



WASHINGTON STATE UNIVERSITY

**College of Education,  
Sport, and Human Sciences**

**SPORT MANAGEMENT PROGRAM  
GRADUATE STUDENT HANDBOOK  
2025-2027**



**Department of Educational Leadership and Sport Management**

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## **Welcome from the Program Coordinator**

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Welcome to the master's program in Sport Management at Washington State University! Thank you for entrusting us with educating you for a career in sports or recreation. We are dedicated to helping you become the best graduate you can be. Well-versed, experienced, and diverse Sport Management faculty are dedicated to leading you on your journey to becoming an excellent and thoughtful professional and scholar.

Our courses are designed to expand your academic, intellectual, and professional horizons. Additionally, both the program, the community, the athletic department, and University Recreation provide many opportunities for practical engagement and professional development. Consider taking advantage of them throughout your stay in Pullman. Ultimately, we encourage and expect you to take charge of your future and become involved with the wider program and campus communities.

This handbook is designed to provide you with an overview of the program. It includes many useful links, tips, and resources; please be sure to keep it handy and refer to it often. Also, do not hesitate to reach out to your advisor to discuss any questions that are not answered in this manual. We are reviewing and gradually updating our curriculum to ensure we cover the greatest possible number of relevant subjects and emerging issues.

We see educating people as a team effort aimed at making sports and societies the best they can be. We are committed to leading this endeavor—but cannot succeed in achieving personal and societal progress without your involvement and contribution.

*Dr. Tammy Crawford  
Program Coordinator and Assistant Chair,  
Department of Educational Leadership and Sport Management*

## Introduction

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The guidelines in this handbook are to assist you in planning and completing your program. Please read and discuss them with your advisor. If you have questions that are not addressed in this handbook, please contact your advisor or the staff in the College of Education, Sport, and Human Science (CESHS) Office of Graduate Studies. You can also visit our [current student website](#) for additional information and links to university resources.

The program faculty is dedicated to meeting students' needs as future leaders in a variety of settings within the fields of sport and recreation. Sport's growing economic, political, and social significance creates a corresponding need for well-educated and professionally trained sport managers who can govern and deliver sport that serves the greater good of an interconnected society. To this end, the program provides a balanced integration of theory, practical experience, empirical research and policy analysis.

Beyond the curriculum, the Sport Management program at Washington State University offers students many opportunities to pursue their academic and professional goals. You may—independently or in collaboration with faculty—conduct original research or earn practical experience in an array of diverse setting, including university athletics, an innovative university recreation department, and a vibrant community recreation program.

Upon completion of this degree, students are prepared for a range of careers in sport management. Graduates with master's degrees from the Sport Management program are employed in educational, non-profit and/or professional work settings such as:

|  |  |
|--|--|
| Sport management firms                             | Sport governing bodies (e.g., conferences and federations) |
| University and junior college athletic departments | Tennis, golf and country clubs                             |
| Semi-professional and professional sport           | Major tournaments and college bowls                        |
| Parks and recreation departments                   | Retail sporting goods                                      |
| Private/commercial recreation providers            | Event and venue management                                 |
| Youth organizations                                | Sport marketing  |
| City and regional sports commissions               | Sport media  |

### Notice of Non-Discrimination

WSU does not discriminate and prohibits discrimination on the basis of sex, race, color, national origin, disability, age, religion, creed, genetic information, marital status, protected veteran/military status, or immigration or citizenship status in any education program or activity that it operates in compliance with Title IX and other civil rights laws and regulations. Inquiries regarding Title IX, ADA, or other civil rights laws, as well as reports of discrimination, can be directed to the [Compliance and Civil Rights, WSU ADA Coordinator](#), or [WSU Title IX Coordinator](#). More information on WSU's policies and procedures to respond to discrimination and harassment is available here: [Nondiscrimination statement](#).

## **Program overview**

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The Sport Management Graduate Program is focused on the management and administration of the sport and recreation industry. It includes, but is not limited to, content in the areas of management, marketing, law, communication, sociology, and administration as they apply to sport.

## **Mission**

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The mission of the Sport Management Graduate Program is to prepare students for a variety of careers as managers/administrators in the sport industry and for further graduate study in sport management, and to conduct research aimed at developing the body of knowledge in sport management.

## **Indigenous Land Acknowledgement**

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WSU Pullman is located on the ancestral homelands of the Palus people and on the ceded lands of the Nimíipuu (Nez Perce) Tribe.

## **Student learning outcomes**

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Student learning outcomes for the Sport Management graduate program include the ability to:

1. Incorporate an understanding of ethical, legal, and socio-cultural issues in managerial decision making and policy determinations in sport;
2. Employ sound principles of strategic planning, financial management, risk management, and human resource management in sport;
3. Apply fundamental knowledge and practical understanding of sport marketing, communication, and event management principles;
4. Utilize critical thinking and abstract reasoning skills in analyzing sport management issues and in managerial planning and decision making;
5. Demonstrate information literacy and oral, written, and group communication skills;
6. Develop research skills and utilize sound theoretical frameworks relevant to the different aspects of the sport industry.

## **Program Content**

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Students may earn a Master of Arts (M.A.) in Sport Management by pursuing either a thesis or a non-thesis program of study. Entering students are assumed to be familiar with and have sufficient fundamental knowledge in core curricular areas (law, marketing, management, and mass communication). Ideally, applicants will have completed undergraduate coursework in these areas as well as in economics, accounting, finance, and sport humanities/social sciences (e.g., sport sociology, sport history, sport ethics and/or sport philosophy). If you are admitted with identified background deficiencies, you may be required to complete undergraduate coursework prior to enrolling in graduate coursework in the identified areas.

**Master of Arts in Sport Management (thesis option)**

The thesis option requires a total of 34 semester hours, consisting of a minimum of 30 graded semester hours of approved coursework (A-F grading scale) and a minimum of 4 semester hours (S/U grading scale) of SpMgt 700 (Research, Thesis, and/or Examination) for the thesis to be defended in an oral examination.

**Master of Arts in Sport Management (non-thesis option)**

The non-thesis option requires a total of 34 semester hours, consisting of a minimum of 30 graded semester hours of approved coursework (A-F grading scale) and a minimum of 4 hours (S/U grading scale) of SpMgt 702 (Special Problems, Directed Study, and/or Examination) for the final comprehensive examination.

**Course Requirements**

The following charts summarize the courses and credit hours required to obtain a graduate degree in Sport Management.

**M.A. Sport Management**

| <b>Thesis Credit Overview (see p. 9 for details)</b> | <b>Credits</b> |
|--|----------------|
| <b>Graded Credits (A-F grading scale)</b>            |                |
| Sport Management Core                                | 9              |
| Theoretical & Social Foundations of Education        | 3              |
| Research Core  | 6              |
| Sport Management Electives                           | 12             |
| <b>Total Required Graded Credits</b>                 | <b>30</b>      |
| Thesis credits (SPMGT 700) (S/U grading scale)       | 4              |
| <b>Total Credits</b>                                 | <b>34</b>      |

| <b>Non-Thesis Credit Overview (see p. 14 for details)</b> | <b>Credits</b> |
|---|----------------|
| <b>Graded Credits (A-F grading scale)</b>                 |                |
| Sport Management Core                                     | 9              |
| Theoretical & Social Foundations of Education             | 3              |
| Research Core   | 3              |
| Sport Management Electives                                | 15             |
| <b>Total Required Graded Credits</b>                      | <b>30</b>      |
| Non-Thesis credits (SPMGT 702) (S/U grading scale)        | 4              |
| <b>Total Credits</b>                                      | <b>34</b>      |

## Academic & Degree Requirements, Policies, and Procedures

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### Academic Standing and Annual Review

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Minimum grade point average (GPA) policy and academic probation status are described in [Chapter 6C of the WSU Graduate School Policies and Procedures manual](#).

