

KINESIOLOGY AND SPORT MANAGEMENT

**2018-2019 Graduate Program
Handbook**



UNIVERSITY OF
SOUTH DAKOTA



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Notice of Nondiscriminatory Policy

In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status, or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy. For additional information, please contact the Director, Equal Opportunity and Chief Title IX Coordinator, Khara Iverson, 205 Slagle Hall, Vermillion, SD 57069. Phone: 605-677-5651 Email: Khara.iverson@usd.edu

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, 119B Service Center North, USD, Vermillion, SD 57069. Phone: 605-677-6389 Fax: 605-677-3172 Email: disabilityservices@usd.edu.

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2009). The University has designated the Vice President of Administration & ITS, as the Coordinator to monitor compliance with these statutes. Section 504 obligates USD to provide equal access for all persons with disabilities. The position is currently being advertised but they can be reached at Room 209, Slagle Hall, Phone: 605-677-5661.



UNIVERSITY OF
SOUTH DAKOTA

July 29, 2018

Dear Kinesiology & Sport Management Graduate Students-

Welcome to the School of Education, Division of Kinesiology & Sport Management Graduate Program. I hope your educational experiences in our program are academically stimulating and challenging as well as professionally rewarding.

We have an outstanding graduate program that continually challenges students to make connections between theoretical framework and practical application. Our division has dynamic faculty who are dedicated teachers and researchers with the primary aim of engaging students in the learning process. The exercise science curriculum integrates biological and behavioral approaches using biomechanical, physiological, psychological, and sociological perspectives to understand human movement. The sport management curriculum prepares students for careers in sport event management, intercollegiate athletic departments, minor league sport, sport facility management, sport marketing, sport promotions, and other areas of the expanding sport/business and sport/entertainment industries.

This challenging curriculum allows you to compete with other graduates nationally. If you have any questions about your program or the areas of specializations, please feel free to contact me at your convenience. All of the graduate forms discussed in this handbook are accessible at <https://portal.usd.edu/academics/graduate-school/forms.cfm?casLogin=1>

I wish you all the best during your time in the Division of Kinesiology & Sport Management at The University of South Dakota.

Sincerely,

A handwritten signature in black ink that reads "Robin Ammon".

Robin Ammon, Chair
Division of Kinesiology & Sport Management
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SCHOOL OF EDUCATION DIRECTORY

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KSM Program at a Glance

The Division of Kinesiology & Sport Management is known for being an energetic and innovative major that provides students with the ability to conduct extraordinary research and gain real world knowledge. Students are attracted to this major due to the faculty's interest in their individual growth and providing students with the marketable skills to become successful in today's competitive business environment.

The Master of Arts in Kinesiology & Sport Management offers **two** specializations of study:

- Exercise Science (traditional face to face with some online coursework)
- Sport Management (online and hybrid formats)

Program Requirements:

- 30 credit hours
 - Required Courses for all MA students include EDER 761 and KSM 790
1. **Thesis Option:** Master's candidates in this track (EXSC only) must complete a scholarly thesis. The project is overseen by a Thesis Advisor. Thesis students take six credit hours of thesis. These can be split into two semesters of 3 credits each.
 2. **Non-Thesis Option:** SPMT and EXSC Master's candidates in this track must complete 30 credit hours of KSM-related coursework along with the required core courses listed under the Program Requirements.

Admission

Applicants who hold a baccalaureate degree from an accredited university or college are eligible to seek admission to a graduate program at USD. Application materials are available through the School of Education, University of South Dakota, 414 East Clark Street, Vermillion, South Dakota, 57069-2390 (605) 658- 5551 or through the KSM Division website, <http://www.usd.edu/education/kinesiology-and-sport-management/graduate>

The KSM Division requirements for admission include the following:

- Three letters of recommendation, only **one** of may be from an academic professor in your undergraduate major. However, they must be able to attest to your scholarly abilities.
- Official transcripts from each college or university you previously attended are required. If you received an undergraduate degree from USD, you may submit unofficial transcripts.
- A \$35 non-refundable application fee.
- A minimum undergraduate GPA of 2.75 for full admittance based on a 4.0 scale is required.
- A 500 word “Statement of Purpose” stating your reasons for pursuing graduate study in Kinesiology & Sport Management at The University of South Dakota.
- The GRE exam is **not** required.

