



Idaho State  
University

Master of Physical Education in

# ATHLETIC ADMINISTRATION

GRADUATE STUDENT HANDBOOK

Department of Human Performance & Sport Studies

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# Idaho State University

## Human Performance and Sport Studies

*It is imperative that all MPE-AA graduate students become familiar with all information and materials in this handbook and in the ISU Graduate Catalog.*

### **WELCOME TO THE MPE-AA PROGRAM!**

Welcome to the Idaho State University Master of Physical Education - Athletic Administration (MPE-AA) program. We believe you will find our program both challenging and rewarding. This **MPE-AA Graduate Student Handbook** is intended to provide you with information relative to the program and its requirements. You are also encouraged to review the expectations of ISU's Graduate School by reviewing the [Graduate School website](#). Additionally, the [Department of Human Performance and Sport Studies website](#) can also be a valuable resource for information and downloadable forms.

The MPE-AA program is housed within ISU's Department of Human Performance and Sport Studies (HPSS). The goal of this program is to educate students with the skills and theory necessary to assume both leadership and supportive roles in the sport industry. This can include (but is not limited to) athletic administrative positions in youth, recreational, high school, collegiate or professional sport. The MPE-AA program is designed to provide students with flexibility in course work. This enables students to form and pursue unique course goals and career objectives.

Prepare today's student-athletes to become tomorrow's leaders! Be an Athletic Administrator. Growth in this field is projected to be 21% over the next decade. The Master of Physical Education - Athletic Administration (MPE-AA) is aligned with NASPE-NASSM professional standards to strengthen your understanding, knowledge, and skills of sport leadership and administration, including management, leadership and organization in sport, research in sport, legal aspects of sport, marketing in sport, sport



business in the social context, financial management in sport, ethics in sport management, and field experience in sport management. The MPE-AA is a Western Regional Graduate Program eligible for in-state tuition for member states.

## MPE-AA PROGRAM FACULTY



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## MPE-AA PROGRAM DESCRIPTION

The Master of Physical Education - Athletic Administration program is designed to strengthen the student's understanding, knowledge, and skills in the areas of leadership and administration as they relate to the management of athletic programs at the interscholastic and intercollegiate levels. The curriculum is based on current NASPE/NASSM content standards for Sport Management programs. These standards address eight specific areas that include the following: Management, Leadership and Organization in Sport, Research in Sport, Legal Aspects of Sport, Marketing in Sport, Sport Business in the Social Context, Financial Management in Sport, Ethics in Sport Management, and Field Experience in Sport Management.

The program also enables students to form and pursue unique course goals and career objectives; such as advanced coaching skills, athletic administration/direction at the high school and collegiate levels. Also, it is possible to complete all degree requirements in one year's time. (12 cr. in the Fall, 12 cr. in the Spring, 9 cr. in the Summer, for example.)



## PROGRAM ADVISING

Each student will be assigned a graduate faculty advisor upon acceptance to the MPE-AA program. It is the student's responsibility to contact his/her assigned advisor and to complete a Planned Program of Study prior to registering for classes. Students may request a change of advisor (in writing). The advisor works closely with the student to assist them in scheduling and verifying MPE-AA program requirements. Ultimately, it is the student's responsibility to be sure that all MPE-AA program requirements are met.

## MPE-AA PROGRAM OF STUDY

The MPE-AA program consists of 33 credits. Most students choose to complete the program in one calendar year; however, this is not required.

### **Fall Classes:**

HPSS 6605	Leadership & Administration	3 credits
HPSS 6615	Philosophy of Athletics	3 credits
HPSS 6640	Research and Writing	3 credits

### **Spring Classes:**

HPSS 6625	Advanced Sport Marketing	3 credits
HPSS 6631	Athletics and the Law	3 credits
HPSS 6634	Sport Finance	3 credits
HPSS 6635	Management of Athletics	3 credits

### **Summer Classes (online):**

HPSS 6610	Advanced Sport Psychology	3 credits
HPSS 6612	Advanced Sport Sociology	3 credits

### **Additional Required Courses (may be taken any semester)**

HPSS 6655	Internship	3 credits
	Electives	3 credits

### **Elective Opportunities:**

Students are required to complete 3 credits of elective. Courses in HPSS are limited. Students may take any HPSS course cross listed at the 5000-level such as HPSS 5513 Sport in Cinema or HPSS 5537 Sport Facilities Planning and Design (Spring), HPSS 6658 Athletics in the West (Summer), or they may choose to complete a Master's Project (HPSS 6651, Fall/Spring only). Additional options include proposing an independent study course (e.g., HPSS 5580 or HPSS 6648), an additional internship, or they may take a graduate level (5000-6000 level) in another Department on campus. Instructor permission must be obtained prior to registering for a course outside the Department of HPSS.



## REGISTRATION RESTRICTIONS

Any graduate student receiving a C+ or below in one graduate course during his/her MPE-AA program, or whose GPA falls below 3.0, or who does not have an approved Planned Program of Study may be blocked from registering for additional courses. The student must contact the MPE-AA Graduate Program Director to have this block removed.

Registration for courses of an “independent study” (e.g., HPSS 5580, 5585, 6648, 6650, 6651, 6655) nature is blocked and requires instructor permission (contact the instructor directly), an approved independent study form (available in the office or on the MPE-AA program website), and is followed by the student’s registration for the course in Bengal Web.

In addition, all students may be blocked from registration until they gain advisor approval for a Planned Program of study and/or return the “Statement of Understanding.”

## IDAHO K-12 PRINCIPAL/ATHLETIC DIRECTOR CERTIFICATION

The Master of Education (M.Ed.) in Education Administration with Athletic Administration emphasis combines existing coursework and current programs in Educational Administration and Athletic Administration. This emphasis will provide school districts with highly qualified principals who are also well-qualified to assume athletic administrator duties. This emphasis will provide education specifically designed to address the needs of current and future athletic administrators at the secondary level. Candidates can select from existing course options in Educational Administration and Athletic Administration.

Admission to this unique program is separate from the MPE-AA program. **Students must be admitted to BOTH the MPE-AA and M.Ed. programs.** Applicants must

- Meet the ISU Graduate School admission requirements;
- Hold a Bachelor's degree in education or a related field from a regionally accredited institution;
- Have a minimum of 3.0 GPA in upper division undergraduate coursework;
- Have at least one year of K-12 teaching experience or equivalent documented experience;
- Submit a letter of interest, stating why the applicant is interested in the M.Ed. in Educational Administration;
- Submit a current resume, including names of and contact information for at least 2 professional references.



## Program of Study for M.Ed in Educational Administration – Athletic Administration

### Core Requirements (9 credits)

- HPSS 6640 Research & Writing (3 credits) *Fall only*  
 or \*EDUC 6601 Research & Writing (3 credits)  
 HPSS 6615 Philosophy of Athletics (3 credits) *Fall only*  
 or \*EDUC 6602 Theories of Learning (3 credits)  
 \*EDUC 6610 Applied Educational Statistics (3 credits)  
 \*These EDUC courses are offered every semester

### Administrative Concentration (18 credits)

- HPSS 6605 Leadership in Administration (3 credits) *Fall only*  
 or EDLA 6608 Organizational Leadership & Education Administration (3 credits)  
*Summer only*  
 EDLA 6609 Principalship (3 credits) *Fall only*  
 EDLA 6612 School Law, Governance, & Ethics (3 credits) *Fall only*  
 EDLA 6614 Curriculum, Instruction, & Assessment (3 credits) *Spring only*  
 EDLA 6615 Supervision of Instruction (3 credits) *Spring only*  
 EDLA 6642 School Communications & Public Relations (3 credits) *Summer only*

### Field Experience Requirements (3 credits)

- EDLA 6657 Internship (3 credits; 180 hours)  
*Internship registration requires successful completion of two of these three courses: EDLA 6608 or HPSS 6605; EDLA 6612 or EDLA 6615; Three credits of initial enrollment are required and then 1 credit of continuous enrollment each semester until all of the internship requirements are met.*

### Capstone Experience (1 credit)

- EDLA 6651 Case Study (1 credit)  
 \*Must be completed in student's last semester of the program.

### Athletic Administration Emphasis (11 credits)

- HPSS 6635 Management of Athletics (3 credits) *Spring only*  
 HPSS 6631 Athletics and the Law (3 credits) *Spring only*  
 HPSS 6625 Advanced Sports Marketing (3 credits) *Spring only*  
 HPSS 6655 Internship (2 credits; 90 hours)  
*Internship can be taken at any time, but student must meet with an advisor to obtain pre-approval.*

For additional information on this program, please contact the **Department of School Psychology and Educational Leadership** at 208-282-2783.