As a general rule, you are required to maintain a 3.0 cumulative GPA in their graduate program. If you are a graduate student who has completed your first semester of graduate study and earned a GPA between 2.75 and 2.99 you are eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. **Probationary status is only available to those immediately following their first semester of graduate study and is not available to students who have been provisionally admitted.**

The enrollment of a graduate student will be terminated under any one of the following conditions:

- If you have a cumulative GPA below 2.75 at the end of the first semester of study;
- If you have been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study;
- If you fail to establish and maintain a cumulative GPA of at least 3.0 after more than one semester of study;
- If you have failed a preliminary or final exam for a second time;
- If you have failed the final exam for the second time;
- If you have earned two U (Unsatisfactory) grades for project or research credits (700 or 702) regardless of the enrolled term (e.g., fall, spring, or summer).

Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, failure to assemble and maintain an approved faculty committee, issues related to academic integrity or student conduct, etc. Only the Vice Provost (VP) for Graduate and Professional Education in the Graduate School or the University Conduct Board has the authority to terminate an active student's enrollment.

If your enrollment is subject to termination due to a low GPA and/or the receipt of "U" grades in project or research credits (SPMGT 700/702), the program coordinator may, after consultation with you and other program faculty members, petition the Graduate School for your reinstatement.

Sport Management faculty shall conduct annual reviews of each student's progress in the program. Each year of enrollment, you are asked to meet with your advisor/committee chair to complete and sign the annual review form ([Appendix A](#)). Recommendations for discontinuing enrollment shall be consistent with the criteria listed above. You must complete the graduate degree within six years from the beginning date of the earliest course applied toward your degree. Petitions for extensions to this time limit must conform to the procedures described in [Chapter 6.F.](#) of the Graduate School Policies and Procedures.

If you serve as Academic Student Employees (ASEs) also known as assistantships, please note your required workplace review will be separate from your Academic Annual Review. For more information about ASEs please see Chapter 9 of the [Graduate School Policies and Procedures](#) - Graduate Assistantships.

## **Mandatory Research Training**

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As of Spring 2020 term a mandatory training for CITI Responsible Conduct of Research/Conflict of Interest is required of all graduate students. This is a web-based training that may be accessed [here](#). All College of Education, Sport and Human Sciences students are required to take the **Social and Behavioral Responsible Conduct version of the training** as soon as possible. Please visit the [IRB website](#) for more information including instructions on how to access the course. This training will take approximately 2-3 hours depending on how in depth you choose to read.

Once you have completed these trainings, you will receive email confirmation of your completion. Please forward this email to the CESHS Office of Graduate Education at [ceshs.gradstudies@wsu.edu](mailto:ceshs.gradstudies@wsu.edu) and if you have been awarded an assistantship to that department as well. You will not be eligible for an assistantship until after this training is completed.

We must report the date of completion. Failure to take this training will result in the delay of your progression through the graduate program. Therefore, you need to complete this training in order to finish your program. The training will need to be completed every five years.

If you have questions about this training, please read the [webpage on Required Trainings](#) and contact the Office of the Graduate School at 509-335-1446 or [gradschool@wsu.edu](mailto:gradschool@wsu.edu)

## **Temporary Advisor**

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The admission letter from the CESHS Office of Graduate Education identifies a student's temporary advisor. The temporary advisor assists the student with the initial selection of coursework. It is your responsibility to contact the temporary advisor as soon as possible after admission to the program. The temporary advisor works with you during their first year of the program. By the end of your first academic year, you meet to discuss whether the temporary advisor shall become your permanent advisor or if another faculty member might better meet your needs. If you wish to change temporary advisors prior to submitting their Program of Study (POS), please fill out the [Change of Temporary Advisor form](#) and seek appropriate signatures.

## **Thesis Students - Permanent Advisor and Committee**

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If you are admitted to the thesis degree, you must select a permanent advisor/committee no later than the end of the second semester and are encouraged to do so as soon as possible following your admission to the program. You should meet with both temporary advisor and your desired permanent advisor to discuss the switch and acquire the permanent advisor's commitment before submitting the necessary forms to the CESHS Office of Graduate Education. A permanent advisor is appointed through the submission of a completed Program of Study (see below).

Graduate committees must meet the following guidelines:

- A. Three (3) WSU faculty members, two of whom must have Graduate Faculty status within the Sport Management program.
- B. The Chair of the committee must be a tenured or tenure-track faculty member with Graduate Faculty status from the Sport Management program (see p. 17).
- C. If the desired third committee member is from outside the Sport Management program, their inclusion must be approved by the committee chair and the faculty program coordinator for eligibility.

- D. It is your responsibility to identify and approach potential committee members in consultation with your advisor. Typically, committees include program faculty with graduate status whose area of expertise overlaps with your research area. Please note that faculty may decline or be unavailable to sit on committees.
- E. In some cases, you may identify an additional committee member from another program or department who can provide unique knowledge or insight beneficial to your research.
- F. Please work with your identified committee and chair to develop a program of study.

## **Non-thesis Students - Permanent Advisor and Committee**

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If you are admitted to the non-thesis degree, you are assigned a committee by the program for the purpose of evaluating the comprehensive exam. You may request to change advisor or committee members in case of conflicts or other extraordinary reasons.

## **Developing and Submitting the Program of Study**

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The [Program of Study \(POS\) Request form](#) lists a student's committee chair and other committee members (typically two), as well as the courses that comprise your program of study needed to graduate. The permanent advisor/committee chair, in collaboration with other members of your committee, helps you identify the appropriate coursework and research activities for their program of study. The courses are then listed on the Program of Study form. Committee members approve the form to indicate their acceptance of committee membership and approval of your program of study. It is recommended that you receive email confirmation before seeking their approval on your POS.

A program of study shall include a minimum of 34 semester hours of graded coursework. The spreadsheets on pages 11 (for thesis degrees) and 16 (for non-thesis degrees) identify required and elective courses.

All graded coursework shall be included in the "COURSEWORK: Graded (A-F grading scale)" section on page 3 of the Program of Study form. Generally, only graduate-level WSU and transfer courses can be included in the program of study.

A committee may approve up to six (6) credits of undergraduate-level credit (300- or 400-level courses at WSU with an A-F grading scale) for a thesis master's degree, and up to nine (9) credits of undergraduate-level credit (300- or 400-level courses at WSU with an A-F grading scale) for a non-thesis degree taken while enrolled as a WSU in the graduate career.

If you seek to transfer graded graduate-level coursework from another accredited institution you may not transfer courses taken towards a completed graduate degree (see [section G.2.e of Chapter Six](#) of the Graduate School Policies and Procedures manual).

