

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).

RST 503 – Advanced Leisure Research Methods

The purpose of this course is to further develop and apply innovative social and behavioral science research methods in the study of recreation, sport and tourism. Students will extend their knowledge and understanding of unique and diverse research methods (i.e., methodologies, research designs, data collection methods, analysis techniques) that can be applied in recreation, sport and tourism

research. These research methods transcend the typical forms of inquiry such as survey research and qualitative inquiry centered on interviews and focus groups. Students will gain practical experience of these methods via a variety of mechanisms (e.g., developing questions & identifying methods, answering research questions with data from faculty research project, doing a pilot study). (Prerequisite is one graduate quantitative and one qualitative course)

The core courses:

- Should be taken in a sequence and they take precedence over other elective/option area courses.
- Deciding when to take core courses should be done in consultation with your academic 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, three of whom must be members of the Graduate Faculty, and at least two of whom must be tenured at the Urbana-Champaign campus of the University of Illinois. If there are more than four voting members, at least half of the voting members must be members of the Graduate Faculty.
2. The Chair must be a member of the Graduate Faculty, and his/her academic home must be in the Department of RST. Emeriti faculty in the Department who are still members of the Graduate Faculty may chair committees.
3. Directors of research must have Graduate Faculty status.
4. Co-chairs and Co-Directors of Research may be appointed.
5. No less than 50% of the voting members of the committee must be Graduate Faculty in the RST Department.
6. The committee chair, student and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the prelim, proposal defense and final examinations. If the committee has more than one chair, all chairs must be physically present. Remote participation of the student or committee member(s) is permitted under the following conditions:
 - Technology must allow all participants to communicate through the examination and to access all materials presented. Video technology is encouraged for remote committee

members and required for a student participating remotely.

- The chair (or a co-chair) and at least one additional voting member must be physically present in the examination room on campus.
- The chair is responsible for coordinating the use of any technology and for recessing the examination if technical problems prevent full participation and making arrangements to resume the examination promptly.
- In extraordinary circumstances, the student can petition to participate remotely. Approval must be received from all members of the committee. The Graduate College strongly encourages the student to participate in person. All voting members of the committee must be present in person or participate via appropriate electronic communication during the examination, deliberation and results determination of the preliminary examination, proposal defense, and final examination. Non-voting members need not be present.

Doctoral Committees and Examination Process

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

1. **Preliminary examination** is conducted at the completion of most (at least 48 hours) of the required coursework and the review of the student's research prospectus*. 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.

* A prospectus may be required by the student's preliminary examination committee. The format of the prospectus is to be determined by the student's advisor in consultation with his/her preliminary examination committee members.

A preliminary examination committee should be identified in consultation with the student's advisor. It is recommended that the student select her/his preliminary examination committee no later than the last semester of required coursework. Appointments on this committee follow the Graduate College and RST Departmental policy guidelines for doctoral committees. Students request the appointment of a Preliminary Examination Committee by sending the names of the committee members to the RST Graduate Studies Contact.

Prior to scheduling orals/prelims, the **student must submit the Preliminary Exam Check Form, signed by the Graduate Director**, to the RST Graduate Studies Contact. See Appendix L.

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 held with 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. **As noted on page 26, all members of the committee must participate in the oral defense of the preliminary exam.**

According to Graduate College rules, after a failed result, a student will only be allowed to take the prelim or final examination one additional time while working toward the completion of any one program of study.

Grading for this exam follows the UIUC handbook for advising graduate students, and has the following grade options: pass or fail. Grading decisions of the committee must be unanimous. See the Graduate Handbook for more information on the preliminary exam: <https://grad.illinois.edu/gradhandbook/2/chapter6/committees-exams>

Doctoral students must be registered the entire term during which they take their Preliminary Exam.

2. The **dissertation proposal defense** occurs after the successful completion of the preliminary examination. The purpose of the proposal defense is to evaluate and improve upon the student's proposed research through constructive criticism and dialogue in a public presentation format. A dissertation committee should be identified by the student in consultation with the major advisor, and it is recommended that the committee be the same as the preliminary examination committee.