## Admissions Requirements & Status

### ADMISSIONS REQUIREMENTS

To be considered for admission to the ISU Graduate School and the Master of Physical Education – Athletic Administration program, students must have completed an undergraduate program of study at an accredited institution of higher education and earned the following GPA over their last 60 credits of study:

GPA	Admission Requirements
<b>3.25 to 4.0+</b>	No standardized test is required for Classified admission
<b>3.0 to 3.244</b>	No standardized test required but Classified admission based on a case-by-case basis. Admission could include Performance Requirements* but no standardized test is required.
<b>2.5 to 2.99</b>	Standardized test (GRE or MAT) is required for admission consideration. Students admitted will have Performance Requirements*. GRE admission requirements: Combined Verbal + Quantitative score of 300+; MAT admission requirements: 45 <sup>th</sup> or greater percentile
<b>Below 2.499</b>	No admission.

*\*Students who are granted admission with Performance Requirements identified may be dismissed from the program if performance requirements are not achieved.*

### NON-RESIDENT TUITION WAIVERS

ISU'S MPE-AA program is a proud member of the Western Regional Graduate Program (WRGP). The WRGP is an agreement among WICHE 16 member states and territories, through which participating Western public universities allow WICHE-region students to attend select out-of-state graduate certificate, master's, and doctoral programs – and pay up to 150 percent of resident tuition. Since public-university nonresident tuition rates are typically much higher than resident rates – sometimes by 300 percent or more – WRGP increases affordable higher education options for students and minimizes student loan debt.

If you are not an Idaho resident but do reside elsewhere in the WICHE region (AK, AZ, CA, CO, CNMI, Guam, HI, MT, NV, NM, ND, OR, SD, UT, WA, WY), you may be eligible for a non-resident tuition waiver. Please contact the ISU Graduate School to learn more at 208-282-2150.



## **GRADUATE TEACHING ASSISTANTSHIPS IN HPSS**

Every year, HPSS awards a number of Graduate Teaching Assistantships to students pursuing graduate degrees within the department (MPE-AA or Master of Science in Athletic Training, MSAT). GTAs teach Physical Education Activity Courses (PEAC) and assist HPSS faculty with other classroom and research needs. In return for their service, GTAs are provided with a tuition and fee scholarship plus an additional monthly stipend throughout the Fall and Spring semesters (Summer aid not currently provided to GTAs). Applications are available on the [HPSS website](#) and are due by the end of January for GTA positions beginning the following Fall semester. To be considered for a GTA, students must be accepted into the MPE-AA or MSAT program with “Classified” status and no Performance Requirements by the time the application is reviewed (February/March). Interviews with qualified GTA applicants are administered in late March or early April. Offers are typically sent out by the end of April.

For more information on the GTA position or to apply, please contact the HPSS Administrative Assistant or the GTA Coordinator in the HPSS Department (see [list of HPSS contacts](#)). Applications must be completed no later than January 31 and must include unofficial copies of the student’s transcript, verification of acceptance into the MPE-AA or MSAT program, and three letters of recommendation.

## **CAMPUS COHORTS & DELIVERY OF CURRICULUM**

The MPE-AA program operates two campus cohorts: one in Pocatello at ISU’s main campus and the other on ISU’s Meridian campus. Students on both campus will engage with one another via classroom-based distance learning platforms. Options are also available for students outside these two areas to earn the MPE-AA degree via distance learning/web-based curricula delivery.

## **CLASSIFICATION OF GRADUATE STUDENTS**

### **Classified**

The Graduate School holds minimum requirements for Classified admission to Idaho State University. Individual programs may have individual requirements that may meet or exceed the minimum Graduate School requirements. One of the following requirements must be met to be eligible to be admitted to Classified status in graduate master's programs:

1. Graduates of regionally accredited institutions who have earned a grade point average (GPA) of 3.0 or higher, with an undergraduate degree-seeking GPA or the last 60 credits taken at the undergraduate level. Official scores for the GRE/GMAT/MAT may be required for individual programs.
2. Graduates of regionally accredited institutions who have earned a grade point average (GPA) of 2.5-2.99, with an undergraduate degree-seeking GPA or the last 60 credits taken at the undergraduate level and upon submission of appropriate GRE/GMAT/MAT scores.



### **Classified with Performance Requirements**

Classified with Performance Requirements (w/PR) status is a transitional status and is not a valid status for a student to graduate. In order to graduate, a student must have Classified status and met all PRs.

A Department/College/Division may, at its discretion, recommend admission for graduate students in a degree program with Classified (w/PR) status to ascertain their ability to do graduate work within a particular curriculum. Students admitted to Classified (w/PR) status are those who may not have satisfactorily met all admission requirements.

Classified with Performance Requirements status also may be recommended by a Department for students whose credentials do not meet specific departmental requirements. NOTE: Students admitted to Classified (w/PR) status should ascertain their eligibility for federal financial aid. Such students are not eligible to receive Idaho State University graduate assistantships or Non-resident tuition waivers.

### **Changing from “Classified with Performance Requirements” to “Classified”**

The following criteria are used to determine if a student is eligible to change her/his admission status from Classified (w/PR) status to Classified:

1. The student must complete at least nine graduate credits and maintain a 3.5 GPA or higher (this may include specific course curriculum);
2. If the GRE/GMAT/MAT was not taken by the student prior to admission to Classified (w/PR) status, and the student is required to do so, the student must take the GRE/GMAT/MAT specified in the Admission notification.

Upon completion of either of the above two criteria, a request to change the student’s status to Classified may be submitted to the Dean of the Graduate School. The academic program may require the completion of both criteria in order to meet Classified status. The following steps must be followed to accomplish this change:

1. At any time after meeting either of the above criteria, a student may initiate a request for an *Approval for Change of Student Status* in the Graduate School. The Department/College/Division may also initiate the change and should do so by written request when the student has met the required criteria.
2. The change from Classified (w/PR) to Classified status must be approved by the Dean of the Graduate School.

If a student admitted to Classified (w/PR) status fails to meet the conditions for admission stated on the Admission notification, the student's admission may be revoked.



## Unclassified

Individuals holding a bachelor's degree who desire to take courses for graduate credit for personal or professional enrichment but who do not want to pursue a graduate degree are eligible to apply for admission to Unclassified (non-degree seeking) status. Students who are admitted to Unclassified status are allowed to register for a maximum of 9 graduate credits per semester. Since an Unclassified status student is not seeking a degree, course and/or program advising, except on an informal basis if requested, will not be provided.

## You're Admitted! Now What?

### STATEMENT OF UNDERSTANDING

A *Statement of Understanding* letter must be signed by all MPE-AA students and returned to the HPSS Department upon admission to the program and prior to the start of coursework. All students will receive this *Statement of Understanding* with their "Welcome to the Program" letter. They must read and signify that they have received and understand the information presented in the MPE-AA Student Handbook and the expectations of Graduate students, as outlined by the ISU Graduate School. This includes their recognition of the "Program Procedure & Deadlines to be Observed" form in their welcome packet. The memo must be returned immediately for the student to be allowed to register for course work.

### PLANNED PROGRAM OF STUDY

The Planned Program of Study ([PPOS](#)) is a document you will complete that declares your intention to complete the required coursework for the MPE-AA degree. This document must be completed, signed and returned to your program advisor before you can enroll in classes. The [PPOS](#) essentially outlines what semester and year you intend to complete each course requirement. If you intend to transfer courses in to meet program requirements, this must also be documented.

***Again... registration for courses may be blocked until you submit your PPOS and have it approved by your program advisor and by the MPE-AA Graduate Program Director.***

The [PPOS](#) form must be typed and have no errors. Students should be absolutely sure to check the "Planned Program of Study" box at the top of the form. The student's signature is required.

Don't worry! You can change your [PPOS](#) at any time up to the semester prior to your intended graduation. At that time, you will complete a Final Program of Study ([FPOS](#)) that is binding.



## **GRADUATE STUDENT ORIENTATION**

Graduate school demands a great deal of time and attention. Often, the transition from undergraduate studies can feel overwhelming for students. Prior to or at the start of every semester, the ISU Graduate School sponsors an orientation for all new graduate students. Please contact the [ISU Graduate School](#) for orientation schedules and to register. A list of the current graduate student orientation schedules can be found [here](#).

## **BENGAL CARD & ISU COMPUTER ACCOUNT**

All Graduate students must have an active Bengal Card. The Bengal Card is required for building access. A current ISU Computer Account is also required. The ISU computer account is used for MOODLE access, instruction, ISU email, department notices, and testing, including final comprehensive exams. In addition, notices on the graduate program and tools for graduate coursework will be made available on the *Bengal Web* site.