Seniors who have at least a 3.0 GPA in the last 60 semester hours of graded undergraduate work at WSU may reserve up to six (6) semester hours for a thesis master's program, and nine (9) hours for a non-thesis master's program, providing you earn a grade of "B" (3.0) or better in the course(s). The approval of the VP) for Graduate and Professional Education in the Graduate School is required prior to registering for the course(s). You must complete a [Reservation of Graduate Credit](#) form before the start of the term for the course(s), and obtain the appropriate signatures before submitting it to the CESHS Office of Graduate Education (ceshs.gradstudies@wsu.edu), who will forward it to the Graduate School for final approval.

**Any course included in the Program of Study form in which a grade of "C-" or below is earned must be repeated as a graded course. Such courses cannot be repeated on an S/F (satisfactory/fail) basis nor may they be dropped from your Program of Study.**

Non-graded coursework, including any Special Projects or Independent Study work (SPMGT 600), shall be included in the "COURSEWORK: Non-Graded (S/F)" section on page 3 of the form. When listing such coursework, be sure to include a course prefix, number, and the **total number of credits for each course**. Courses graded S/F cannot be used to fulfill core program requirements, nor do they count towards the total required credit hours (30 graded credits).

Research or final examination credits shall be included in the "Research Credits" section of the form on page 3. Non-thesis students shall list SPMGT 702 (Master's Special Problem, Directed Study, and/or Examination) while thesis students shall list SPMGT 700 (Master's Research, Thesis, and/or Examination) credits. You must complete satisfactorily at least four (4) research credits (SPMGT 702 or 700) to graduate.

Full-time students must enroll in at least one (1) research credit (SPMGT 702 or 700) every semester of full-time enrollment and at least two (2) research credits in the semester they complete their studies (by sitting for a comprehensive examination or defending a thesis).

You shall schedule a meeting with your advisor each semester to discuss goals and complete an [Independent Study Form](#) upon enrollment in any amount of research credits. The completed and signed form shall be submitted to the department office **before** the 10<sup>th</sup> day of the term.

The [Program of Study](#) is submitted through your myWSU portal. The electronic routing for Graduate School forms may be found in your myWSU portal under Profile > Service Requests. Your upload and subsequent approvals by committee members and department chair count as ink signatures and become binding for all. When the program of study is approved by the Graduate School, an email is sent both to you and the CESH Office of Graduate Education. The approved program becomes a part of the requirements for the degree and becomes a "contract" between the Graduate School, the academic program, and you "the student."

*Although Graduate School policy requires that this form be completed no later than the beginning of the third semester of graduate work, you are encouraged to submit it shortly after their first semester of coursework and no later than when they have obtained 15-18 graded credits. You are held to the master's program requirements in effect at the date of your admission, provided you submit a Program of Study and have it approved by the Graduate School within one year of the admission date. Otherwise, you will be held to the program requirements in effect at the time of approval of your Program of Study.*

After the Program of Study has been approved by the Graduate School, it can be changed by completing [Change of Program](#) or [Change of Committee](#) forms. Forms are uploaded by you through your myWSU portal > Profile > Service Request for electronic approvals.

If you wish to switch degrees from thesis to non-thesis, or vice versa, you must submit a [Plan and Degree Level Change Form](#). If your program of study had already been submitted, you must also complete a [Program Change](#) form to switch SPMGT 700 (Master's Research, Thesis, and/or Examination) credits and SPMGT 702 (Master's Special Problem, Directed Study and/or Examination) credits, as well as any other courses to meet program and graduate school requirements. In case of such a switch, you still need to

satisfactorily complete four of the appropriate research credits to graduate (e.g., four credits of SPMGT 702 in case of switch to the non-thesis/comprehensive examination track).

**Students should keep copies of all submitted paperwork for their reference.**

## **Deadlines**

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Please refer to the Graduate School's [Deadlines and Procedures for Master's Degree](#) document for current information about procedures and due dates that affect them.

Please also see the CESHs general degree guidelines for master's degrees on [this webpage](#).

## **Continuous Enrollment Policy**

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All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of two (2) graduate credits per semester (excluding the summer). For further information regarding the [Continuous Enrollment policy](#), visit the [Graduate School Policy and Procedures](#).

## **Leave Guidelines**

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### Leave from the Program

If you decide that a leave of absence is necessary, you must petition for such status through your advisor and ultimately the Department Chair. Such petitions must state the reason(s) for requesting a leave of absence and present a plan for completing the remainder of the master's program. The plan must include a timetable specifying when the course and program requirements will be completed. The Department Chair will not consider any request for leave until you, in conjunction with your advisor, submit such a plan.

You will then file a [Graduate Leave Status form](#) (GLS) through your myWSU portal. GLS is only awarded once in a student's degree career. If you are absent for three consecutive semesters, excluding the summer, without official leave on record, you will be discontinued from your degree and dropped by the Graduate School (see [Chapter 5.A.1.a.](#) of the Graduate School Policies and Procedures).

Please note: Being granted a leave from the program does not extend your time to degree. You are expected to develop a plan with your advisor and committee and keep communication open if circumstances allow.

### Leave Guidelines for students appointed on an assistantship – TA, RA or SA

During the term of your appointment(s), all graduate assistants are expected to be at work each workday, including periods when the University is not in session (no classes being held) with the exception of the legal holidays designated by the Board of Regents. All University holidays are designated by the Board of Regents, published in the WSU Announcements/Insider, published and posted on the [HRS website](#). Graduate students on appointment do not earn annual leave or sick leave.

## Grade Point Average (GPA)

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You are required to earn a minimum 3.0 cumulative and 3.0 program GPA to be awarded a graduate degree. No work of B- or below may be dropped from a program nor can a course be repeated for a higher grade if the final grade is C or higher. Any course listed in the Program of Study for a master's degree with a grade of C- or below must be repeated and the course cannot be repeated for a replacement grade for an S/F or an S/U (satisfactory/unsatisfactory) graded credits.

## Registration and Credit Load

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Graduate Students are responsible for completing appropriate enrollment procedures each semester. Full-time graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. All full-time graduate students must register for at least one (1) 700-level (master's) research credit each semester to track faculty advisor effort. Part-time graduate students must register for a minimum of two (2) credit hours and no more than nine (9) credit hours to maintain part-time enrollment status in the fall and spring semesters. For further information regarding the Registration and Credit Load policy, go to the Graduate School Policy and Procedures at ([Chapter 5.A.1.](#)).

## Transfer Credit and Credit Restrictions

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The program will follow the Graduate School Policies & Procedures for transfer credits. The number of transfer credits allowed for a master's program is subject to departmental recommendation and final approval by the Graduate School.

Credits appropriate to the Program of Study (with a grade of B or higher) earned in other accredited graduate schools after the award of the bachelor's degree may be transferred and applied toward your graduate degree program pending approval by the committee chair and members, as well as by the department and Graduate School. Graduate credit earned (with a grade of "B" or higher) at Washington State University prior to formal admission to the Graduate School, other than credit earned while enrolled as a second bachelor's or personal enrichment student, may be included in the number of prior credits allowed as long as they are reserved. The total of such credits (transfer and prior WSU credits) is subject to the usual time restrictions and approval by the department and the Graduate School. None of these credits may be applied toward another advanced degree.

Extension courses, special problems, research and thesis, workshops, and correspondence courses will not receive graduate transfer credit.

All proposals regarding transfer credits should first be discussed with the chair of your graduate committee. Transfer credit is requested formally by listing the courses on the Program of Study, but a preliminary determination will be made earlier upon request to the committee chair, members, program coordinator, and the Graduate School. Graduate credit from non-accredited institutions will not be accepted for transfer to graduate degree programs.