Appointments on this committee follow the Graduate College and departmental policy guidelines for doctoral committees. A draft of the proposal should be presented 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.

At the defense, the student is required to make a presentation followed by comments/questions from non-committee audience members; after which the non-committee audience is excused from the room and the committee and the student meet to address specific issues relating to the proposed research.

The proposal defense utilizes the same grading plan of pass, fail, decision deferred, and requires unanimous consent by the committee. A form for this purpose has been developed for departmental use. (See Appendix M). The form must be signed by the committee members and submitted to the Graduate Studies Contact following the proposal defense.

3. The purpose of the **final dissertation defense** is to demonstrate the scholarly conduct and contribution of the research. A draft of the dissertation should be presented to each committee member and made available to the public (copy placed in the departmental office) at least two weeks prior to the defense date, but no earlier than following successful completion of the proposal defense.

At the final defense, the student is required to make a presentation, after which comments and questions from the non-committee audience are entertained. Then the non-committee audience is excused from the room and the committee and student meet to discuss and address issues in preparation for the final revision of the dissertation. At the conclusion of the defense, committee members may vote to pass or fail the candidate. The candidate passes the final exam if the Director(s) of Research votes **pass** and no more than one of the remaining Committee members' votes **fail**. The candidate fails the Final Exam if a Director of Research votes **fail** or if two or more Committee members vote **fail**.

Following a successful grade of "pass" at the final defense, the dissertation in final form is deposited with the Graduate College. In addition, an electronic copy must be submitted to the

Department to be placed in its own library. It is required that a final copy of the dissertation should be provided to each member of the dissertation committee. (See Appendix I for a checklist for doctoral students).

Doctoral students must be registered the entire term during which they take the Final Examination/ Defense. They do not need to be registered during the term in which they deposit.

In addition:

The committee chair, the defending student, and at least one additional member of the committee must be physically present at the preliminary oral exam, proposal defense, and the final dissertation defense (i.e., presence via teleconferencing is not acceptable).

The committee chair, student and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the prelim, proposal defense and final examinations. If the committee has more than one chair, all chairs must be physically present. Remote participation of the student or committee member(s) is permitted under the following conditions:

- Technology must allow all participants to communicate through the examination and to access all materials presented. Video technology is encouraged for remote committee members and required for a student participating remotely.
- The chair (or a co-chair) and at least one additional voting member must be physically present in the examination room on campus.
- The chair is responsible for coordinating the use of any technology and for recessing the examination if technical problems prevent full participation and making arrangements to resume the examination promptly.
- In extraordinary circumstances, the student can petition to participate remotely. Approval must be received from all members of the committee. The Graduate College strongly encourages the student to participate in person. All voting members of the committee must be present in person or participate via appropriate electronic

Non-voting members do not need to be present at the preliminary oral exam, proposal defense, and the final dissertation defense.

* A prospectus may be required by the student's preliminary examination committee. The format of the prospectus is to be determined by the student's advisor in consultation with his/her preliminary examination committee members.

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:

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

Procedural Guidelines:

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

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

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.

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.

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.

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).

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

Time Limits: There are time limits for earning a doctorate. Please see the Graduate College Policies on time limits here: <https://grad.illinois.edu/gradhandbook/2/chapter6/time-limits>

Graduate Student Teaching in Undergraduate Classrooms

The Department believes that teaching is an important aspect of doctoral preparation for a successful career in 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).

Non-native English speaking students must have a 24 or higher on the speak portion of the TOEFL or 8 or higher on the IELTS to qualify for a TA.

- 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.
- Doctoral candidates who wish to teach are required to take a teaching preparation course (e.g., RST 560/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 are 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 Innovation in Teaching and Learning, Graduate Student Teaching Certificate: <http://citl.illinois.edu/citl-101/teaching-learning/teaching-certificates>).

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 Graduate College Handbook: www.grad.illinois.edu/gradhandbook

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 (Seventh Edition, 2019) 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 and online).