Types of Admission

Full Admission. Generally, students will be admitted *unconditionally* if they have a good undergraduate record (above 2.75), demonstrate strong communication skills in their admissions essay, receive favorable recommendations, and have met all other minimal conditions for acceptance into the Graduate School.

Provisional Admission. Students who do not meet all of the qualifications for *full admission* may be granted *provisional admission* to the program of study. The student may be admitted with specific provisions necessary for full admission. These conditions must be met prior to being fully admitted to the MA program. Failure to complete specified requirements may result in being denied the ability to register for additional coursework until specified conditions are met. ***Students granted “Provisional Admission” will not be allowed to receive a graduate assistantship.***

Admission Deferment. Students may petition to defer their admission for one calendar year before the next annual review.

Transfer Credit

Up to 12 graduate credit hours from other regionally accredited institutions may be transferred toward a master’s degree program. These transfer credits must have been completed no more than seven years prior to conferment of the USD graduate degree. The transfer credit approval form must be signed by the student’s advisor, department chairperson, and approved by the Graduate Dean.

An official transcript must be sent directly to the Graduate School to verify all requests for approval of transfer credit, unless such transcript is on file with the Graduate School. Requests for approval of transfer credit should be made during the first semester of study in order to avoid any misunderstanding regarding acceptance of such credit. Final approval of all transfer credit rests with the Graduate Dean and any exceptions to this policy must be approved by the Graduate Dean. The following conditions must be met before credit can be accepted:

The student must have been in good standing in the institution from where the credit is transferred.

1. The grades in courses transferred are “B” or better; “N”, “P”, “S” or similar designations are acceptable for up to three credit hours with approval on the program of study.
2. The institution is accredited by a recognized, regional accrediting body.
3. Transfer credit from another institution will be recorded on a USD transcript only if the transfer work is accepted as part of a USD graduate degree.

PROCEDURES FOR ADMISSION TO KSM

Once the Graduate School has received a complete application packet, the packet is forwarded to the Division of KSM. The KSM Chair will recommend admission or denial of the applicant to the Graduate Dean, who will make the final decision on admission status. Students may be accepted to Graduate School with either full or provisional admission status. Students receive notice of their admission from the Graduate Dean. Graduate students who are denied admission have the right to appeal the decision if they have evidence that admission policies and procedures were not considered.

Those students who are applying to the *Exercise Science Specialization* must have at least 18 credits of relevant Exercise Science coursework at the undergraduate level to matriculate into the Exercise Science Specialization.

Timeline from Application to Graduation

The student is responsible for ensuring that the following requirements have been completed and should stay in close contact with his or her advisor throughout the KSM graduate program. Students can obtain a list of deadline dates for the semester on the USD Portal.

Admittance: Student is admitted to the Graduate School either fully or provisionally. Any student admitted provisionally must attain full admission status prior to being considered as a candidate for a graduate degree. To change status from provisional to full, the student must meet all provisions of the initial admission.

Advisor assignment: A KSM advisor (usually the Division Chair) is assigned at the time of admission.

Meet with KSM advisor: KSM students must contact the USD graduate school to register for their first semester. After the first semester all KSM students must meet with their advisor to register for classes, discuss program of study, and overall plan for the program.

Program of Study: A Program of Study must be filed with the Graduate School as soon as is feasible. The Program of Study is determined after a KSM student has consulted with his/her advisor. **The Program of Study presented for fulfillment of the KSM degree requirements must be comprised of all graduate work and at least 50 percent of the coursework at the 700-course level or above.** Any substitutions or exceptions to the catalog requirements must be noted on the program of study and require pre-approval of the KSM Chair. Approved transfer credits should be indicated on the Program of Study. The transfer approval and official transcript must accompany the Program of Study, if not already on file in the Graduate School. While 12 credits may be transferred in only nine credit hours may be transferred from other institutions as part of a Program of Study. The Graduate School cannot accept the Program of Study until the student's advisor has approved the plan.

Application for Degree/Program of Study: Students enrolled in a degree program must submit an Application for Degree no later than the designated deadline for the semester in which the student expects to graduate. The deadlines and forms are available in the myU.Portal at <https://my.usd.edu/uPortal/f/home/p/graduate-school.n5/max/render.uP?tab=academics/graduate-school/graduate-student-responsibilities>. Failure to file an Application for Degree at the appropriate time may delay graduation.

