SPORT & RECREATION LEADERSHIP

GRADUATE STUDENT HANDBOOK

INFO CONTACTS • POLICIES LINKS

EVERYTHING YOU NEED TO KNOW!
Dear Graduate Students,

Welcome to the University of Arizona graduate programs in Sport and Recreation Leadership. We are excited to have you join us! We are housed in the Department of Teaching, Learning & Sociocultural Studies within the College of Education.

This handbook provides a summary of our MA degree in Sport and Recreation Leadership, as well as two graduate certificates in Sport and Recreation Management and Inclusive Leadership in Sport and Recreation. It is important that you read this handbook now and keep it to refer at least once each semester and when you see your advisor as you progress through the program. You need to work closely with your advisor who can elaborate on the information included in this packet. Reading this handbook and regularly talking with your advisor will help to ensure that you are making good progress toward your degree.

All graduate degrees at the University of Arizona are administered by the Graduate College in collaboration with the major program. Thus, the degree you receive will be from the Graduate College of the University of Arizona. The Graduate College provides a wide range of services, financial as well as academic. Please visit the Graduate College website for more information on their role: https://grad.arizona.edu/general/roles-and-responsibilities. The SRL faculty are responsible for working with you to develop the graduate program of courses and experiences best suited to your goals.

The SRL Director of Graduate Studies, Dr. Jesse Stipek, is here to help guide you through your overall experience in our programs. Jesse can best be reached by email: jessestipek@arizona.edu.

The TLS Graduate Coordinator, Andrea Lauritzen, is another great resource who can assist with all the rules and guidelines that need to be considered as you complete your program. Andrea can be reached by phone (621-1311) or email (andreal@arizona.edu), or you can find her in Education room 512.

If you are interested in learning more about internships, you will want to reach out to Dr. Xingxing Wu: xwu1@arizona.edu.

This handbook gives you a picture of those rules and guidelines. While not everything that you need to attend to is included here, we do our best to include the most important information. Links to forms that you will need to complete are included. There is a lot of paperwork associated with being a graduate student (unfortunately)!

We are thrilled you have joined our program and look forward to the contributions you will make to our academic community. We hope that this handbook will be helpful in orienting you. Please do not hesitate to contact any of us if you have questions.

Welcome again!

Matt Ostermeyer, Ph.D.
SRL Director and Associate Professor of Practice
ostermeyer@arizona.edu
SRL Statement of Purpose

We prepare dynamic, proficient, compassionate and equity-minded leaders to make a positive impact in sports and recreation.

SRL Guiding Principles

*We believe high quality sport and recreation programs:*

- Improve the quality of life, health, and well-being of individuals and communities.
- Facilitate social connection, learning and development, as well as self-actualization.
- Should be accessible regardless of social class, race, gender, sexual orientation, ability, nationality, religion, language, and other markers of diversity.

SRL Program Description

The Sport and Recreation Leadership (SRL) academic programs at the University of Arizona prepare future dynamic leaders to provide quality, inclusive, and accessible sport and recreation experiences. Students will be ready for impactful professional positions across diverse sport and recreation settings that include K-12 and youth sports, collegiate athletics, adaptive athletics, campus recreation, municipal parks and recreation agencies, state and national parks, as well as community organizations that offer a variety of leisure services.

The SRL faculty and staff believe leisure is a fundamental human right and critical to everyone’s quality of life. We understand the physical, psychological, social, emotional, and spiritual benefits associated with participation in high-quality recreation and sport programs. We aspire to make these opportunities and experiences more accessible and equitable by breaking down barriers associated with social class, race, gender, sexual orientation, ability, nationality, religion, language, and other markers of diversity.