## Sport Management – Master of Arts Thesis Program Coursework

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Program of Study Total Credits: (Minimum required: 34 credits)

### Required Graded Coursework: (Minimum 30 graded credits)

#### Research Core (Minimum: 6 credits)

|              |   |
|--------------|---|
| ED_PSYCH 505 | Research Methods (3)                    |
| ED_PSYCH 507 | Foundations of Qualitative Research (3) |
| ED_PSYCH 508 | Educational Statistics (3)              |

#### Theoretical & Social Foundations of Education Core (Minimum: 3 credits)

|                              |  |
|------------------------------|--|
| ED_PSYCH 573 or<br>KINES 514 | Motivation Theories (3) (cross-listed course enroll in one: Ed Psych or Kines) |
| ED_AD 507                    | Social Foundations of Education (3)  |

#### Sport Management Core (Required: 9 credits)

|           |  |
|-----------|--|
| SPMGT 564 | Marketing Sports Events and Programs (3)           |
| SPMGT 568 | Administrative Concepts in Sport Organizations (3) |
| SPMGT 577 | Law and Risk Management in the Sport Industry (3)  |

#### Sport Management Electives (Minimum: 12 credits)\*

|           |   |
|-----------|---|
| SPMGT 521 | Special Topics (Variable 1-6)                                 |
| SPMGT 540 | Leadership and Decision Making in Sport                       |
| SPMGT 563 | Sport Governance and Policy (3)                               |
| SPMGT 565 | Ethical Perspectives of Sport and Physical Activity (3)       |
| SPMGT 567 | Social and Cultural Issues of Physical Activity and Sport (3) |
| SPMGT 569 | Sport in Higher Education (3)                                 |
| SpMgt 578 | Sports in Society (3)   |

\* With approval from the advisor, other courses may be counted as elective coursework.

The rotation of courses by semester is determined based on student's and program needs as well as instructor availability.

### Required Additional non-Graded Coursework

#### Thesis Credits (Minimum: 4 credits)

|           |  |
|-----------|--|
| SPMGT 700 | Master's Research, Thesis, and/or Examination (V)<br><i>Enroll in at least 1 credit per semester. Enroll in at least 2 credits when defending the master's thesis.</i> |
|-----------|--|

#### SPMGT 600 Independent Study

Independent study provides you with the opportunity to investigate topics of personal interest for exploratory purposes (e.g., investigate possibilities for a thesis topic) or complete supporting coursework that is not offered during a semester that accommodates your schedule. In either case, you are required to develop an agreement with the independent study sponsor (mentor) about the activities and goals for the semester. If you wish to undertake an independent study for the explicit purpose of developing a thesis, this [contract](#) should specify in detail what activities and outcomes can be expected for that

semester. Due to the grading scale, SPMGT 600 credits cannot be counted toward the 30-credit minimum.

## Course Rotation

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You should complete all the core Sport Management courses (SPMGT 564, 568, and 577 ~~and 579~~) during your first year in the program. If you are pursuing the master's thesis degree, you should also enroll in the Research Methods I course (ED\_PSYCH 505) during your first semester in the program and plan on completing the second research course in your second ~~or third~~ semester.

## Thesis Guidelines

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### Presenting the Research Idea

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By halfway through the second semester of coursework, you should have earned some knowledge and identified preliminary research ideas related to your topic of interest. The next step is to marshal these ideas into a short, cohesive presentation and present it to a professional audience comprising faculty and student peers at a graduate student symposium typically scheduled in the month of April.

This presentation should discuss:

- Your research question(s),
  - a brief explanation of why this research is significant and how it relates to key sources or authors in the field.
- The proposed research methods,
  - what information will be collected,
  - how it will be gathered and processed, and,
  - what we are ultimately going to learn from the study.

A call to aspiring presenters will be circulated about six weeks before the symposium. You may discuss your ideas with advisors (official, temporary, or tentative) but do not need to obtain the advisor's approval of the presentation before it is presented at the symposium. The presentation should reflect your own work.

### Writing the Thesis – Thesis Proposal (T1)

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After presenting the research idea and solidifying preliminary research question(s), you will write a thesis proposal. This occurs in the context of an independent study by registering for Master's credit (SPMGT 700). A proposal includes a careful review of relevant literature, firm research question(s) or hypotheses, and a research design. You will prepare a formal thesis proposal consisting of an introduction, statement of the problem, survey of literature, methodology, and plans for data analysis. The proposal should be formatted following the APA style guide. The latest edition of the Publication Manual of the APA, a [WSU APA Quick Guide](#) is available. Also, the APA style (7th edition) templates may be [found online here](#) along with a quick look at sample papers, a table, and figure setup. Keep in mind that your thesis will need to be in the format of the WSU Libraries look. Your thesis advisory committee reviews the proposal and makes recommendations for further refinement.

The formal thesis proposal (T-1) is presented orally in a departmental colloquium or open meeting.

## **Scheduling a Thesis Proposal (T-1)**

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When you and the advisory committee determine you are ready for the formal presentation of the proposal (typically early in a student's third semester in the program), you will complete and submit a [Proposal Scheduling Form](#). This includes reserving a room for the presentation (consult with the department staff about scheduling a location). You must secure the approvals of committee members and submit the T-1 Scheduling Form to the CESHHS Office of Graduate Education ([ceshs.gradstudies@wsu.edu](mailto:ceshs.gradstudies@wsu.edu)) who then obtains the approval of the department chair and places the form in your electronic record.

Following the colloquium presentation, your advisory committee meets to recommend acceptance or rejection of the thesis proposal. Often, the committee provides recommendations to you to improve the proposed research. You may begin the thesis work when the advisory committee has formally approved the proposal and signed the [T-1 Approval Form](#).

## **Human Subjects Form and CITI training**

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Prior to any data collection, you must complete Research Ethics and Compliance training through the CITI Program as noted on their T1 approval form. If the study will involve human subjects, a proposal and all required documents must be submitted to the WSU Institutional Review Board (IRB) for review.

Approval of the study or certification of exemption by the Office of Research Assurances must be obtained and submitted to the committee chair and the CESHHS Office of Graduate Education before any data is collected from human subjects. Failure to gain approval or exemption prior to data collection shall result in the rejection of the final thesis and prevent the student from scheduling the final examination.

Human Subject research forms and templates are available at the [IRB website](#) of the Office of Research Assurances. The application must be signed by the chair of the committee who will act as Principal Investigator, with the student acting as co-investigator. After submission, the review of the application generally takes about 2-4 weeks to complete (and sometimes longer), at which time you are informed by email as to whether the research is approved.

## **Final Approval of the Thesis Content**

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Each member of your advisory committee will examine the thesis manuscript and indicate preliminary approval or disapproval, along with comments and suggestions for improvement. Revisions may be (and often are) required before the committee is satisfied that you are ready for the final oral defense (T-2). When all members of the committee have given their preliminary approval, you submit the final copies of the thesis according to the guidelines of the Graduate School and schedules their final exam (thesis defense).

All faculty members are invited to read the thesis before the final examination and attend the examination. Only members of your advisory committee are eligible to vote.