Final Evaluation of a Graduate Student: KSM students writing a thesis will be required to complete a verbal defense of their research.

Graduation Approval: The Graduation Approval form contains the results of the thesis and accepted credit hours. The KSM Chair will sign and submit the Graduation Approval form to the Graduate School. The deadline for the approval is approximately one week prior to graduation.

Thesis Submission: The final thesis must be submitted to ProQuest at www.etsdadmin.com/sdakota by KSM master's degree students. Failure to submit the thesis at the appropriate time may delay graduation. A Guide to Preparing the Dissertation or Thesis and ProQuest Process documents are available at <https://portal.usd.edu/academics/graduate-school/thesis-dissertation-guide.cfm>

Commencement: Candidates for a MA in KSM are strongly encouraged to attend the commencement exercises. There is only one ceremony and is held at the end of the spring semester. KSM students must submit their Program of Study/Application for Degree and Graduation Approval Forms in order to graduate.

Clearing Students for Graduation: The Graduate School audits programs of study against required curriculum and clears students for graduation each spring. KSM students who have completed all requirements for a degree, but whose formal graduation is delayed, may obtain a Letter of Certification of Completion of Degree Requirements from the Graduate Dean. Auditing and posting of degrees occurs during the timeline below.

Spring Graduation: Week after finals until the end of June (Diplomas mailed end of July)

GRADUATE STUDENT RESPONSIBILITIES

It is the responsibility of graduate students to be aware of the necessary paperwork and deadlines for completion of their program.

No alterations of the Graduate School and University's deadlines are possible, and graduate students should be aware that it may not be possible to complete a program within the timeframe originally expected. Availability of required courses, absence of faculty members, or other delays cannot always be anticipated.

Grading Standards/Satisfactory Academic Progress:

Students' progress through the KSM Master's program is reviewed on a semester basis. If a student is not making satisfactory academic progress toward their degree, they may be dismissed from the KSM program, for cause. Students achieving a 3.0 grade point average, completing examinations on time, and completing courses on time will not be dismissed for unsatisfactory academic progress, all else being equal.

Passing grades for graduate students are grades within the general A, B, and C categories. Since Graduate School rules require at least a 3.0 average for work comprising the student's entire program, a grade of C or lower in any course should be regarded as a very strong warning that work in the course was below faculty expectations. Students will only be allowed two grades of "C" before being placed on academic probation.

The symbol of I (Incomplete) may be granted to a student only if it can be demonstrated that it would be unfair to hold the student to the normal time limits of the course. Illness or other exceptional circumstances are the usual basis for consideration. Students should not assume that an incomplete will be granted automatically upon request. Rather, a student who believes that her/his circumstances warrant an incomplete is advised to consult with the course instructor. The instructor will specify the work required to be completed by a date certain to remove the incomplete grade.

Academic Honesty:

The University of South Dakota Code of Student Conduct contains the University's policy on academic honesty. Acts of dishonesty, include, but are not limited to the following:

Cheating, which is defined as, but not limited to the following:

- a. use or giving of any unauthorized assistance in taking quizzes, tests, or examinations;
- b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.

Plagiarism, which is defined as, but is not limited to, the following:

- a. the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment consistent with accepted practices of the discipline;
- b. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Be certain that you understand plagiarism and the KSM Division's policy. Students who violate the academic honesty policy may face disciplinary penalties up to and including expulsion from the KSM MA program or from South Dakota Board of Regents institutions.

I understand the grading policies, rules, and standards of responsibility standards as a Kinesiology & Sport Management Graduate student at The University of South Dakota.

Print Name

Signature

Date

DEADLINES

Please check with the KSM Division Office for additional requirements and deadline dates. These forms must be turned into the Division of Kinesiology and Sport Management Office and then to the Graduate School.