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	12 hours (entire summer, not per term)

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 and international students with assistantships between 25% and 67%, 8 hours is considered full-time. International students who do not have an assistantship must be enrolled for 12 credit hours to maintain full-time student status. Please see International Student and Scholar Services (ISSS) for more details: <http://iss.illinois.edu/students/flj1/> . All graduate students with fellowships require 12 hours for full time standing.

Residency 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. Residency is defined as being registered in UIUC courses. Students who move away, but who are still registering in 599 credit for example, that 599 credit serves as residency credit. Big 10 Academic Alliance Traveling Scholar credit is considered as residence credit. For more information on Traveling Scholars, click here: <http://www.btaa.org/resources-for/students/shared-courses/traveling-scholar-program/eligibility>

Doctoral Degree

Residence requirements: At least 64 of the 80 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. Residency is defined as being registered in UIUC courses. Students who move away, but who are still registering in 599 credit for example, that 599 credit serves as residency credit. Big 10 Academic Alliance IC Traveling Scholar credit is considered as residence credit. For more information on Traveling Scholars, click here: <http://www.btaa.org/resources-for/students/shared-courses/traveling-scholar-program/eligibility>

Leaves of Absence: Degree seeking graduate students can apply for an academic leave of absence for a total of two terms. For more information about leaves of absence, please see the Graduate College Handbook:

<https://grad.illinois.edu/gradhandbook/2/chapter2/student-status#LOA>

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 RST 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.

Time limits: As stated in the Graduate College Handbook for Students, Faculty and Staff, “A doctoral candidate who must complete all three stages of the degree is expected to complete all degree requirements within seven years of first registering as a degree-seeking student in the graduate degree program, if no break is taken. 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 International Student and Scholar Services Office prior to leaving campus.

Time Limits: There are time limits for earning a doctorate. Please see the Graduate College Policies on time limits here: <https://grad.illinois.edu/gradhandbook/2/chapter6/time-limits>

Transfer of Credit

General Requirements

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

- a. a student must submit a formal petition to the Graduate Committee 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 the 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 have been an increased number of petitions that request relaxation of requirements on the basis that the students do 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. The Graduate Student Request Form may be found at www.grad.illinois.edu/gsas/graduate-student-request-form.

Degree Conferral

Both Master's degrees and Doctoral degrees are conferred in May, August, and December. In order to receive a degree, a student must be on the degree conferral list for the appropriate graduation date. Students will 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

Instructions: Graduate students may decide to change their research focus or for other reasons they may wish to change academic advisors. A request for an advisor change should be initiated by the graduate student. The graduate student should talk with his/her advisor to express the desire to change advisors. Then, the student should meet with the faculty member they wish to have as his/her new advisor to discuss the advisor's availability, mutual interests and overall fit. Then, the student, current advisor and new advisor complete this form and brings it to Graduate Records Coordinator.

Student Name: _____

Student UIN: _____

M.S. _____ Ph.D. _____

Current Advisor: _____

New Advisor: _____

Effective date: _____

Student Signature: _____

Current Advisor Signature: _____

New Advisor Signature: _____

Appendix B
Department of Recreation, Sport and Tourism

Evaluation of Graduate Assistant

(due from supervising faculty member at the end of each semester)

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: Class:

Student name: Date:

Position: TA RA Other, please specify

Major duties

Satisfactory Improvement needed Unsatisfactory

Comments:

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

Yes No

Comments:

Please submit this form to the Graduate Studies Contact.
Appendix C

Department of Recreation, Sport and Tourism

Department Travel Policy for Graduate Students
Application Procedure for Conference Travel Awards

UIN

Name M.S. Ph.D.

Date submitted What year are you in now?

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 refereed 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 RST Department during this academic year.
- If you receive an award, you must submit all receipts supporting your travel to the RST Department.
- If you wish to be considered for the **Graduate College** Conference Travel Awards, you must have paid the SEAL fee. Students who have received a SEAL refund are not eligible.

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 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

Will you be presenting?

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?

This form should be used for all Graduate Student Travel Funding requests. Please submit the form prior to travel to either the Director of Graduate Studies, or the Graduate Student Records Coordinator.