## **MPE-AA Program Basics**

### **MINIMUM GRADE REQUIREMENTS**

A 3.0 GPA is required for any graduate degree or certification at Idaho State University. Additionally, a grade of C+ or below is essentially failing at the graduate level. Any graduate student receiving a grade of C+ or below in one or more graduate courses during his or her program, or whose cumulative GPA falls below 3.0, will be blocked from registering for additional courses. Additionally, the student may be dropped from the MPE-AA program. The student may petition the MPE-AA Graduate Program Director to have this block removed and/or to appeal any decision made by the MPE-AA graduate faculty that the student be dropped from the MPE-AA program.

### **SEMESTER CREDIT LIMITS**

The maximum number of credits a student may register for in a single semester is 16. This includes courses that a student may be taking at the undergraduate level. In a summer semester, a student may earn a number of credits equal to the number of weeks enrolled plus two, and the total number of summer semester credits may not exceed 12 (e.g., a student taking classes for eight weeks may earn up to 10 credits). Graduate Assistants may register for no more than 12 credits per semester. All exceptions for credit overloads must be approved in writing by the student's advisor, the MPE-AA Graduate Program Director (or Meridian MPE-AA Coordinator), the Department Chair, and the Dean of ISU's College of Education. Then, the request will be submitted to the Dean of ISU's Graduate School who ultimately will lift the overload registration block.



## TRANSFERRING CREDITS FROM ANOTHER INSTITUTION

All graduate credits must be earned as Idaho State University resident credits except for the following:

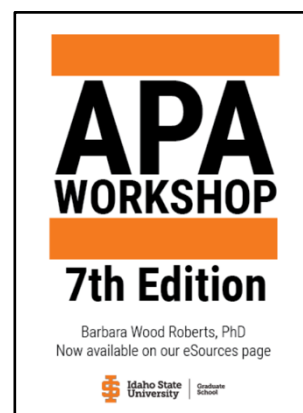
1. In all degree programs a total of nine semester credits may be transferred from an accredited institution.
2. Transfer of residence credits from an accredited institution is acceptable only if the courses are specifically approved by the advisor on the planned program of study, by the Graduate School Office, AND the academic department of ISU when the final program of study is submitted.

Official sealed transcripts to be used for transfer of credits in a degree program must be IN the Graduate School office, with the Transcript Evaluator, before the Final Program of Study ([FPOS](#)) and the application for a degree will be approved. Additionally, the final official transcript must be sent to ISU Graduate School for any credits earned outside of ISU before the degree will be posted.

## TIME LIMITS

Graduate students who have been admitted to ISU's Graduate School may enroll for graduate classes by registration without further application activity if they enroll within two years from the beginning of the term for which they were accepted. Graduate students who fail to enroll during the two-year period, or more restrictive period of the department, must reapply for admission, and pay a processing fee.

All credits applied to a master's degree at ISU must have been taken *within 8 years immediately prior to granting of the degree* unless it can be shown that the course work taken more than 8 years earlier covers material that has not changed substantially during the intervening time or that the student has been able to remain current in the topics covered in the course. If a student feels this is the case, he/she must petition the MPE-AA program faculty. Evidence that the older course work is still appropriate must be supported and approved in writing by the student's advisor, HPSS Graduate Program Director, and the HPSS Department Chair. The student's petition will then be submitted to the Dean of the Graduate School for further consideration.



## GRADUATE WORKSHOPS

ISU'S Graduate School offers periodic workshops for graduate students throughout the school year. There are also a variety of e-Sources (such as writing and APA assistance) available on the [eSources page](#) of the ISU Graduate School's website:

<https://www.isu.edu/graduate/current-students/esources/>



Additionally, a **Writing Clinic** is available to assist students in person. Appointments may be made at <https://calendly.com/isugraduateschool/appointment?month=2020-07>

## **INDEPENDENT STUDY COURSES & CREDITS**

All Independent Study courses (including Internship, Problem, Projects, and Independent Study Courses) have restricted registration and are blocked. To register, each student must fill out the independent study form (including signature from on-site supervisor) and *then* gain course instructor permission. The documents must be signed by the independent study course instructor, the instructor must give a permission code in Bengal Web, and the student must then register in Bengal Web. Only then is a student registered in an independent study. Forms are available from the HPSS Department Administrative Assistant or may be downloaded on the HPSS website at <https://www.isu.edu/hpss/>.

***The courses listed below are variable credit courses. Students are responsible for ensuring the credit load is accurate when registering. The system defaults at 1 credit in many cases. Students must manually change the credit load to requested number. In general, 1 credit = 45 hours of independent work.***

### **HPSS 5580 Coaching Problems (1-3 credits)**

Athletic control, eligibility, new coaching techniques, finances, safety measures, public relations, duties of coaches, managers and officials. May be repeated for up to 4 credits.

### **HPSS 5585 Independent Problems (1-3 credits)**

Individual work under staff guidance. Field and/or library research on specific physical education problems. May be repeated up to 6 credits. Prerequisite: Permission of Instructor.

### **HPSS 6648 Problems (1-3 credits)**

Individual and/or group study of problems in the areas of health, physical education or athletic administration. May be repeated up to 6 credits.

### **HSS 6651 Master's Project (1-3 credits)**

Approved Master's Project. May be repeated. Requires Permission of Instructor and Department Committee Approval. *Note:* THREE credits required to satisfy comprehensive examination requirement.

### **HPSS 6655 Internship (1-3 credits)**

Administration, supervision and operation of HPSS or athletic programs. Students work under the direction of a graduate faculty member and practicing



administrator. May be repeated up to 6 credits. Prerequisite: Approval of advisor and/or Department Chair.

## **INTERNSHIPS**

MPE-AA students are required to complete at least three credits (135 hours) of internship. Internships are critical to overall student success because

Students can apply their classroom learning in professional environments;

Students can gain exposure to their chosen field;

Students can establish critical networking connection;

Students can gain coveted work experience.

MPE-AA students should put considerable thought into the type of internship they want to engage in. Locally, faculty advisors can help connect MPE-AA students with internships with the ISU Athletics Department (compliance, marketing, sports information, development, academic advising, equipment operations, coaching), local school districts, youth sport programs, and outdoor recreation programs. Students are also encouraged to seek coveted national internships. Numerous sport organizations including (but not limited to) the NFL, NBA, MLB, MLS, NHL, NCAA, NAIA, NJCAA and various USOC National Governing Bodies (NGBs) for sport advertise internships annually.

**All internships must be pre-approved by the student's faculty advisor.**

## **CONTINUING ENROLLMENT POLICY**

Graduate students who have registered for one or more credits of master's project, master's thesis or doctoral thesis or dissertation must be registered for at least one graduate credit during subsequent semesters, including each summer semester, until they have completed their degrees. Students who, for compelling reasons, wish to interrupt work on projects, theses, or dissertations may request, in writing, a leave of absence from the Graduate School. Graduate students who fail to meet the continuing registration requirement will be judged to have dropped out of their programs and will no longer have access to university resources, including the library and computer facilities. In order to regain access to university resources, students will be required to reapply to the Graduate School and be readmitted.

A corollary of this requirement is that a graduate student must be registered for at least one graduate credit in order to take a final oral examination or be processed for graduation. Any student who registers for the required credit and then subsequently drops the credit, will be considered in violation of this policy.





## PETITIONS

A student may petition the Dean of the Graduate School for exceptions to the rules and procedures stated in the Graduate Catalog or for consideration of problems not covered by the stated procedures. Petition forms for graduate students are available only from the Graduate School; *undergraduate petition forms will not be accepted.*

A student may use the petition form to request:

- Withdrawal from courses after the deadline for withdrawal as stated in the University Calendar;
- Use of credits more than eight (8) years old to count towards a master's degree;
- Transfer of credits from unclassified to classified status;
- Transfer of more than nine credits from another institution to a master's degree program at Idaho State University;
- An extension of the maximum time (eight years) allowed for completion of a master's degree or educational specialist degree;
- An extension of the maximum time (five years) allowed for completion of a doctoral degree after comprehensive examinations have been passed;
- Correction of errors or inaccuracies on the student's official transcript; or
- Any other deviation from Graduate School policy.

Petition forms may not be used for appeals of a grade or of dismissal from a program. See the section on "Appeals and Dismissals" in this Catalog; substitutions of courses within degree requirements or waivers of degree requirements. (Exceptions to degree requirements are requested as a part of the approval process for the Program of Study.)



### ABOUT THE FINAL COMPREHENSIVE EXAMINATION

All students must participate in and pass a comprehensive examination prior to being awarded his/her Master's degree. Students may choose to complete one of three options: (a) Master's Thesis, (b) Applied Capstone Project, or (c) Written Comprehensive Examination. All three options also include passing an oral defense. Details on each examination procedure are detailed below. Students are required to declare their preferred method of comprehensive examination (and obtain approval, if required) prior to the end of the fourth week in the semester immediately preceding intended the graduation date

All comprehensive examinations will be scheduled by the Department. Students may complete their comprehensive examination during the semester of graduation or within one calendar year of all MPE-AA program coursework being completed. Per ISU policy, all graduate students must be registered for at least one graduate credit in order to take a final oral examination or be processed for graduation (see Continuing Enrollment).