August 2018 Graduation

01/29/18	Final Program of Study/Application for Degree (with committee members' signatures) due in Graduate School Office (if this is already on file with the Graduate School, please disregard)
03/23/18	Walk Early Form due in Graduate School Office (subject to change)
08/10/18	Graduation Approval Form (with results of written and oral exams filed with the Graduate School Office)
08/10/18	Thesis/Dissertation submitted online to ProQuest
08/10/18	Complete survey of Earned Doctorates (Ph.D. students only)
05/04/19	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA
	All candidates for graduation from the preceding summer and fall are invited to spring commencement unless Walk Early Form is submitted and approved.

December 2018 Graduation

03/23/18	Walk Early Form due in Graduate School Office (subject to change)
04/15/18*	Final Program of Study/Application for Degree (with committee members' signatures) due in Graduate School Office (if this is already on file with the Graduate School, please disregard)
11/30/18	Graduation Approval Form (with results of written and oral exams) filed with the Graduate School Office
11/30/18	Thesis/Dissertation submitted online to ProQuest
11/30/18	Complete survey of Earned Doctorates (Ph.D. students only)
05/04/19	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA
	All candidates for graduation from the preceding summer and fall are invited to spring commencement unless Walk Early Form is submitted and approved.

May 2019 Graduation

10/15/18	Final Program of Study/Application for Degree (with committee members' signatures) due in Graduate School Office (if this is already on file with the Graduate School, please disregard)
04/26/19	Graduation Approval Form (with results of written and oral exams) filed with the Graduate School Office
04/26/19	Thesis/Dissertation submitted online to ProQuest
04/26/19	Complete survey of Earned Doctorates (Ph.D. students only)
05/04/19	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA

August 2019 Graduation

10/15/18	Final Program of Study/Application for Degree (with committee members' signatures) due in Graduate School Office (if this is already on file with the Graduate School, please disregard)
TBD	Walk Early Form due in Graduate School Office (subject to change)
08/16/19	Graduation Approval Form (with results of written and oral exams filed with the Graduate School Office)
08/16/19	Thesis/Dissertation submitted online to ProQuest
08/16/19	Complete survey of Earned Doctorates (Ph.D. students only)
05/09/20	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA
	All candidates for graduation from the preceding summer and fall are invited to spring commencement unless Walk Early Form is submitted and approved.

M.A. Kinesiology & Sport Management

Plan A: Exercise Science ONLY

Prefix	Number	Title	Credit Hours
EDER	761	Research Methods	3
KSM	790	Seminar	3
KSM	798	Thesis in PE	6
Sub-Total			12

Plan B: Non-Thesis - Exercise Science or Sport Management

Prefix	Number	Title	Credit Hours
EDER	761	Research Methods	3
KSM	790	Seminar	3
	KSM Electives (EXSC only)		6
Sub-Total			12

Specialization: Exercise Science

Prefix	Number	Title	Credit Hours
KSM	750	Appl. Physiology of Exercise	3
KSM	751	Lab Tech/Biomechanics	3
KSM	752	Mechanics Motor Learning	3
KSM	754	Advanced Biomechanics	3
KSM	765	Evaluation of Research	3
EDER	762	Statistics in Education	3
Sub-Total			18
Total number of hours required for degree			30

Sport Management Online Specialization

Prefix	Number	Title	Credit Hours
KSM	746	Sport Facility/Risk Management	3
KSM	758	Sport Governance	3
KSM	782	New Media and Technology in Sport	3
KSM	783	Sport Marketing & Promotions	3
KSM	784	Sport Budgeting & Finance	3
KSM	785	Legal Aspects of Sport	3
KSM	786	Strategic Sport Communications	3
KSM	787	Current Issues in Sport Management	3
Sub-Total			24
Total number of hours required for degree			30

Master's Thesis (Plan A) Guidelines

Students choosing to complete a Thesis (Plan A) need to choose a faculty member to serve as their advisor/director. Ideally, students should identify a faculty member by the end of their first semester in the program.

If students are writing a thesis, they should become familiar with standard research design approaches, as discussed in EDER 761 or KSM 765. Regardless of approach, Plan A students are expected to thoughtfully develop and deliver their Master's Thesis. The basic guidelines that the Graduate School follows can be found at: <https://portal.usd.edu/academics/graduate-school/thesis-dissertation-guide.cfm>. Some of the KSM requirements are a little different than the USD graduate school's requirements and the KSM requirements take precedence if there is a conflict.