The Graduate College accepts Graduate Student Travel Funding applications twice a year, in the fall and the spring. You will be notified of the deadline to submit an application for Graduate College consideration as the deadlines change every semester.

To be completed by the Department. The Department of Recreation, Sport and Tourism agrees to support this student's application for conference travel in the amount of _____ toward the student's expenses. This application will be forwarded on to the Graduate College for consideration. ____yes ____no ____ not at this time.

Department Representative's signature

date

Appendix D

Department of Recreation, Sport and Tourism
SEMI – ANNUAL PROGRESS REVIEW – PART A
Master's Degree - CAMPUS

Name UIN Date

Master's students are required to submit a progress report twice a year by **January 31st and May 31st**. The content of the progress report should reflect all courses, research (i.e., thesis hours, independent study), and/or internship (i.e., graduate professional internship) taken up to the date this report is due. Specific directions for completing this report are on the last page.

I expect to graduate: May August December Year

Option Area: Thesis Option OR Professional Paper Option

PROFESSIONAL TRACK Option Requirements

Core Courses	Credit Hours	Semester	Grade
RST 501 – Theories and Concepts of Leisure	4		
RST 512 – Managing RST Organizations	4		
RST 515 – Marketing in RST	4		
RST 516 – Finance and Budgeting	4		
RST 519 – Strategic Management in RST	4		
Critical Issues Courses - 1 Course Required (RST 502, RST 520 or RST 530)	4		
Restricted Electives 12 Hours Required	12		
Independent Study – NOT required (RST 593) Please indicate section taken.			
TOTAL CREDIT HOURS TO DATE (36 credit hours required)			

THESIS Option Requirements

Core Courses	Credit Hours	Semester	Grade
RST 501 – Theories and Concepts of Leisure	4		
RST 512, 515, 516 (take two)	8		
Critical Issues Courses - 1 Course Required (RST 502, RST 520 or RST 530)			
	4		
Research Methods	8		
Additional Course Work to Support Option Area 8 Hours Required	8		
Thesis Hours (RST 599) 4 Hours Required – Please indicate section taken.	4		
RST 599			
TOTAL CREDIT HOURS TO DATE (36 credit hours required to graduate)	36		

THESIS Students only: Estimated date of thesis defense:

To be completed by all MS students:

Brief summary of your previous semester's progress.

Brief summary of your goals for next semester.

Evaluation of Student's Progress – PART B

To be completed by the student's Advisor & reviewed by the Director of Graduate Studies.

Is this student making progress toward his/her degree?

Yes No

Comments regarding the student's progress during the past semester. Is the student progressing well in his/her coursework? List areas that need improvement.

Advisor's name:

Advisor's signature & date:

Student's signature & date:

Director of Graduate Studies:

Director's signature & date:

The student is responsible for submitting this original report to the Graduate Student Records Coordinator. Failure to submit this report in a timely fashion may result in a hold on your registration. A copy of this form will be given to the student and the advisor. The original will be kept in the student's department file. Revised 8/2019 lp

The Master's Semi-Annual Progress Review Process Instructions:

- **Complete Form** (responsibility: student) - Master's students are required to submit a progress report twice a year. **We recommend students complete Part A of this form at least 2 weeks before the deadline.** Students will only complete Part A of the form. A due date email reminder will be sent by the Graduate Student Records Coordinator.

- **Meeting** (responsibility: student and advisor) - With the student completed form as their guide, advisors will meet with their student advisees to discuss students' progress. **This meeting should take place prior to the January and May deadlines.**

- **Evaluation** (responsibility: advisor) - Advisors will provide written evaluation of the advisees by completing Part B of the Semi-Annual Progress Review form. Advisors will then provide advisees with their completed and signed evaluation prior to the deadline date.

- **Final Form Submission** (responsibility: student) - Students will submit the completed Semi-Annual Progress Review form (signed by both student and advisor) to the Graduate Student Records Coordinator **by the deadline date of either January 31st or May 31st.**

- **Record Keeping** (responsibility: department) - The Graduate Student Records Coordinator will collect all completed Semi-Annual Progress Review forms and provide them to the Graduate Studies Director. The Graduate Studies Director will read and sign all submitted forms to ensure compliance with Graduate College requirements, as well as familiarity with our graduate student population general progress and trends. All forms will be returned to the Graduate Student Records Coordinator who will place the original in the student's file, with copies placed in both the student and the advisor's mailbox.