## **Scheduling the Thesis Final Examination (T-2 Defense)**

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With the committee's consent that the written document is ready, you and the committee will need to agree upon a date, time, and have the location of the defense reserved. The final examination is conducted by your advisory committee, and you must also [apply to graduate in myWSU](#)

The completed form and thesis must be submitted at least a full 15 business days before the scheduled examination date. Note on due dates: these do not include the following days 1) day of the defense, 2) any weekend (Saturday or Sunday), and 3) any WSU holiday closures.

1. You must be enrolled in a minimum of two (2) credits of SPMGT 700 at the beginning of the term you defend your T2.
2. You must apply for graduation.
3. At least 15 days prior to your exam please complete your EXAM form: Students complete the [Scheduling Final Examination Form for Dissertation/Thesis degrees SmartSheet form](#) with the information as agreed upon by your entire committee (date, time how everyone will attend, etc.).
4. The completed Exam PDF is then uploaded by you, the student, (minus signatures) through your myWSU portal > Profile > Service Request for electronic approvals within myWSU. The form will be electronically approved by your committee and department chair and ultimately the Graduate School.
5. Committee members' electronic approvals for the Exam form signifies preliminary approval of the thesis that is suitable in content and format for submission to the UMI/ProQuest through the [WSU Graduate School Thesis/Dissertation website](#). Although the ETD Administrator from UMI/ProQuest checks the thesis, this pre-check does not constitute final acceptance as this check is for formatting issues only, content will be reviewed by your committee.
6. Committee members must be given the entire thesis a minimum of fifteen (15) days prior to any deadline for scheduling the defense in order to approve your exam defense form.
7. At the same deadline, your dissertation draft must be sent to the CESHS Office of Graduate Education at [ceshs.gradstudies@wsu.edu](mailto:ceshs.gradstudies@wsu.edu) for announcements within the college.

Kelly McGovern, within the CESHS Office of Graduate Education, will continue to offer pre-formatting checks for theses before students have to submit, but only once documents are complete or as close to complete as possible (e.g., no missing chapters; however, students may still be working on their content). McGovern's pre-check is designed to assist students with common formatting issues and reduce the number of official corrections students will need to make (item 5). Please do not delay seeking help with formatting. McGovern's advice/suggestions will help make a more uniform document.

The Graduate School schedules the final examination and publicly announces the examination in an appropriate campus-wide publication. The final examination shall be scheduled during regular business hours and only during academic sessions.

**Exceptions will not be made for late paperwork except in dire circumstances. It is the student's responsibility to make sure that all paperwork is completed in a timely manner.**

### **Thesis Final Examination (T-2 Defense)**

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The final oral examination is an official university examination that is open to the public. From a content standpoint, it is primarily a seminar presentation aimed at defending the thesis, but may also cover the general fields of knowledge pertinent to the degree. The examination may not exceed two and a half hours. The chair is responsible for conducting the final examination/defense. While the examination is open to the public, only faculty members may ask questions and vote, assuming they have participated in the assessment of your examination work. (See [Chapter 7 F](#) of the Graduate School Policies and Procedures manual for more detailed information about the examination process.)

The candidate shall "Pass" if the number of affirmative votes by committee members is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee, at least three affirmative votes on a four-person committee, at least four affirmative votes on a five-person committee, etc.). Only committee members may vote. The entire committee must be present and vote.

In the event of a failed examination, a second and final attempt may be scheduled after a lapse of at least three months. Please note that scheduling a second exam has different timing and requirements, please check with the CESHS Office of Graduate Education for more information at [ceshs.gradstudies@wsu.edu](mailto:ceshs.gradstudies@wsu.edu).

### **Thesis Submission and Tasks After You Defend**

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After you pass the final oral examination, you have ten (10) business days to submit your final corrected digital copy of the thesis/Dissertation to ETD Administrator/ProQuest. The final upload link will be located on the email confirmation page from the precheck.

Additionally, the student must submit the [Thesis/Dissertation Approval form](#) through myWSU > Profile >Service Request, and a [Hold Harmless Agreement/Copyright Acknowledgement](#) within the 10-day due date.

All students are required to submit a copy of the dissertation to the committee chair either in electronic format or on paper, their choice (binding is optional and decided upon by the chair/advisor). Any additional copies submitted to the other committee members are up to the student's advisor.

### **Thesis Graduation Checklist:**

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This section includes information about the application for the master's degree, a summary of deadlines and procedures, and information for committee members and students planning the thesis defense.

- The semester prior to scheduling the final examination, review the [Graduate School Deadlines and Procedures Summary](#). Reviewing the summary at that time allows the student time to complete any deficiencies.
- Obtain a copy of the [Thesis and Dissertation Formatting and Submission Requirements](#) and [Thesis Word Template](#). These documents include important information about the format of the thesis title page, signature page, and abstract; copyright releases; and submission of digital dissertations or theses.
- Verify the coursework on WSU transcripts matches the Program of Study. The Program of Study must be approved by the Graduate School before the Apply button for Graduation will be active in myWSU.
- [Apply to Graduate](#), ideally in the semester before the final oral examination is planned so that students can be notified of graduate requirements (to-do lists) before enrolling for their last semester. This link in your myWSU portal is only active after the Program of Study is approved. The fee associated with graduation must be paid prior to the final examination. If the student does not graduate in the semester for which they applied, they must reapply for the degree. The paid fee carries over to the next semester for up to one calendar year.
- Register for SPMGT 700 (Master's Thesis Examination) (minimum of two credits or as many as

necessary to meet the number of credits listed on the Program of Study) at the beginning of the semester in which the thesis is to be defended.

- Once the advisor approves the thesis, set an appointment with Kelly McGovern in the CESHS Office of Graduate Education for a formatting check of the document. Then arrange the T-2 presentation date and time with committee members and reserve a room.
- Complete the [Scheduling Final Examination SmartSheet forms](#). The attached forms are then uploaded by you through your myWSU > Profile > Service Request for electronic approvals by your committee and department chair. Submit the form no later than 15 business/processing days before the exam. Ballots will be sent directly to the committee for voting.
- If your research involved human subjects, submit the IRB approval or exemption email confirmation with the scheduling exam form.
- At the same time the Scheduling Exam form is due, upload your thesis (in PDF format) to the [WSU Graduate School Dissertation website](#) for official format-checking prior to the ballots being released to the committee. Expect an email detailing any necessary corrections to formatting. Also, submit a copy to the Office of Graduate Studies ([ceshs.gradstudies@wsu.edu](mailto:ceshs.gradstudies@wsu.edu)) for the departmental announcement.
- Defend the thesis examination.
- Within ten (10) business days after the defense, upload the final thesis to the provided ETD/Proquest link; as well as upload to your myWSU portal> Profile > Service Request a PDF copy of the [Thesis/Dissertation Approval form](#), and the [Hold Harmless Agreement/Copyright Acknowledgement](#).

### **Awarding of the Degree**

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After you have completed the degree requirements for your degree and your student account is cleared, your transcript will be posted with your degree at the end of your defense term. You will receive the diploma approximately 6-8 weeks after your degree is posted and be eligible to walk/march in the next commencement. Please note: your diploma will not be mailed unless you have a Diploma Mailing Address on file in your myWSU portal.

### **Graduate Student Exit Survey**

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After completing the final examination, students are strongly encouraged to complete the College of Education, Sport and Human Sciences, online Graduate Student Exit Survey. A link to the survey will be sent by the Office of Assessment and Accreditation.

### **Thesis Library**

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Former student thesis may be found through the [WSU Library system](#) by using the Search IT engine.