### FINAL COMPREHENSIVE EXAMINATION COMMITTEE

All examinations must be completed at least three (3) weeks before the end of the semester in which the student plans to graduate. All graduate requirements must be completed prior to or at the end of the semester during which final examinations are held.

All Final Examination Committees for ISU Graduate students shall consist of an odd number of voting members. The committee hears and questions the defense of theses, projects, course work, and comprehensive written and oral exams. These members must normally hold Graduate Faculty status at ISU and be approved by the Dean of Graduate Studies. The examining committee for MPE-AA students is composed of the student's faculty advisor, a second MPE-AA graduate faculty member, and a Graduate Faculty Representative (GFR). The GFR is chosen and scheduled by the student and must be a graduate faculty member from outside the MPE-AA program. A list of all faculty who hold graduate faculty status at the University can be found on the Graduate School website at: <http://coursecat.isu.edu/graduate/graduatefaculty/>

***Again... it is the STUDENT's responsibility to find a GFR.***

### FINAL COMPREHENSIVE EXAMINATION, ORAL EXAMINATION (DEFENSE) PROCESS

Oral examinations are to be held at least three (3) weeks prior to the date of graduation (see *Dates, Deadlines, and Procedures* section of ISU Graduate catalog: <http://coursecat.isu.edu/graduate/generalinfoandpolicies/proceduresummary/>).



According to ISU Graduate School policy, if the candidate's program requires a thesis or project, copies in substantially final form shall be in the hands of the examining committee at least two (2) weeks before the date scheduled for the oral examination (see *Dates, Deadlines, and Procedures* section of catalog: <http://coursecat.isu.edu/graduate/generalinfoandpolicies/proceduresummary/>).

If any committee member questions the adequacy of the substance or form of the thesis/dissertation/DA scholarly activity, the committee as a whole decides if the document and the student are sufficiently prepared for an oral examination. Oral examinations are open to all members of the graduate faculty as observers. Oral examinations are not open to non-graduate faculty without permission of the advisor and the Dean of the Graduate School.

### **FINDING A GRADUATE FACULTY REPRESENTATIVE (GFR)**

The member of a graduate student's final examination committee who comes from outside the HPSS Department is called the Graduate Faculty Representative (GFR) and is appointed by the Dean of the Graduate School. It is each graduate student's responsibility required to recruit and obtain a GFR to serve on their comprehensive exam committee (thesis, applied capstone project, or written exam). The GFR represents the Graduate Faculty by ensuring that the exam is conducted fairly, professionally, and with the highest academic standards. The GFR must be from an ISU College or Division outside of the College of Education. The GFR's roles are to

- ensure that the exam is conducted professionally and fairly;
- write an evaluation of the exam, noting any irregularities (e.g., inappropriate questions, insufficient time for adequate examination, etc.);
- distribute the ballots at the end of the exam (after the student has left the room) and make sure that each member votes and signs a ballot;
- announce the results to the committee and make sure that the student is informed of these results immediately afterward;
- return the ballot packet to the Graduate School as soon as possible.

The GFR is a very important member of each student's committee. Graduate students should use careful consideration when choosing a GFR. All GFRs must hold current graduate faculty status (full or allied) at Idaho State University. To see a list of all faculty who are eligible to serve as GFRs, please visit the following website:

<http://coursecat.isu.edu/graduate/graduatefaculty/>

### **Recruiting a GFR to Serve on a Final Comprehensive Examination Committee**

Students are advised to compile a list of potential GFRs and to politely contact each person directly (in person) to ask if they would be willing to serve as a GFR. When asking, please respect that these professors are not required to perform this duty, and



that their participation is appreciated and respected. Students should be sure to provide the exact date and time of the oral defense when requesting a professor to serve as a GFR to ensure the GFR's availability. GFRs will only need to be present for the oral defense for those students doing applied capstone projects and/or written exams, however the GFR will be required to review the written thesis/exam/e-portfolio/summary at least two weeks prior to the oral defense. GFRs being asked to serve on thesis committees will have much more work involved, including attending a pre-proposal meeting, review of the written prospectus and of the completed thesis, and participation during the oral defense.

*"Hello, this is (your name) and I am a graduate student in Athletic Administration. I am planning to graduate in (semester and year) and I was hoping you might be willing to serve as the Graduate Faculty Representative for my final comprehensive exam. [Explain what type of comprehensive exam you are taking and provide details about your applied capstone project or thesis interest, if appropriate]. The date and time for my oral defense is \_\_\_\_\_ at \_\_\_\_\_ am/pm. My advisor is \_\_\_\_\_ and the other MPE-AA graduate faculty member serving on my committee is \_\_\_\_\_. I would be very appreciative of your help, and I would be happy to talk with you about it more if you have any questions before deciding. I can be reached at \_\_\_\_\_. If this is something you would be willing to do, I will be sure to send you additional information as the date draws nearer. Thank you so much for your consideration! I appreciate your time!"*

## **FINAL COMPREHENSIVE EXAMINATION OPTIONS FOR MPE-AA STUDENTS**

### **Option #1: Master's Thesis**

All students seeking a degree with a thesis option must select a topic NO LATER THAN the beginning of the second semester of course work. Approval must be gained from both the advisor and the subject area coordinator. Students are encouraged to work closely with their advisor to complete this requirement. Form and style of the completed written thesis MUST meet acceptable formal writing procedures as detailed in the *Publication Manual of the American Psychological Association (APA), 7<sup>th</sup> Edition*.

Students who successfully propose a Master's thesis must register for HPSS 6650, Master's Thesis, under his/her MPE-AA program advisor's section number. All ISU graduate students who have registered for one or more credits of master's project, master's thesis or doctoral thesis or dissertation must be registered for at least one graduate credit during subsequent semesters, including each summer semester, until they have completed their degrees.

The student is responsible for organizing a three-member (odd number) committee and obtaining the GFR. The thesis committee for MPE-AA students is composed of the student's faculty advisor, a second MPE-AA graduate faculty member, and a Graduate



Faculty Representative (GFR). The GFR is chosen and scheduled by the student and must be a graduate faculty member from outside the MPE-AA program.

The student is responsible for coordinating and scheduling all committee meetings. A proposal meeting with all examining committee members is required before IRB submission and data collection can begin. All committee members are to receive a copy of the thesis proposal a minimum of two weeks prior to the proposal meeting. Final copies of the thesis should be distributed to all examining committee members a minimum of four weeks before the scheduled defense (must be at least five weeks prior to graduation).

If any member questions whether or not the substance or form of the thesis is adequate, the committee as a whole decides if the thesis is sufficiently prepared for final oral defense. The major advisor is responsible for reporting a grade to the registrar for all prior thesis registrations of the candidate when the oral defense has been successful, and the thesis has been approved by the examining committee (see detailed timeline attached).

<b>OPTION #1 THESIS: Checklist</b>		
1.	Select Thesis Topic and Obtain Guidance from MPE-AA Advisor	<input type="checkbox"/>
2.	Work with Advisor to Prepare Formal Thesis Prospectus (Chapters 1-3 of Thesis: Introduction, Literature Review, and Methodology).	<input type="checkbox"/>
3.	Select Committee Members (MPE-AA Advisor, second MPE-AA graduate faculty member and GFR)	<input type="checkbox"/>
4.	Obtain Human Subjects Approval for Research	<input type="checkbox"/>
5.	Distribute Initial Draft of Proposal to All Committee Members	<input type="checkbox"/>
6.	Schedule Thesis Proposal Meeting with Committee Members and Obtain Formal Prospectus Approval	<input type="checkbox"/>
7.	Register for HPSS 6650, Master's Thesis (must take 6 total credits; repeatable semesters allowable per MPE-AA Advisor recommendations)	<input type="checkbox"/>
8.	Complete Chapters 4-5 of Thesis (Results and Discussion) and refine Chapters 1-3	<input type="checkbox"/>
9.	Work with Advisor to obtain recommendations on Thesis draft and make all necessary edits of thesis.	<input type="checkbox"/>
10.	After obtaining authorization from MPE-AA Advisor, schedule Committee for Formal Oral Defense. All Committee Members must be provided with a copy of the completed Thesis at least two weeks prior to the scheduled oral defense date.	<input type="checkbox"/>
11.	Defend Thesis. Check with HPSS Administrative Assistant on appropriate defense deadlines.	<input type="checkbox"/>



## Option #2: Master's Project

The Master's Project consists of applied, written and oral components. The MPE-AA Masters Project is offered as an alternative to the written and oral examination in an effort to evaluate students' professional skills, critical thinking abilities, and content knowledge related to the coursework they have completed in an applied setting. The Masters Capstone Project is a mentored opportunity for students to work on administrative, sport-related projects that are of particular interest to them. The goal is for students to synthesize, integrate and apply the skills and competencies they have acquired in the program while demonstrating their own leadership capabilities. The applied experience is intended to approximate a professional practice experience in a real-world sport setting.