Appendix E
Department of Recreation, Sport and Tourism

RST 593 Special Problems/Independent Study Contract

Prerequisite: Consent from Instructor

Please note that students can register for up to 4 credit hours of independent study in one semester. Graduate students are permitted to take a maximum of 8 credit hours of independent study during their degree program.

Date_____

Student's name_____

UIN_____

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_____

Department Head_____

Appendix F
 Department of Recreation, Sport and Tourism
M.S. Thesis Checklist

Dear M.S. Student,

In an effort to facilitate the thesis defense, follow this step-by-step check list of instructions and the forms required.

FINAL DEFENSE

1. Two to three weeks before you defend, make sure you reserve a room and any audio/visual equipment for the day/time of your defense with me. I will invite students and faculty to this defense via e-mail and flyer. I will need your thesis title at this time.
2. I will also need a hard copy of your thesis two weeks before you defend. It will be available for perusal for anyone interested, but will not leave 219 Huff Hall.
3. Required Form: You will need to fill out the Thesis/Dissertation Approval form and take it to your defense. This form can be requested by contacting the Graduate Studies Contact in the RST main office. Please request at least 2 weeks in advance of the defense. All committee members will need to sign this form either at the time of defense or after any suggested changes have been made. This form must be submitted to the thesis office at the time of your deposit.
4. Defense: You are required to defend your research to your peers and the faculty. This should be a brief presentation of about 20 minutes, followed by a question and answer period after which time, the “audience” is excused from the room and you and your committee meet to address any revisions necessary.
5. Departmental Approval: When your thesis revisions, if any, are complete and approved by your advisor, it must be approved by the department. This is the last step before depositing. I need a digital copy of your thesis (.doc, .docx, or .pdf filetype) to 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. Please submit no later than 1 week before the campus deadline. I will submit the **Departmental Format Approval** form to the Thesis office.
6. Deposit: Your next step is to deposit. All theses are deposited electronically. Each graduation period has a deposit deadline. Please be aware of that date. M.S. students are not required to be registered at the time of defense, nor at the time of deposit.

After your thesis has been deposited, the Recreation, Sport and Tourism Department needs 1 bound copy. Your advisor may require a copy as well.

CONGRATULATIONS!

University of Illinois, Dept. of Recreation, Sport & Tourism

APPENDIX G

STANDARDS FOR PROGRESS TOWARD COMPLETING THE PH.D.

This document is intended to provide guidance to doctoral students and their advisors so as to gauge the progress of doctoral students documented in their annual progress review. Although exceptions may occur due to specific circumstances (e.g., part - time student, specific research project requirements, teaching responsibilities, and other commitments related to the students' doctoral studies), these standards are intended to provide reasonable benchmarks for measuring students' progress toward completing the degree. Departmental funding is contingent upon, but not limited to, satisfactory progress relative to the standards outlined.

BY THE END OF YEAR 1	BY THE END OF YEAR 2	BY THE END OF YEAR 3/4
GENERAL	GENERAL	GENERAL
<p>Sufficient progress in coursework related to the student's degree plan (a cumulative GPA above 3.0 related to courses in the student's degree plan is marginal; a cumulative GPA above 3.5 related to courses in the student's degree plan is expected).</p> <p>Full time students are expected to complete 24 credit hours by end of year 1; unless a course is required from the student prior to entering the program or during the program (e.g., English as Second Language course), at which stage students are expected to complete 20 credit hours toward degree plan.</p>	<p>Sufficient progress in coursework related to the student's degree plan (a cumulative GPA above 3.0 related to courses in the student's degree plan is marginal; a cumulative GPA above 3.5 related to courses in the student's degree plan is expected).</p> <p>Full time students are expected to complete a minimum of an additional 24 credit hours beyond year 1.</p>	<p>Preliminary exams successfully written and orally defended.</p>
<p>Consistent attendance and involvement in RST 590A.</p>	<p>Consistent attendance and involvement in RST 590A.</p>	<p>Sample job application letter written and CV updated prior to first job application.</p>