## **Sport Management – Master of Arts Non-Thesis Program Coursework**

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**Program of Study Total Credits:** (Minimum requirements: 34 credits)

### **Required Graded Coursework:** (Minimum 30 graded credits)

#### **Research Core** (Minimum: 3 credits)

|              |   |
|--------------|---|
| ED_PSYCH 505 | Research Methods (3)                    |
| ED_PSYCH 507 | Foundations of Qualitative Research (3) |
| ED_PSYCH 508 | Educational Statistics (3)              |

#### **Theoretical & Social Foundation of Education Core** (Minimum: 3 credits)

|                              |  |
|------------------------------|--|
| ED_PSYCH 502                 | Theoretical Foundations of Learning and Instruction (3)                        |
| ED_PSYCH 573 or<br>KINES 514 | Motivation Theories (3) (cross-listed course enroll in one: Ed Psych or Kines) |
| ED_AD 507                    | Social Foundations of Education (3)  |

#### **Sport Management Core** (Required: 9 credits)

|           |  |
|-----------|--|
| SPMGT 564 | Marketing Sports Events and Programs (3)           |
| SPMGT 568 | Administrative Concepts in Sport Organizations (3) |
| SPMGT 577 | Law & Risk Management in the Sport Industry (3)    |

#### **Sport Management Electives** (Minimum: 15 credits)\*

|           |   |
|-----------|---|
| SPMGT 521 | Special Topics (Variable 1-6)                                 |
| SPMGT 540 | Current Issues in Sport Management (3)                        |
| SPMGT 563 | Sport Governance and Policy                                   |
| SPMGT 565 | Ethical Perspectives of Sport and Physical Activity (3)       |
| SPMGT 567 | Social and Cultural Issues of Physical Activity and Sport (3) |
| SPMGT 569 | Sport in Higher Education (3)                                 |

\* *With approval from your advisor, other courses may be counted as elective coursework.*

*The rotation of courses by semester is determined based on student and program needs and instructor availability.*

### **Required Additional non-Graded Coursework**

#### **Non-Thesis Credits** (Minimum requirements: 4 credits)

|           |  |
|-----------|--|
| SPMGT 702 | Master's Special Problems, Directed Study, and/or Examination (V)<br><i>Enroll in at least 1 credit per semester. Enroll in at least 2 credits when taking the final examinations.</i> |
|-----------|--|

#### **SPMGT 600 Independent Study**

Independent study provides you with the opportunity to investigate topics of personal interest for exploratory purposes (e.g., investigate possibilities for a thesis topic), or complete supporting coursework that is not offered during a semester that accommodates your schedule. In either case, you are required to develop an agreement with the independent study sponsor (mentor) about the activities and goals for the semester. If you wish to undertake an independent study for the explicit purpose of developing a thesis, this [contract](#) should specify in detail what activities and outcomes can be expected for that semester. **Due to the grading scale, SPMGT 600 credits cannot be counted toward the 30-credit minimum.**

## Course Rotation

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You are encouraged to complete the core Sport Management courses (SPMGT 564, 568, and 577 and 579) and the Research Methods course (ED\_PSYCH 505) during your first year in the program.

## Non-Thesis Master's Comprehensive Exam (SPMGT 702)

---

The comprehensive exam tests whether you have a sufficient (master's level) grasp of sport management fundamentals. To this end, you are presented with a narrative case study describing a problem or issue to be solved, and a description of your "role" relative to the case. You are expected to develop a well-reasoned analysis of the problem or issue and use this analysis to inform specific recommendations or conclusions. Your response should integrate and apply knowledge from the four core areas of sport management (marketing, management, law, and communication) as well as knowledge from your elective courses as necessary and applicable.

The written examination is held on two consecutive days for four hours each day, followed by an oral examination lasting no more than 60 minutes approximately ten days later. You will be provided with a document describing general expectations and guidelines early in your final semester. The case and exam prompts will not be provided to you in advance of the examination.

Your response is evaluated by a three-person committee. Your advisor acts as the committee chair, with the other two members being randomly assigned graduate program faculty. Each committee member votes ("pass" or "fail") based on an overall assessment of your responses.

The candidate shall "Pass" if the number of affirmative votes by committee members is equal to or greater than two-thirds (i.e., at least two affirmative votes on a three-person committee, at least three affirmative votes on a four-person committee, at least four affirmative votes on a five-person committee, etc.). Only committee members may vote. The entire committee must be present and vote.

In the event of a failed examination, a second and final attempt may be scheduled after a lapse of at least three months. Please note that scheduling a second exam has different timing and requirements. Please check with the CESHS Office of Graduate Education for more information at [ceshs.gradstudies@wsu.edu](mailto:ceshs.gradstudies@wsu.edu)

## Scheduling the Non-Thesis Final Examination

---

With the committee's consent that the written document is ready, you and the committee will need to agree upon a date, time, and have the location of the defense reserved. The final examination is conducted by your advisory committee and you must also [apply to graduate in myWSU](#)

The completed form and thesis must be submitted at least a full 15 business days before the scheduled examination date. Note on due dates: these do not include the following days 1) day of the defense, 2) any weekend (Saturday or Sunday), and 3) any WSU holiday closures.

1. You must be enrolled in a minimum of two (2) credits of SPMGT 702 at the beginning of the term you defend your degree.
2. You must have applied for graduation.
3. At least 15 days prior to your exam please complete your EXAM form: Students complete the [Scheduling Final Examination Form for Dissertation/Thesis degrees SmartSheet form](#) with the information as agreed upon by your entire committee (date, time how everyone will attend, etc.).

4. The completed Exam PDF is then uploaded by you, the student, (minus signatures) through your myWSU portal > Profile > Service Request for electronic approvals within myWSU. The form will be electronically approved by your committee and department chair and ultimately the Graduate School.

The Graduate School will schedule the final examination and publicly announce the examination in an appropriate campus-wide publication. Final examinations shall be scheduled during regular business hours and only during academic sessions.

**Exceptions will not be made for late paperwork except in dire circumstances. It is your responsibility to make sure that all paperwork is completed in a timely manner.**

### **Non-Thesis Graduation Checklist:**

---

This section includes information about the application for the master's degree, a summary of deadlines and procedures, and information for planning final examinations.

- The semester prior to scheduling the final examination, review the [Graduate School Deadlines and Procedures Summary](#). Reviewing the Summary at that time allows you time to complete any deficiencies.
- Verify the coursework on the WSU transcript matches the Program of Study. The Program of Study must be approved by the Graduate School before the Apply button for Graduation will be active in myWSU.
- [Apply to Graduate](#), ideally in the semester before the final examination is planned so you may be notified of graduate requirements (to-do lists) before enrolling for your last semester. This link in your myWSU portal is only active after the Program of Study is approved. The fee associated with graduation must be paid before the beginning of the term. If you do not graduate in the semester for which you applied, you must reapply for the degree. The paid fee carries over to the next semester for up to one calendar year.
- Register for SPMGT 702 (Master's Comprehensive Examination) (minimum of two credits or as many as necessary to meet the number of credits listed on the Program of Study) at the beginning of the semester in which the final examination is to be taken.
- Complete the [Scheduling Exam form](#). Submit the form no later than 15 business days before the exam by uploading it through your myWSU portal > Profile > Service Request for electronic approvals within myWSU. Ballots will be sent directly to the committee for voting.