### Basic Features of the Master's Project

Projects are experiential in that they require students to apply core concepts from the program into an applied sport or recreation setting. Projects are time intensive and require considerable attention to detail. Students are expected to integrate various comprehensive theories and principles learned throughout the MPE-AA program (e.g., personal philosophy, leadership, management, legal and ethical principles, marketing, finance, psychology, etc.). Projects will be considered on the basis of (a) applicability to sport leadership, (b) comprehensive integration of MPE-AA concepts and theory, and (c) feasibility of completion.

### Written Project Proposal

*Conceptualization of the project is the student's responsibility. A written proposal of the project must be submitted to the student's faculty advisor and to the MPE-AA Master's Project coordinator before the project start date and at least one full semester prior to graduation. The written proposal must include (a) a description of the project, (b) goals and objectives, (c) project components, (d) project timeline, and (e) justification of the project in relation to the program's core competencies. All projects must be approved prior to their start.*

### Project Implementation & Portfolio

After the written proposal has been accepted, students are allowed to implement their project. Students accepted for a Master's Project must register for HPSS 6651, Master's Project (minimum of 3 credits). HPSS 6651 is offered during the fall and spring semesters only. Students in the HPSS 6651 course will receive mentorship during their project implementation. It is imperative that students maintain contact with the project coordinator and fulfill the requirements set forth for them as part of the experience. HPSS 6651 assignments and due dates are intended to keep students on track and to prepare students for successful completion of the project and a successful oral defense.



Throughout the project process, the student will be asked to create a professional electronic portfolio (using *Wix* or other online e-portfolio/website builder) to summarize the activity/event and the tasks completed during the entire process and to provide essential support materials. A good e-portfolio will include

- Student Bio, to include career aspirations
- Project Summary
- Project Timeline
- Applicable Surveys (with raw data from results)
- Literature Review/Examples of Best Practices
- Budgets (i.e., revenue and expenses, sponsorships, etc.)
- Legal Concerns (e.g., risk management plan, emergency action plan, documentation/waivers, insurance, etc.)
- Marketing Materials
- Photos
- Email transmissions & miscellaneous documents
- Personal Reflection

Students must earn a grade of B or better in HPSS 6651 and projects must be completed prior to being allowed to schedule/sit for the oral defense. As a reminder, all ISU graduate students who have registered for one or more credits of master's project, master's thesis or doctoral thesis or dissertation must be registered for at least one graduate credit during subsequent semesters, including each summer semester, until they have completed their degrees.

#### Oral Defense

Once the HPSS 6651 course and project are completed, the student will be invited to complete an oral defense of his/her project. The student is responsible for organizing a three-member (odd number) committee and obtaining the GFR. The project committee for MPE-AA students is composed of the student's faculty advisor, a second MPE-AA graduate faculty member, and a Graduate Faculty Representative (GFR). The GFR is chosen and scheduled by the student and must be a graduate faculty member from outside the MPE-AA program.

The date and time of the oral defense will be scheduled by the Department of HPSS. The student must provide an active, working link to their e-portfolio to the members of their project committee no later than two weeks prior to the oral defense date. At the oral defense, students will have approximately 20 minutes to summarize their project and portfolio (multimedia presentation is strongly recommended) in relation to the project's (a) design, (b) goals and objectives, (c) timeline, (d) components, and (e) effectiveness. Following the student's prepared oral presentation, a question/answer session will commence. Questions will be asked by graduate committee members and



will be directly related to the student's project and/or any part of the student's degree program. Students should be prepared to justify their project efforts in relation to the up-to-date theory and competencies addressed in the MPE-AA program. These include, but are not limited to,

- Personal Philosophy of Athletics
- Leadership and Management Theory
- Law and Ethics
- Research Methods
- Sport Marketing
- Sport Finance
- Psychology and/or Sociology of Sport

The student passes the final comprehensive exam if a majority of the above committee so votes (project + oral defense). Students failing the oral portion of the examination also fail the entire exam. If a student fails the examination on his/her first attempt, he/she may attempt one additional comprehensive examination (both written and oral) in a subsequent semester, with permission from their advisor. Projects (including oral defenses of projects) may not be re-done. Those students who fail to successfully complete Option #2, Master's Project as their final comprehensive examination method must complete the Written Comprehensive Exam process (Option #3) on their second attempt.

A failure of the second written exam will constitute failure of the entire comprehensive examination. A failure of the second oral exam will also constitute failure of the entire examination. Any failure of the second examination will result in dismissal from the program.

<b>OPTION #2 MASTER'S PROJECT: Checklist</b>		
1.	Select Project Topic and Obtain Guidance from MPE-AA Faculty Advisor.	<input type="checkbox"/>
2.	Obtain Guidance from MPE-AA Master's Project Coordinator.	<input type="checkbox"/>
3.	Prepare Written Project Summary and Submit to MPE-AA Master's Project Coordinator.	<input type="checkbox"/>
4.	Schedule Proposal Hearing with MPE-AA Master's Project Coordinator and MPE-AA Faculty Advisor. Obtain Approval at Hearing.	<input type="checkbox"/>
5.	Register for HPSS 6651, Master's Project course (3 credits).	<input type="checkbox"/>
6.	Begin work on implementation/completion of Master's Project. Complete additional assigned tasks, as prescribed in HPSS 6651 (e-portfolio, etc.).	<input type="checkbox"/>
7.	Complete Master's Project and supporting documentation (e-Portfolio, etc.). Send link of e-Portfolio and additional copy (.doc) of Project Summary to MPE-AA Master's Project Coordinator and to MPE-AA Faculty Advisor.	<input type="checkbox"/>
8.	Notify GFR of Oral Exam date.	<input type="checkbox"/>





9.	Schedule Oral Examination with HPSS Administrative Assistant and MPE-AA Graduate Program Director.	<input type="checkbox"/>
10.	Defend Project. Check with HPSS Administrative Assistant and MPE-AA Graduate Program Director on appropriate defense deadlines. E-Portfolio must be distributed to all committee members at least two weeks prior to the oral defense.	<input type="checkbox"/>

### Option #3: Written Examination

The MPE-AA's written examination consists of both written and oral components. This comprehensive examination method is given to test students' professional skills, critical thinking abilities, and content knowledge related to the coursework they have completed. Overall, faculty members who grade these exams are looking for a student's ability to successfully defend his/her own leadership philosophy by using adequate and up-to-date theoretical support, to employ critical thinking skills to answer questions, and to present this information in a professional and scholarly manner.

#### *Written Exam Instructions and Procedure*

The written portion of the examination will consist of one case study question and will be given to the students on the day of the exam. The case study will require students to demonstrate comprehensive understanding of several aspects of the academic program including (but not limited to) personal philosophy, leadership and management theory and practice, legal and ethical aspects of sport, and current issues in sport. To answer the prompt, students will write a single personal philosophy (position) statement that addresses their stance on a given issue. Essentially, students will describe how they would respond to the scenario as an athletic leader. This position statement will be graded on the following elements:

- Analysis of the current relevance of the scenario, its context and its potential implications;
- Evidence of strong personal leadership philosophy based on reliable leadership and management theory and principles;
- Evidence of strong understanding of legal and ethical principles as they relate to the sports management setting;
- Evidence of clear understanding of the research process through integration of appropriate and

The date and time of the written comprehensive examination will be scheduled by the HPSS Department. Students must have an ISU computer account and must be enrolled in a minimum of 1 (one) ISU Graduate credit during the semester in which they intend to sit for the exam. Students must know and use their own ISU username and password. If unsure of what this is, students are advised to contact the ISU Help Desk at 208-282-4585 prior to the day of the exam.



Students will have no more than eight hours to complete the written portion of the examination. Students are encouraged to utilize resources including their course textbooks, notes, and previous written papers. Accessing and utilizing theoretical support and resources is pivotal to a successful written examination. Students are strongly encouraged to use resources including (but not limited to), the ISU Oboler Library databases, professional journals and websites and internet search engines. Students are not allowed to consult with other students or use other students' work during the examination process. Students are strongly advised to utilize their APA Manual (current edition) along with a jump drive or other storage device. Students should save their document to their jump drive frequently during the exam. A copy of the finished product should also be saved electronically to their computer's hard drive.