RESEARCH/SCHOLARSHIP	RESEARCH/SCHOLARSHIP	RESEARCH/SCHOLARSHIP
Evidence of participation in a faculty or student research project (e.g., helping with data collection, instrument development, data entry, design, manuscript preparation, etc.).	Evidence of participation in a faculty or student research project (e.g., helping with data collection, instrument development, data entry, design, manuscript preparation, etc.), other than work completed for class requirements.	Dissertation proposal formally defended. Once the prelim/oral exams have been passed and the dissertation proposal is successfully defended, students will be considered ABD.
	Submit a conference presentation/poster for a regional, national, or international conference.	Submit a conference presentation/poster for a regional, national, or international conference.
	Submit at least one article (authored or co - authored) to a peer - reviewed journal.	Evidence of progress in dissertation data collection and/or analysis for students who are ABD.
	Tentative committee members identified. Draft prospectus on research area of interest for possible dissertation. Prepared prospectus should define and describe areas of specialization and expertise. Coursework/future coursework should support these ideas.	Defend dissertation (this could span into year 4 depending upon nature of dissertation).
	Explore opportunities for dissertation grants, and prepare grant proposals as appropriate.	

SERVICE/ENGAGEMENT	SERVICE/ ENGAGEMENT	SERVICE/ ENGAGEMENT
<p>Demonstrate citizenship, including attendance at department and college events, and doctoral proposal presentations and final defenses.</p> <p>If funded by the Department, assistance with proctoring exams as needed.</p>	<p>Demonstrate citizenship, including attendance at Department and College events, and doctoral proposal presentations and final defenses.</p> <p>If funded by the Department, assistance with proctoring exams as needed.</p>	<p>Demonstrate citizenship, including attendance at Department and College events, and doctoral proposal presentations and final defenses.</p> <p>If funded by the Department, assistance with proctoring exams as needed.</p>
TEACHING	TEACHING	TEACHING
		<p>Evidence of developing competence in teaching/communication skills (e.g., complete a teaching preparation courses such as RST 560/KIN 565/EOL 585, earn the Graduate Teacher Certificate, attend teaching workshops offered by UIUC Center for Teaching Excellence, and/or appearance as an invited lecturer). In any instance in which a student is seeking a career other than one in academia, he/she will show training or experience in advanced communications that is appropriate to his/her career goals.</p>

(Last revised: 03/5/2013)

Appendix H
Department of Recreation, Sport and Tourism
ANNUAL PROGRESS REVIEW - PART A
PhD Degree

Name UIN Date

This form must be submitted to the department by the end of each spring semester. The content of the progress report should reflect all courses, research (i.e., thesis hours, independent study), and/or internship (i.e., graduate professional internship) taken up to the date this report is due. I expect to complete my required course work by the end of:

Spring Summer Fall Year

Required Coursework	Credit Hrs.	Semester	Grade
Core Courses			
RST 550 – Theory and Methods of Leisure	4		
RST 551 – Contemporary Issues in Leisure (550 prerequisite for course)	4		
RST 503 – Advanced Leisure Research Methods (prereq.- 1 graduate qualitative and 1 graduate quantitative course)	4		
RST Seminar/Colloquium. 4 semesters required – Preferably taken every semester student is on campus.	4		
RST 590			
Coursework to support specialization (of the 28 required hours, a student must complete a minimum of 12 hours of RST coursework)	28		
Advanced Research Method Coursework 16 hours Required	16		

Thesis Hours (RST 599) 20 Hours Required			
RST 599			
Total Credit Hours completed this past academic year			
TOTAL CREDIT HOURS TO DATE (80 credit hours required to graduate)			

Members of Dissertation Committee -Please note that you need at least two members of your committee to be tenured, at least two from the RST Department (this includes faculty with zero appointment), and one member needs to be from outside the RST Department. Committee should be identified by the end of the 4th semester.