### **Awarding of the Degree**

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After you have completed the degree requirements for your degree and your student account is cleared, your transcript will be posted with your degree at the end of your defense term. You will receive the diploma approximately 6-8 weeks after your degree is posted, and be eligible to walk/march in the next commencement. Please note: your diploma will not be mailed unless you have a Diploma Mailing Address on file in your myWSU account.

## **Graduate Student Exit Survey**

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After completing the final examination, students are strongly encouraged to complete the College of Education, Sport and Human Sciences, online Graduate Student Exit Survey. A link to the survey will be sent by the Office of Assessment and Accreditation.

## Sport Management Program Graduate Faculty

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**Crawford, Tammy** ([tammycr@wsu.edu](mailto:tammycr@wsu.edu)). Specializations: sport in higher education; student-athlete development; equity & diversity in sport.

**Gang, Alex\*** ([alex.gang@wsu.edu](mailto:alex.gang@wsu.edu)). Specializations: sport sociology; sport & sustainability.

**Kimbrough, Paul** ([paul.kimbrough@wsu.edu](mailto:paul.kimbrough@wsu.edu)). Specializations: management & policy; data analysis.

**Lebens, Christopher** ([chris.lebens@wsu.edu](mailto:chris.lebens@wsu.edu)). Specializations: sport law & risk management; facility & event management.

**Van Mullem, Heather\*** ([heather.vanmullem@wsu.edu](mailto:heather.vanmullem@wsu.edu)). Specializations: gender & sport; sport sociology; sport law.

**Van Mullem, Pete** ([vanmullem@wsu.edu](mailto:vanmullem@wsu.edu)). Specializations: leadership & management in coaching; sport ethics.

\* - indicates tenured and tenure-track faculty

## Financial Support

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### Graduate Assistantships

Graduate programs are sometimes able to hire students who also serve as Academic Student Employees (ASEs) also known as assistantships, but it's important to note that not all graduate students will hold ASE positions. Those who do are governed by the WSU/UAW Contract, as outlined in Chapter 9 of the [Graduate School Policies and Procedures](#) - Graduate Assistantships.

If you hold an ASE, please note your Academic Annual Review will be separate from your required workplace review.

Many departments offer graduate assistantships, though they are highly competitive, so apply early. These are typically half-time positions (20 hours/week), but they are considered a "full-time" TA position. They come with a tuition waiver, monthly stipend and health benefits. These appointments are renewable, and departments often attempt to support graduate students for more than one year

Students should be mindful of their time and should avoid working more than 20 hours per week on a regular basis, regardless of whether it is part of their assistantship or as a result of seeking employment elsewhere. Requests to work more than 20 hours per week in WSU positions must be made through a formal request process to the college administration and the graduate school.

Students are encouraged to contact the departments or individuals for whom they would want to work. When possible, the department assists in identifying possibilities for funding outside of the college. Students who seek assistantships may visit the Graduate School Funding website for [current information and openings](#). Additionally, students may investigate the university's Handshake page for graduate student position announcements. Ultimately, it is the student's responsibility to secure funding; assistantships are not guaranteed by the program, department, or college.

### Teaching and Research Assistantships in the Sport Management Program

The Sport Management program hires a few graduate students to fill teaching assistant (TA) positions each year. These positions require full-time enrollment (i.e., a minimum of 10 semester hours during the spring and fall terms) and include a tuition waiver, monthly stipend, and health benefits. As with other graduate assistantships, these appointments are renewable, but limited to three years per college policy. The department discourages additional employment while holding a TA appointment.

Teaching assistants are hired to assist with teaching and grading in SPMGT 101 *Sport and Popular Culture: Trends and Issues*.

Research assistantships (RA) may be available through funded projects. They involve working on research under the direction of a faculty member.

Students funded through teaching or research assistantships are generally expected to be physically present in Pullman throughout the contract period (typically August 16 through May 15). Exceptions and travel plans should be discussed with supervisors.

### College of Education, Sport and Human Sciences Scholarships

Scholarships are available through the College of Education, Sport and Human Sciences (CESHS). Applications are available through University Scholarship Services in November and are due January 31st

for the upcoming academic term. Awards range in dollar amounts, with a range of about \$500-\$2000. For more information, contact the CESHS Scholarship Coordinator (509-335-7843) or visit the [college website](#).

### **Other Financial Aid**

For additional financial aid information, contact the WSU Office of Student Financial Services by calling 509-335-9711 or visiting their [website](#).

## **Business Policies**

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### **Checkout/Exit:**

Before departure from WSU-CESHS, you must leave a forwarding address with the CESHS Office of Graduate Education, return all keys and equipment to the main office, and consult with the advisor about your research and office space.

### **College of Education, Sport and Human Sciences, Computer Lab:**

The CESHS computer lab, located in the Graduate Lounge (Cleveland Hall 70E), can be used during weekdays.

### **Grievances:**

If grievances arise, you should discuss the problem with their advisor/committee chair and the program coordinator. If you not satisfied with the outcome or additional consultation is needed, please consult the department chair, Dr. Katherine Rodela ([katherine.rodela@wsu.edu](mailto:katherine.rodela@wsu.edu)) or, as a final resort, the WSU Ombudsman. The WSU Ombudsman Office is in Wilson Hall, Room 2, phone (509) 335-1195. Please note the difference between complaint procedures and formal grievance procedures, see Graduate School Policies and Procedures ([Chapter 12](#)).

### **Keys:**

To obtain keys for assistantships, teaching, etc., students should contact their supervisor. There is no initial charge for the keys; however, in the event that they are lost, or you leave the University without returning them, you will be billed a \$5.00 replacement fee per key. If the keys are not returned, transcripts may be held by the Registrar's Office. Security is the responsibility of everyone, so please assume responsibility for locking your office and classroom doors after regular hours.

### **Mail:**

Mail sent and received at the University should be official correspondence only. Personal mail should be sent to and from your private residence. Business correspondence can be left in the department office for mailing. Letters and packages should not be stamped, and must have the correct departmental return address.

### **Photocopying:**

The copy machine in the main office is to be used only for copying materials that are clearly related to a faculty research project or to copy course materials for the course in which the student is a TA. Multiple copies are discouraged. Scan large documents and provide those to students electronically. Graduate students may not use the departmental/CESHS copy machines to copy any personal material such as classroom notes, term papers, dissertations, books, theses, etc. When in doubt, consult the committee chair or program director. Copy machines available for personal use on campus are located at Cougar Copies in the CUB or at various [Coug Self-Print Service Stations](#).

### **Staff Assistance:**

Graduate students may request secretarial assistance only in limited situations. Administrative Assistants will not type personal correspondence or similar materials students. You may request assistance with mailing or sending courier packages if they are clearly related to faculty-led research work. All requests for staff assistance should be coordinated with your degree advisor.

### **Travel:**

For liability and reimbursement purposes, all students must complete a Travel Authorization form for any work-related trip they take outside of Pullman (or any other station for off-campus students). This and other forms can be obtained from the staff in Cleveland Hall 351. The form must be submitted, signed by the department chair, and initialed by the student's advisor/committee chair at least 21 days before a trip. In some circumstances, work-related travel advances may be obtained by submitting a request at least four weeks before the trip. Reimbursement for travel expenses is made by completing and submitting a Travel Expense Voucher within one week upon return. Only approved travel is eligible for reimbursement.