Following submission of the written exam, the student's major advisor and a second MPE-AA graduate faculty member will review the completed exam and decide whether or not the student examinee has successfully passed the written portion of the exam. A decision regarding the pass or failure of the written exam will occur no later than two weeks following the date of the written examination.

Students must successfully pass the written portion of the examination before they will be allowed to proceed to the oral component. Thus, a failure of the written portion of the examination constitutes a failure on the entire examination. Students who do not pass on their initial written exam attempt may reschedule the written exam, with permission from their advisor, during a subsequent semester. The second examination must occur within 3 semesters of the initial attempt. A failure of the second written exam attempt will result in dismissal from the program.

#### *Oral Exam Instructions and Procedures*

Students passing the written portion of the examination will proceed to a 1-hour oral defense of their written case study prompt. It is highly recommended that students begin preparation for the oral examination *immediately* following the completion of the written examination.

The purpose of the oral examination is to have the student elaborate on and defend his/her own personal philosophy (position) statement. The oral defense should not be a regurgitation of the written paper. Rather, students should expound upon their personal leadership philosophy and actions noted in their written paper. The committee is looking to see, firsthand, the athletic leadership capacity of the candidate.

The oral defense will consist of a 15-20-minute multimedia presentation (handouts and other aids are appropriate). As stated, the student's presentation should summarize



and expand upon the personal philosophy statement completed for the written portion of the examination. It is highly recommended that students incorporate additional theoretical support not initially presented in the written examination. Students should not change their position or philosophy.

Following the student's prepared oral presentation, a question/answer session will commence. Questions will be asked by graduate committee members and will be directly related to the student's project and/or any part of the student's degree program. Students should be prepared to justify their project efforts in relation to the up-to-date theory and competencies addressed in the MPE-AA program. These include, but are not limited to,

1. The Student's Personal Philosophy on Athletics
2. Leadership and Management Theory
3. Law and Ethics
4. Research Methods
5. Sport Marketing
6. Sport Finance
7. Psychology and/or Sociology of Sport

The written comprehensive examination committee for MPE-AA students is composed of the student's faculty advisor, a second MPE-AA graduate faculty member, and a Graduate Faculty Representative (GFR). The GFR is chosen and scheduled by the student and must be a graduate faculty member from outside the MPE-AA program.

The student passes the exam if a majority of the above committee so votes.

Students failing the oral portion of the examination fail the entire exam. If a student fails the examination on his/her first attempt, he/she may attempt one additional examination (both written and oral) in a subsequent semester, with permission from their advisor. The second exam must take place on a scheduled date during the subsequent (3) semesters, unless otherwise approved by the MPE-AA Graduate Program Director and the Graduate School. The second examination will consist of a different written case study prompt. A failure of the second written exam will constitute failure of the entire comprehensive examination. A failure of the second oral exam will also constitute failure of the entire examination. Any failure of the second examination will result in dismissal from the program.



OPTION #3 WRITTEN EXAMINATION: Checklist		
1.	Obtain Guidance from MPE-AA Faculty Advisor.	<input type="checkbox"/>
2.	Notify HPSS Administrative Assistant & MPE-AA Faculty Advisor to schedule exam (must be done in first four weeks of semester prior to graduating).	<input type="checkbox"/>
3.	Select and Recruit Graduate Faculty Representative (GFR) and ensure his/her availability on oral defense dates assigned by HPSS MPE-AA program.	<input type="checkbox"/>
4.	Complete written examination (dates scheduled and firm) in final semester of program (or within one calendar year).	<input type="checkbox"/>
5.	After receiving notice of successful written examination (notice will be given within two weeks of oral defense date), contact advisor for recommendations and prepare for oral defense.	<input type="checkbox"/>
6.	Oral defense (date and time scheduled by HPSS/MPE-AA and firm).	<input type="checkbox"/>

## You're Almost Done with Courses. Now What?

### FINAL PROGRAM OF STUDY

A Final Program of Study ([FPOS](#)) form must be completed **prior to the end of the fourth week of the semester immediately preceding the semester of intended graduation**. The [FPOS](#) form lists all requirements that were completed in order to receive the degree. Students must also list the final grade they achieved for each course (if posted) and the name of the university where the course was completed (most likely you will note Idaho State University). Additional information required on the [FPOS](#) form includes

1. The intended method of comprehensive examination (written exam, project or thesis);
2. The name and contact information for the student's approved Graduate Faculty Representative (GFR);
3. The intended graduation semester and year;

The [FPOS](#) form must be typed and have no errors. Students should be absolutely sure to check the "Final Program of Study" box at the top of the form. The student's signature is required.

### DATES, DEADLINES, & PROCEDURES FOR GRADUATION

For a list of important dates, deadlines, and for the procedures necessary to graduate, please refer to the Graduate School website at <http://www.isu.edu/graduate/current-students/dates-and-deadlines/#two>



## APPLYING TO GRADUATE

All students are required to apply for graduation. This should be done the semester prior to graduation. To apply for graduation, please visit the ISU Office of Graduate Studies and/or complete the application for graduation at the following link:

<https://www.isu.edu/graduate/current-students/graduation-information/>

GRADUATE STUDENT CHECKLIST FOR GRADUATION		
1.	Submit Final Program of Study (FPOS) to MPE-AA Faculty Advisor within the first four weeks of the semester preceding graduation.	<input type="checkbox"/>
2.	Submit Application to Graduate and Pay Graduation Application Fee (BengalWeb) within first four weeks of semester preceding graduation	<input type="checkbox"/>
3.	Complete Final Comprehensive Examination	<input type="checkbox"/>

## SCHEDULING FINAL COMPREHENSIVE EXAMINATION

Following approval of the [FPOS](#), and proof of application to graduate (both to be completed the first four weeks of the semester preceding the student's semester of graduation), students may schedule their final exam the semester preceding the semester of expected graduation date. This should be done through the HPSS department's Administrative Assistant and the MPE-AA Graduate Program Director (or Meridian MPE-AA Coordinator).



## MPE-AA Procedures and Deadlines to Be Observed

<b>Procedure</b>	<b>Deadline</b>	<b>Place</b>	<b>Checklist</b>
Admission to Graduate School	Application must be in before enrollment deadline: May 1 – Summer July 1 – Fall Dec 1 – Spring	ISU Graduate School	<input type="checkbox"/>
GRE or MAT Exams	Required for students with <3.0 GPA. See ISU Graduate School and MPE-AA program admission requirements.	ISU Counseling and Testing Center	<input type="checkbox"/>
Advisor Assignment	Upon Admission to MPE-AA Program	HPSS Office	<input type="checkbox"/>
Contact Advisor	Upon Acceptance to MPE-AA Program	HPSS Office	<input type="checkbox"/>
Complete and Sign Letter of Understanding	Prior to initial enrollment.	MPE-AA Faculty Advisor	<input type="checkbox"/>
Complete and Sign Planned Program of Study ( <a href="#">PPOS</a> )	Prior to initial enrollment.	MPE-AA Faculty Advisor	<input type="checkbox"/>
Complete and Sign Final Program of Study ( <a href="#">FPOS</a> )	Within the first four weeks of the semester immediately preceding semester of graduation.	MPE-AA Faculty Advisor	<input type="checkbox"/>
Declare Method of Comprehensive Examination	Within the first four weeks of the semester immediately preceding semester of graduation; Noted on <a href="#">FPOS</a> . Pre-approval required for Theses and Projects.	HPSS Administrative Assistant MPE-AA Faculty Advisor	<input type="checkbox"/>
Schedule Comprehensive Exam	Within the first four weeks of the semester the precedes final exam (all coursework must be completed by the end of the semester of the final comprehensive exam)	HPSS Office Administrative Assistant; MPE-AA Faculty Advisor. Students must be available within the timeframe established by HPSS Department.	<input type="checkbox"/>
Obtain Graduate Faculty Representative (GFR)	Prior to scheduling the final comprehensive examination and prior to submitting the <a href="#">FPOS</a>		<input type="checkbox"/>



Reclassification of Students initially admitted as “Classified with Performance Requirements” to “Classified” status	See acceptance letter with Performance Requirement information. Must be done prior to application for graduation.	HPSS Administrative Assistant; MPE-AA Program Director/Coordinator; MPE-AA Advisor	<input type="checkbox"/>
Apply for Graduation and File for Diploma	Within the first four weeks of the semester that precedes semester of graduation	ISU Graduate School Office	<input type="checkbox"/>
Complete Final Comprehensive Examinations	During final semester of coursework <u>or</u> within one calendar year of completed coursework		<input type="checkbox"/>
Participate in ISU Commencement Ceremony	Held at the conclusion of the Fall and Spring semesters. Those graduating in Summer may participate in Fall ceremony.	ISU Graduate Office ISU Registrar’s Office <i>Please let MPE-AA Faculty Advisor know if you plan to walk in commencement ceremony.</i>	<input type="checkbox"/>



## Idaho State University Academic Misconduct Policy

### ACADEMIC MISCONDUCT

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic misconduct in any form is unacceptable.