Role	Name	Department	Tenure Y(es) or N(o)
Chairperson			
Director of Research			
Member			

Estimate dates for the following if the exam, proposal defense or final defense have not yet occurred.

Preliminary Exam – Conducted after the end of planned coursework.

Date “Request for Appointment of Doctoral Examination Committee” form was submitted (3 weeks prior to exam)

Date of exam

Outcome (pass/fail/deferred)

Dissertation Proposal Defense – Occurs after the successful completion of the preliminary exam)

Date of Proposal Defense

Outcome (pass/fail/deferred)

Final Defense - Occurs after successful completion of the dissertation proposal.

Date “Request for Appointment of Doctoral Examination Committee” form was submitted (3 weeks prior to defense)

Date of Defense

Outcome (pass/fail)

Brief summary of your previous year's progress.

Brief summary of your goals for next year.

At this point, please submit this entire form (5 pages) to the Graduate Studies Contact.

Evaluation of Student's progress – PART B

To be completed by the Student's Advisor & reviewed by the Director of Graduate Studies

Is this student making progress toward his/her degree?

Yes No

Comments regarding the student's progress during the past year, e.g.: Is the student progressing well in his/her coursework? Is the quantity and quality of the student's research appropriate? Is the student's overall progress satisfactory? List areas that need improvement.

By signing this report/review, you are acknowledging that a meeting took place between student and advisor, during which time this report was reviewed and discussed.

Advisor's name:

Advisor's Signature & date:

Student's Signature & date:

Director of Graduate Studies' name:

Director's Signature & date:

The student is responsible for submitting this original report to the Graduate Studies Contact. Failure to submit this report in a timely fashion may result in a hold on your registration. A copy of this form will be given to the student and the advisor. The original will be kept in the student's department file.

revised 09/2016 lp/rl

The Annual Progress Review process is as follows:

- **Complete Form** (responsibility: student) - By the end of each spring semester, doctoral students are required to submit an Annual Progress Review form to the Graduate Studies Contact (this form is composed of Part A and B). Students will only complete Part A of the form. A due date email reminder will be sent by the Graduate Student Studies Contact.

- **Compile and Distribute Forms** (responsibility: department) - The completed forms are collected by the Graduate Studies Contact. Once collected, the Graduate Studies Contact will distribute them to the respective advisor, along with a reminder to conduct the annual progress review meeting.

- **Meeting** (responsibility: student and advisor) - With the student completed form as their guide, advisors will meet with their doctoral student advisees to discuss students' progress.

- **Evaluation** (responsibility: advisor) - Advisors will provide written evaluation of the advisees by completing Part B of the Annual Progress Review form. Advisors will then provide advisees with their completed and signed evaluation.

- **Final Form Submission** (responsibility: student) - Students will submit the completed Annual Progress Review form (signed by both student and advisor) to the Graduate Studies Contact.

- **Record Keeping** (responsibility: department) - The Graduate Studies Contact will collect all completed Annual Progress Review forms and provide them to the Graduate Studies Director. The Graduate Studies Director will read and sign all submitted forms to ensure compliance with Graduate College requirements, as well as familiarity with our graduate student population general progress and trends. All forms will be returned to the Graduate Studies Contact who will place the original in the student's file, with copies placed in both the student and the advisor's mailbox.

Appendix I

Department of Recreation, Sport and Tourism Ph.D. Dissertation Checklist

Dear Ph.D. Student,

In an effort to facilitate the dissertation deposit process, follow step-by-step check list and the forms required.

1. **PRELIMINARY FORMS** - Before you are allowed to take your preliminary exam, you need to have the departmental Prelim Exam Check Form (appendix form L) signed by the Director of Graduate Studies. To do so, please submit the Prelim Exam Check Form to the Graduate Studies Contact (include an academic history) who will then submit it to the Director of Graduate Studies for signature.

Then, at least 2-3 weeks before your preliminary examination, send the Graduate Coordinator the names of your committee members and the expected date of your oral exam. I will submit the information and in turn, will receive the Preliminary Exam Result form that I will pass on to your advisor. Your committee members need to complete and sign this form after your oral exams.