Thesis committees consist of at least three faculty members and shall include the thesis advisor, at least one additional faculty member from **within** the Division of KSM, and one faculty member from **outside** of the division. The Graduate Dean may approve exceptions to the above. All committee members must have graduate faculty status. In addition, thesis advisors must have tenure-track faculty status within the Division of KSM.

While students may request committee members, such choices are subject to approval by the Division of KSM and the Graduate Dean. All committee members must be identified on the student's Program of Study form. In order for a student to be eligible for graduation, all committee members must sign the student's Approval of Degree form.

In unusual situations, the Graduate Dean and the Chair of the KSM Division may concur that there is a need and adequate justification for an alternate committee. The Chair of the Division of KSM and the Graduate Dean will also concur on the selection of committee members. A content expert, whether external or internal to the University, must be involved in the evaluation of the thesis. The content expert may or may not serve as a member of the committee. All degree requirements remain intact when an alternate committee is invoked.

Master's Thesis (Plan A) involves significant involvement in the research process and is an option for the KSM graduate student to include as part of their program of study. It is **highly** recommended within the first year of study, the KSM MA student select a graduate faculty member who would serve as their Thesis Chair. In consultation with the student's thesis chair, the following should take place:

1. Select graduate faculty (2-3 additional members, 1 being from another division) to serve on the committee.
2. Select a research topic that is acceptable to the thesis chair **and** committee members.
3. Complete CITI certification (must verified by all thesis chair). The Collaborative Institutional Training Initiative (CITI) link for Human Subjects Research certification can be found at <https://www.citiprogram.org/aboutus.asp?language=english>
4. Formulate proper timelines acceptable to the thesis chair, graduate student, and committee members.
5. Present chapters 1-3 to the thesis chair and when deemed acceptable, disseminated to the committee members for feedback.
6. Following acceptance of the IRB, data collection takes place and Chapters 4-5 are drafted.
7. Once Chapters 1-5 are acceptable to the thesis chair, the final draft is submitted to the thesis committee and the students presents the information to the committee during an oral presentation.
8. If accepted, the committee signs off on the title page of the manuscript of thesis, completing this partial fulfillment of the Master of Arts in Kinesiology & Sport Management.

Examples of Format

Theses in the Division of Kinesiology and Sport Management may follow either the traditional thesis format or the specific format of a prominent journal in the student's field. Formatting examples are depicted below (traditional and journal specific, respectively). If you have questions as to which is most appropriate for your thesis, please see your Thesis Committee Chair.

Traditional APA Thesis Format

Journal Format (one example only; other journals may require a different format)

Title Page	Title Page
Signature Page	Signature Page
Acknowledgements	Acknowledgements
Abstract w/ Signature of Thesis Chair	Abstract w/ Signature of Thesis Chair
List of Tables	Table of Contents
List of Figures	Introduction
Table of Contents	Literature Review
Chapter 1 - The Problem - Significance of the Problem - Statement of the Problem - Abbreviations - Research Questions	Methods - Experimental Approach to the Problem - Subjects/Participants - Procedures - Statistical Analysis
Chapter 2 - Review of Related Literature	Results
Chapter 3 - Materials & Methods - Experimental Approach - Subjects - Procedures	
Chapter 4 - Analysis & Interpretation - Statistical Methods - Results w/ Interpretation	Discussion
Chapter 5 - Discussion - Summary & Conclusions - Future Research	References
Appendices - IRB Approval Letter - Stamped Consent Form	Appendices
References	

Student Grievance Process

If a dispute arises over a grade given in a graduate course, graduate students have the right to challenge their grade, based on the Board of Regents Policy 2.9. Such disputes most commonly arise as a result of student dissatisfaction with assigned grades, but students may also invoke the standards and procedures provided under this policy to challenge academic responses to instances involving alleged student academic misconduct or to challenge other decisions, justified on academic grounds, that affect their participation in or completion of university academic programs.

To access the policy, go to the following link found on the University Portal:

<https://portal.usd.edu/academics/registrar/academic-forms.cfm?casLogin=1>

You will find the Appeals Form as well as the description of the appeals process, should you choose to pursue this course of action.

The Kinesiology & Sport Management Division recognizes the rights of all graduate students to appeal their grade(s), however, it is highly recommended that the student attempt to resolve the problem with the instructor of the course and/or Division Chair before pursuing this direction.