- I. Academic misconduct includes, but is not limited to, Cheating and Plagiarism.
- II. The term “academic” is synonymous with “scholastic” and refers to school-related endeavors, whether the school is vocational or academic.
- III. This policy applies to all forms of University educational activities, including but not limited to, classroom, lab, and online formats in various academic settings.
- IV. Instructors are encouraged to include specific information in the course syllabus on academic conduct guidelines specific to the course format and evaluation activities, as well as the link to this policy.
- V. Students should not assume that sharing any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

Idaho State University’s policy regarding Academic Misconduct is administered and supervised by Academic Affairs. The Instructor is responsible for addressing suspected incidents of academic misconduct within his or her respective courses. Deans serve as appellate officers when students challenge the findings and outcomes determined by the Instructors, and outcomes determined by the Dean may be appealed to the Student Conduct Board. In situations alleging procedural error by the University, an appeal may be made to the State Board of Education (SBOE).

### Definitions of Academic Misconduct

**Cheating** is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work.

Cheating includes, but is not limited to:

- Obtaining, providing, or using unauthorized materials or devices for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
- Acquiring examinations or other course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling an assignment or exam or providing any information about an examination in advance of the examination.
- Taking an examination in place of another person or arranging for someone else to take an examination in one’s place.
- Writing a paper for someone else or having a paper written by or purchasing a paper from a third party.
- Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of the instructor.
- Fabricating or misrepresenting information for any report or other academic exercise.





- Fabricating or misrepresenting data.
- Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken the test. This includes using electronic devices to photograph and transmit restricted test materials.
- Removing the test instrument or test information from the testing room or other location without the instructor's explicit permission.
- Assisting another student without the instructor's permission.
- Deceiving instructors or other university officials about academic work.
- Altering grades on one's own or another student's work.
- Offering money or other remuneration in exchange for a grade.

**Plagiarism** is defined as presenting or representing another person's words, ideas, data, or work as one's own. Plagiarism includes, but is not limited to:

- The exact duplication of another's work or the incorporation of a substantial or essential portion without appropriate quotation marks and citations.
- The act of appropriating creative works or substantial portions in such fields as art, music, and technology, and presenting them as one's own.

The guiding principle is that all work submitted must properly credit sources of information. In written work, direct quotations, statements that are paraphrased, summaries of the work of another, and other information that is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

Students often associate the term with writers who copy entire passages from a book, magazine, encyclopedia, or other printed source and turn them into an instructor as their own work. Perhaps the most blatant form of plagiarism as well as the easiest for instructors to detect. After all, English instructors have spent years studying style, and they can usually recognize a passage lifted from Time magazine or other sources with distinctive styles. Instructors can usually recognize professional writing, even if they cannot immediately identify its source; they can, in fact, usually identify writing that is not the student's own, no matter what the source.

But plagiarism takes several forms. For instance, students plagiarize when they borrow ideas from other writers without giving them credit. In this case, students might not even use the other writer's language; nevertheless, they are stealing the writer's content. Students also plagiarize when they present another student's work as their own, including working off of another student's established file.

An increasingly common form of plagiarism is to download material from the Web and use it as one's own. However, with the sophisticated search engines now available,



which can identify sources through key words and phrases, this form of plagiarism is also fairly easy to detect.

Because plagiarism is such a complex concept, we offer the following summary definition. Plagiarism includes:

- The literal repetition, without acknowledgment, of the writings of another author. All significant words, phrases, clauses or passages in a student's paper which have been taken directly from source material must be enclosed in quotation marks and acknowledged either in the text itself or in the endnotes.
- Borrowing without acknowledgment another writer's general plan, outline or structure of argument in the creation of one's own organization.
- Borrowing another's ideas and representing them as one's own. To paraphrase the thoughts of another writer without acknowledgment is to plagiarize.
- Allowing either another person or business to prepare the paper and then submitting it as one's own work.

An *instructor* as used in this policy is defined as a person who is responsible for the teaching of a class or laboratory or other instruction. These terms include professors regardless of rank, instructional staff, graduate assistants, visiting lecturers, and adjunct, affiliate, or visiting faculty.

### **Procedures for Determination of Academic Misconduct and Imposition of Penalties**

When an Instructor witnesses an incident of academic misconduct, has evidence of one, or is informed of one by a witness, the Instructor shall proceed as follows:

- The Instructor shall contact the Associate Vice President for Academic Affairs (AVP).
- If the Instructor and AVP feel that a penalty is warranted, the Instructor shall inform the student or students involved, in writing, of the evidence of academic misconduct and the penalty. When more than one student is involved in academic misconduct, the Instructor shall inform each student individually, in writing, and ensure that all students' FERPA rights are protected.
- The Instructor shall keep a copy of the documentation and send copies of the evidence of academic misconduct to:
  - the student,
  - the chairperson (or designee) of the Department in which the instructor holds an appointment,
  - the chairperson (or designee) of the Department in which the student is a major,
  - the Office of the Vice President for Student Affairs (AVP), and
  - the Office of the Registrar. A copy of the report shall be placed in the student's permanent file in that office.



For incidents that occur near the end of the semester, the Instructor will issue an incomplete grade to the accused student(s) while the resolution of the allegation continues. Once a decision and imposed penalty, if any, has been rendered, the grade will be updated.

### **Penalties for Academic Misconduct**

Any penalty imposed by an Instructor for academic misconduct shall be based on the Instructor's and AVP's professional judgment and wisdom and may include:

- Written warning
- Resubmission of work
- Grade reduction
- Fail the course

Penalties that may be imposed at the University-level by the Board, and are permanently recorded on the student's transcript are:

- Suspension from the University
- Expulsion from the University

Both an Instructor penalty and University-level penalty may be imposed. Withdrawal from a course does not exempt a student from penalties for academic misconduct. In no case should an Instructor recommend that a student withdraw from the course to avoid charges and/or penalties.

### **Procedures for Penalizing Students for Academic Dishonesty – Graduate School**

When a faculty member suspects a graduate student of academic dishonesty, the instructor should present the evidence to the student and consider the student's response. If the instructor concludes after consultation with the student that academic dishonesty occurred, the instructor writes a letter to the Chair of the Department in which the student is seeking a graduate degree, describing the incident. The instructor should include with the letter any evidence used to draw the conclusion that academic dishonesty has occurred (e.g., copies of the student's written assignment, copies of documents thought to have been plagiarized, etc.), and should state clearly the penalty imposed within the course itself. The penalty should be in proportion to the severity of the offense. If the penalty is to be a failing grade, the instructor should first consult with the Chair of the Department, and the Chair should meet jointly with the student and faculty member to review the incident. The student may appeal the penalty by following the procedures in the Graduate Catalog entitled "Appeal of a Grade."

The Department Chair may, in accordance with the policy and procedures of the Department, impose the penalty of dismissal from the program. A student may appeal the dismissal by following the procedures in the Graduate Catalog entitled "Appeal of Dismissal from a Graduate Program." The Chair of the Department should send a copy of the instructor's letter reporting the offense, along with any evidence submitted to the



Chair, to the student, to the Dean of the academic College in which the student is seeking a graduate degree, and to the Dean of the Graduate School. A copy of the letter is to be placed in the student's file in the Department and in the Graduate School. If the student's appeal is upheld, the letter and all other records of the accusation of academic dishonesty are to be deleted from the student's files.

### **Procedures for Students' Appeal of Imposed Penalties**

The student may appeal penalties for academic misconduct to the Dean (or designee) of the College in which the course was offered, no later than fifteen (15) business days after the student has received written notification of the Instructor's decision and penalties regarding academic misconduct.

When a student files an appeal, the Dean (or designee) shall set a date for a formal hearing to discuss the allegations and penalties. He/she shall chair and conduct the hearing and keep a written record of it. The hearing shall include the Instructor, the student, the chairperson (or designee) of the Department in which the Instructor holds an appointment, the chairperson (or designee) of the Department in which the student is a major, and the Dean (or designee) of the College in which the student is a major. In addition, the student may bring one (1) support person (faculty, staff, or student) but this individual does not participate in the hearing. Within five (5) business days following the hearing, the Dean shall issue a final determination, in writing, of responsibility or non-responsibility based upon a preponderance of the evidence.