2. **PRELIMINARY EXAMINATION** - Preliminaries are sometimes referred to as “orals”. The Preliminaries are composed of two parts, one written and one oral. See more details on page 28.

The Preliminary Exam Result Form comes back to me as soon as possible (no matter what the decision) once it is filled out after your prelims. I make a copy for your file and send the original to the Records Division of the Grad College.

3. **PROPOSAL PRESENTATION** - There is a Departmental Certificate of Result of Proposal Defense for the Doctoral Degree form required for the proposal presentation (Appendix M). 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.

Two to three weeks before your presentation, make sure you reserve a room and any video equipment you may need through me. At that time, I need the title of your dissertation and a hard copy of your dissertation (which will be returned to you).

The Departmental Certificate of Result of Proposal Defense for the Doctoral Degree form is completed and signed and returned to me as soon as possible after your proposal.

4. **Prior to your FINAL DEFENSE** - Once again supply me with your committee information two to three weeks before your final defense, just like you did for your preliminaries. I will submit the information to the Graduate College and pass on the resulting Final Exam Result form to your advisor.

You will need to fill out the Thesis/Dissertation Approval form and take it to your defense. The graduate records coordinator will provide this to you. 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 to the thesis office when you deposit your dissertation.

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. I will invite students and faculty to this defense via e-mail and flyer. I need a hard copy (double sided is fine) of your dissertation two weeks before your defense is scheduled. This will be returned to you.

PLEASE NOTE: you must be registered for the semester during which you defend, but you do not need to be registered when you deposit.

5. **After your FINAL DEFENSE** - All of your committee members need to sign the Final Exam Result form (this is the 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. **This form is to be returned to me, no matter what the decision – pass, fail or deferred, as soon as possible after your defense.**

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 you deposit.

I need a copy of your dissertation (double sided is fine) to 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. Please submit no later than 1 week before the campus deadline to deposit. After I review your dissertation, I will electronically submit the Departmental Format Approval form.

Your next step is to deposit, which is done electronically. But please send your title page to the thesis office first.

Each graduation period has a deposit deadline - please be aware of that date. **After your dissertation is approved by and deposited in the thesis office, the Recreation, Sport and Tourism Department requires an electronic copy of your dissertation. Please submit it to the Director of Graduate Studies and Graduate Contact. Please check with your advisor to find out if bound hard copies of your dissertation are required for your advisor and dissertation committee.**

CONGRATULATIONS!

University of Illinois, Dept. of Recreation, Sport & Tourism
Graduate Studies Contact

Appendix J

Department of Recreation, Sport and Tourism

RST 590 Doctoral Research Colloquium/Seminar Goals

RST 590

The goal of the RST 590 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, grants and other sources of funding, ethical issues in research, etc.

Appendix K

Department of Recreation, Sport and Tourism

Application for Undergraduate Teaching Assignment

(submit one form for each course for which you would like to be considered)

Name:

Course interested in teaching:

Current year in the graduate program:

Expected graduation date:

Advisor's name:

Date EPI test passed (for international students):

Knowledge of the course contents (e.g., courses taken, TA'ed):

1.

2.

3.

4.

5.

Teaching experience (e.g., prior teaching, lecturing, TA, guest lectures, seminar presentations, etc.)

1. Have you taken RST 560, KIN 565 or EOL 585? _____ If so, when? _____

2.

3.

4.

This form needs to be submitted to the Grad Contact in 219 Huff Hall in late January or early February. Please watch your e-mail for the exact date, as it will change from year to year.

For office use only: Number of year funded and source of funding (RA/TA):

Appendix L

Department of Recreation, Sport and Tourism

Preliminary Exam Check Form

Please attach your most recent Progress Review form and a copy of your academic history. This can be obtained online or from the RST main office.

Student's Name: _____ Date: _____

Graduate Director, please sign and date.

This student has completed most of the required coursework (at least 48 hours must be completed) for a doctorate degree in the Department of Recreation, Sport and Tourism. He/She is approved to take the preliminary examination.

Director of Graduate Studies

Date

Three copies will be made of this form, one for the advisor, one for the student and one for the student's file.