Students are strongly encouraged to attend professional meetings and academic conferences. At times, the department may have funds to cover some travel expenses of students. Advisors may also use grant or project monies to pay partial travel expenses for graduate students attending meetings. The Graduate School disburses some grant-in-aid travel funds, which can be used for travel to professional meetings. Application forms for student travel grants may be submitted through the [Graduate and Professional Student Association \(GPSA\) website](#). It is advisable to apply for a travel grant if you are presenting a quality paper at a professional meeting. In addition, space may be available in university vehicles, or some faculty members may share travel expenses.

## General Information

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### Department Office

Washington State University  
Department of Educational Leadership and Sport Management  
351 Cleveland Hall  
Pullman, WA 99164-2136  
Phone: 509.335.9117  
[education@wsu.edu](mailto:education@wsu.edu)

### **CESHS Office of Graduate Education**

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College of Education, Sport and Human Sciences  
Cleveland Hall 70  
Pullman, WA 99164  
Email: [ceshs.gradstudies@wsu.edu](mailto:ceshs.gradstudies@wsu.edu)

*Kelly McGovern*  
*Director*  
Cleveland Hall 70C  
Email: [mcgoverk@wsu.edu](mailto:mcgoverk@wsu.edu)  
Phone: 509-335-9195

*Kjelda Berg*  
*Academic Coordinator*  
Cleveland Hall 70B  
Email: [bergk@wsu.edu](mailto:bergk@wsu.edu)  
Phone: 509-335-7016



## Central Services, Facilities, and Resources

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| <i>Item</i>                            | <i>Website location and additional information</i>  |
|--|---|
| <i>Residency Requirements</i>          | <a href="#">Graduate School website for Establishing Residency</a>  |
| <i>Email:</i>                          | <a href="#">WSU 365 Email Log In</a><br>Please log in with your WSU NID and password  |
| <i>Parking and Map</i>                 | <a href="#">Pullman Transportation Services</a><br><a href="#">Spokane Parking Services</a><br><a href="#">Tri-Cities Parking Services</a><br><a href="#">Vancouver Parking Services</a>  |
| <i>I-9 Forms</i>                       | WSU employs only U.S. citizens and aliens who are authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986. <a href="#">A list of acceptable documentation may be found here.</a>   |
| <i>W-4 Forms</i>                       | <a href="#">U.S. Citizens Tax Information</a> (W2 and W4)<br><a href="#">Non U.S. Citizens Tax Information</a> (please contact Payroll Services)  |
| <i>Tax Information</i>                 | <a href="#">U.S. Citizens Tax Information</a><br><a href="#">Non U.S. Citizens Tax Information</a>  |
| <i>Social Security Numbers</i>         | Significance and correction of a <a href="#">Social Security Number and application pointers.</a>   |
| <i>Central Services and Facilities</i> | <i>Student Services, including Health and Counseling Services</i><br><a href="#">Pullman Student Well Being</a><br><a href="#">Spokane Student Well Being</a><br><a href="#">Tri-Cities Well Being</a><br><a href="#">Vancouver Well Being</a><br><i>Libraries</i><br><a href="#">WSU overall Library</a><br><a href="#">Spokane Health Sciences Library</a><br><a href="#">Tri-Cities Library</a><br><a href="#">Vancouver Library</a> |

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## Appendix A: Annual Review Form

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**College of Education, Sport and Human Sciences  
Department of Educational Leadership and Sport Management  
Sport Management Graduate Student Annual Review**

- The purpose of this form is to provide a tool for your self-evaluation as well as evaluation of you by your mentors, namely your academic advisor.
- During the fall semester, the advisor will conduct a performance evaluation of each graduate advisee other than incoming first-year students. In the process, the advisor may consult with faculty or staff as appropriate. The review should be discussed with you. A copy of the review, signed by both you and your advisor, must be sent to the CESHS Office of Graduate Education.
- If your annual evaluation is considered less than satisfactory or deficient, it must be sent to the VP) for Graduate and Professional Education in the Graduate School to be placed in your official file.
- If you have been on an assistantship appointment in the academic year for this review, please be sure to have your assistantship supervisor certify that the terms of the assistantship have been met. Language is included at the end of this form.

**A. To be completed by the student:**

1. Student Name: \_\_\_\_\_

2. Annual Review Year: \_\_\_\_\_

3. Date of Current Committee Review: \_\_\_\_\_

4. Degree sought: (Circle one)

M.A. Thesis

M.A. non-Thesis

5. Degree Status: (Circle one)

Active

Non-Active

Deferred

6. Year/term Studies Begin: \_\_\_\_\_

7. Has Program of Study been approved by committee and filed?      Yes              No

a. If no, anticipated date to file is: \_\_\_\_\_

8. List Graduate Advisory Committee

Advisor/Chair: \_\_\_\_\_

Co-Chair: \_\_\_\_\_

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

9. For thesis track students:
- a. Anticipated Proposal Defense Date: \_\_\_\_\_
  - b. Anticipated Thesis Defense Date: \_\_\_\_\_
  - c. Research progress since last review:

10. Academic progress since last review (include):
- Cumulative GPA in the graduate program

11. Professional activities (include):
- Awards or scholarships since last review
  - Meetings attended
  - Abstracts/papers published
  - Presentations given
  - Academic courses taught (course and semester)
  - Skill development/Training(s)/Certificate(s) completed

**B. To be completed by Academic Advisor:**

| Category   | Rating    |      |         |      |       |    |
|--|-----------|------|---------|------|-------|----|
|  | Excellent | Good | Average | Fair | Poor* | NA |
| Academic Performance   |           |      |         |      |       |    |
| Research Performance   |           |      |         |      |       |    |
| Work Habits  |           |      |         |      |       |    |
| Technical Skills   |           |      |         |      |       |    |
| Rate of Progress   |           |      |         |      |       |    |
| Communication Skills   |           |      |         |      |       |    |
| Teaching Performance   |           |      |         |      |       |    |
| Overall Rating   |           |      |         |      |       |    |
| <i>* If poor or unsatisfactory, the committee chair will meet with the thesis or dissertation committee to develop formal written recommendations.</i> |           |      |         |      |       |    |

1. Specific conditions or expectations that must be fulfilled prior to next review:

2. Enrollment should be continued \_\_\_\_\_ or discontinued \_\_\_\_\_

C. This assessment should be shared with the student, then signed and dated by both prior to submission to the CESHS Office of Graduate Education.

Signatures:

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student: this evaluation has been discussed with me.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments on review by student (optional):

**D. Certification of Assistantship Duties (if applicable):**

*If the student served in an assistantship position during the past year, please have the student review and sign below, along with the student's supervisor.*

**Student:** The graduate assistantship position that you have held during this past year and the related tuition waivers were contingent upon factors as outlined in your offer letter. By signing below, you certify you have met the following contingent factors for the preceding semester(s) during which you held an assistantship (circle all that apply: fall / spring / summer / year: \_\_\_\_\_):

- I remained enrolled full-time (at least 10 credits as defined in the Graduate School policy manual, chapter 9) during the period of the appointment.
- I maintained a 3.0 cumulative GPA during the period of the appointment.
- I met the service requirement of an average of 20 hours per week for 0.5 FTE as scheduled by my department/supervisor (or based on hours required for partial FTE appointment).

\_\_\_\_\_  
Student Sign/Date

\_\_\_\_\_  
Supervisor Sign/Date