If the formal hearing results in the student being exonerated of all charges of academic misconduct, the Dean (or designee) of the College in which the course was offered shall prepare a letter of memorandum stating that the student has been exonerated and requesting that all records about the alleged act of misconduct be destroyed, other than the Dean's own record of the hearing. The Dean (or designee) shall send copies of the letter of memorandum to:

- the Instructor,
- the Student,
- the Chairperson of the Department in which the Instructor holds an appointment,
- the Chairperson of the Department in which the student is a major,
- the Dean of the College in which the student is a major,
- the Office of the Vice President for Student Affairs, and
- the Office of the Registrar. This office shall remove all records about the alleged misconduct from the student's permanent file.

If the student is not exonerated of all charges, then the Dean (or designee) of the College in which the course was offered shall send copies of the written record of the formal hearing to the parties above. If the penalty is reduced as a result of the hearing, the Dean (or designee) of the College in which the course was offered shall direct the



Registrar to make any changes in the student's grade. Penalties for academic misconduct may be appealed to the Board. Procedural errors may be appealed to the SBOE.

### **Charge and Scope of the Student Conduct Board (SCB)**

The Board shall not hear general academic complaints that should be referred to a Dean or the Executive Vice President and Provost. Its decision is final, except for the student's ability to appeal procedural errors to the SBOE. The SCB shall operate under the following procedures:

- A student may appeal a Dean's decision.
- Notice from the Registrar to the Executive Vice President and Provost and the Vice President for Student Affairs that a student has received two "Fail the Course" penalties for academic misconduct violations also activates the Board.
- An Instructor, with the approval of his/her Dean, may ask the Board to consider suspension or expulsion when he/she deems the incident of academic misconduct to be significant and warranting a University-level penalty or if the student has multiple penalties for academic misconduct. All requests shall be in writing, include the reasons for recommending suspension or expulsion, and shall include supporting documents.

The Board is comprised of faculty, staff, and students that are trained to serve as adjudicators. Board members serve on a voluntary basis. The Board for the hearing will be composed of no less than three (3) and no more than five (5) members drawn from the larger pool of trained personnel.

Once the Board is constituted, the Office of the Vice President for Student Affairs shall give all documents, to the Board Chair. The Office of the Vice President for Student Affairs will notify the student, outline the procedures, inform the student that he/she may review the materials in the Vice President for Student Affairs Office, and allow the student a reasonable amount of time to present to that office any documents in his or her defense.

The Board Chair shall then set a date for a formal hearing, one that allows the student sufficient time to prepare a defense and allows Board members sufficient time to review all the materials held in the Office of the Vice President for Student Affairs, including any submitted by the student. The student may choose one (1) ISU student, staff, or faculty member to accompany him or her to the hearing. However, this person does not directly participate in the hearing. In addition, the person at ISU with the most knowledge of the case, shall be invited to give testimony, but is not required to appear. All members of the Board must be present at the hearing. However, neither the student nor the person who initiated the review need be present for the Board to act.



After the formal hearing, the Board will vote on, i) whether the misconduct occurred, ii) if the penalty is appropriate or if a different penalty should be imposed, and iii) in severe cases, whether to suspend or expel the student. A majority of the Board members must vote for suspension or expulsion for such an action to occur. The length of any suspension shall also be determined by majority vote.

The Board Chair will send a written record of the Board's decision to the Vice President for Student Affairs, who will be responsible for relaying the decision to the student, the Registrar, and the Executive Vice President and Provost. The Office of the Vice President for Student Affairs will hold all materials related to the case permanently. The Board's decision shall be implemented by the Executive Vice President and Provost (or designee).

When the Board imposes suspension, the Office of the Registrar shall record "Suspension for Academic Misconduct" on the student's permanent transcript. When the Board imposes expulsion, "Expulsion for Academic Misconduct" shall be recorded on the student's permanent transcript.



## Important Contacts

### HPSS FACULTY AND STAFF DIRECTORY

	<i>Title</i>	<i>Email</i>	<i>Phone</i>	<i>Graduate Faculty</i>
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Dr. JongHun Sung, PhD; ATC	<i>Assistant Professor</i>	<a href="mailto:sungjong@isu.edu">sungjong@isu.edu</a>	208-282-3203	✓



## OTHER KEY CAMPUS CONTACTS

	<i>Title</i>	<i>Email</i>	<i>Phone</i>
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Dr. Adam Bradford, PhD	<i>Dean, ISU Graduate School</i>	<a href="mailto:adambradford@isu.edu">adambradford@isu.edu</a>	208-282-2490
Dr. Lyn Redington, PhD	<i>Vice President of Student Affairs &amp; Enrollment Management</i>	<a href="mailto:redilyn@isu.edu">redilyn@isu.edu</a>	208-282-2920
Dr. Craig Chatriand, PhD	<i>Assistant Vice President &amp; Dean of Students</i>	<a href="mailto:craigchatriand@isu.edu">craigchatriand@isu.edu</a>	208-282-2794
ISU Graduate School			208-282-2150
Bea Valencia	<i>Graduate School – Pathway Specialist</i>	<a href="mailto:valebeat@isu.edu">valebeat@isu.edu</a>	208-282-2270
Amanda Eakins	<i>Graduate School – Associate Director of Operations</i>	<a href="mailto:eakiaman@isu.edu">eakiaman@isu.edu</a>	208-282-2665
Ali Crane	<i>Director of Student Services – Meridian campus</i>	<a href="mailto:cranali@isu.edu">cranali@isu.edu</a>	208-373-1706
Registrar’s Office			208-282-2661
Human Subjects Committee			208-282-2179
Counseling and Testing Center			208-282-2130
International Programs Office			208-282-4320





Idaho State University, College of Education  
Department of Human Performance and Sport Studies  
Graduate Program of Study 2020-21  
Master of Physical Education-Athletic Administration

**NOTE: THIS DOCUMENT MUST BE TYPED AND FILLED IN ENTIRELY TO BE CONSIDERED COMPLETE.**

**PLANNED Program of Study** [Click here to enter date.](#)  **FINAL Program of Study** [Click here to enter date.](#)  
(submitted first semester of enrollment) (submitted semester prior to graduation)

Name: Click here to enter text. Bengal ID No: Click here to enter text.  
Address: Click here to enter text. Telephone #: Click here to enter text.  
City, State, Zip: Click here to enter text. Cell Phone #: Click here to enter text.  
Personal Email: Click here to enter text. ISU Email: Click here to enter text.  
Major Advisor: Click here to enter text. 2<sup>nd</sup> Member: **NA for PPOS**  
GFR: **NA for PPOS** GFR Dept: **NA for PPOS**  
Planned Semester of [Click here to enter text.](#) GFR Phone: **NA for PPOS**  
Graduation:

**COMPREHENSIVE EXAMINATION OPTION** (*Check one*)

Thesis Option  Master's Project Option  Written Exam Option

**COURSES FOR THE DEGREE PROGRAM (33 Credits)**

Prefix/Num	Title	Credits	Semester	Year	Grade	Institution
<b>REQUIRED COURSES (21 CREDITS)</b>						
HPSS 6605	Leadership & Administration	3	Fall	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.
HPSS 6610	Adv. Sport Psychology	3	Summer	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.
HPSS 6612	Adv. Sport Sociology	3	Summer	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.
HPSS 6615	Philosophy of Athletics	3	Fall	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.
HPSS 6625	Advanced Sport Marketing	3	Spring	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.
HPSS 6631	Athletics and the Law	3	Spring	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.
HPSS 6634	Sport Finance	3	Spring	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.
HPSS 6635	Management of Athletics	3	Spring	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.
HPSS 6640	Research and Writing	3	Fall	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.
HPSS 6655	Internship	3	Spring	<a href="#">Click here to enter text.</a>	Choose an item.	Choose an item.

**APPROVED ELECTIVE COURSES (3 CREDITS)**

[Click here to enter text.](#) 3 [Click here to enter text.](#) Choose an item. Choose an item.

**FOR FINAL PROGRAM OF STUDY (FPOS) SUBMISSION, STUDENT MUST INCLUDE NAME AND CONTACT INFORMATION OF GFR [\(see ABOVE\)](#) AND ATTACH AN UNOFFICIAL GRADUATE TRANSCRIPT (FROM ISU AND ANY ADDITIONAL INSTITUTIONS).**

Student _____	Date _____	Department Chair _____	Date _____
Advisor _____	Date _____	Dean of College of Education _____	Date _____
SSPE Graduate Coordinator _____	Date _____	Dean of Graduate School _____	Date _____
<b>For Office Use Only</b>			
Credits:500- level_____	600-level_____	700-level_____	Transfer _____
Authorization _____		Transfer Transcripts:Yes _____	No _____
Date _____			



**“If you fail to prepare, you’re prepared to fail.”**

-Mark Spitz, USA Olympian