SRL students can expect faculty and staff who value their humanity and individuality. We believe every member of the SRL community (including students, faculty, and staff) possesses valuable skills, perspectives, knowledge, and the capacity for continual growth. Flexible online course modality options account for busy schedules outside the classroom. Instructors strive to universally design all courses to leverage a wonderful diversity of abilities and backgrounds in our programs. Differences in experiences, perspectives, and skill sets are viewed as assets because we believe all students have access to their own valuable funds of knowledge. We encourage students to leverage their strengths through various types of learning assessment methods that include frequent low-stakes assignments, writing in multiple genres, creative opportunities, presentations, team projects, and more. We are committed to providing clear expectations and rubrics, personalized feedback, as well as making extra academic support available.
SRL Faculty and Leadership

**SRL Director & Associate Professor of Practice:** Dr. Matt Ostermeyer oversees both the undergraduate and graduate programs associated with SRL. He received his Ph.D. in Leisure Behavior from the Recreation, Park and Tourism Studies Department at Indiana University. Matt’s professional experience includes 15 years in the field of recreational sports. He has worked in municipal parks and recreation settings, as well as campus recreation. Matt has held various positions; from tennis instructor and volleyball official, to intramural supervisor, program coordinator and tournament director for national-level sporting events.

**SRL Director of Graduate Studies & Assistant Professor of Practice:** Dr. Jesse Stipek received his Ph.D. in Educational Policy Studies and Practice at the University of Arizona. His professional experiences include competing at Olympic Trials and as a D1 student-athlete at the University of Wisconsin-Madison, plus as a swim coach at the University of Arizona. In the classroom, Dr. Stipek focuses on the critical theories centered around topics on equity and justice in athletics.

**SRL Internship Supervisor & Assistant Professor of Practice:** Dr. Xingxing Wu’s Ph.D. is in Recreation, Sport, and Tourism from the University of Illinois. He has experience working in the administrative side of intercollegiate athletics at the University of Notre Dame and his main research interests are centered around the leisure of gambling. Xingxing helps coordinate and supervise relevant and enriching internship experiences for our students. And if you are looking to learn pickleball, he’s your go-to-guy!

**SRL Professor of Practice:** Mark Jenks spent more than 25 years of his career in an Adapted Physical Education position at the Arizona Schools for the Deaf & Blind before joining the University of Arizona. He worked with sensory impaired, multi-disabled children in a variety of physical education settings at ASDB and developed the ASDB Adapted Sports program for students with disabilities which is still a part of the programming there today.

**SRL Lecturer:** Lydia Crain has worked in K-8 public education in Arizona as an elementary and middle school physical education teacher and as a K-8 school principal. She has also worked with local, regional, and national physical education associations to design, implement, and promote developmentally appropriate and effective physical education instruction. She was recognized as a Middle School Physical Education Teacher of the Year in 2010 for Arizona and the Southwest District of SHAPE America.
Advising

All students are assigned an initial advisor (from the list of faculty on the previous page) upon acceptance into a graduate program. Please reach out to your advisor before you begin in the program to discuss coursework and other expectations. Please remember that everyone gets busy, if you do not get a response, it is important to email again. If you have trouble connecting with your advisor, please reach out to the Director of Graduate Studies for help facilitating. Many faculty are not paid to work over the summer and may be slower to respond if you email over the summer.

The mentoring relationship between a student and an advisor is based on mutual agreement. You may keep the advisor originally assigned to you, or you may find another faculty member in the department to be your advisor. You have the right to select your advisor, and also your committee members. Your advisor will be helpful in discussing the make-up of your committee and your choice of a minor.

It is possible that you may want or need to change advisors during the course of your program. Students may change advisors at any time during their degree program. To officially change your advisor, you need to both alert your old advisor and confirm with your new advisor. Complete a Change of Advisor form (signed by present advisor and new advisor noting they approve the change) and email to the graduate coordinator. You will receive a confirmation when your advisor is changed. Additionally, if you have completed your Plan of Study in Grad Path, you will need to submit a new one with your new advisor.

Students need to meet with their advisor at least once per semester and go over progress on Individual Development Plan once a year. It is the responsibility of the student to maintain frequent contact with their advisor. Moreover, students are strongly advised to cultivate relationships with one or more faculty members who can serve as additional mentors.

Plan of Study

In consultation with your advisor, make an initial draft of your plan of study. There are credit requirements and limits to transfer credits you should keep in mind while drafting your plan of study. Students who wish to transfer credit must submit a Transfer Credit Form on Grad Path before the end of their first year of study. The minimum grade for transferred credits must be an A or B or the equivalent at the institution where the course was taken. Please note, however, that transfer credits must be approved by the student’s advisor, and the major department, as well as the Graduate College. As part of this process, students may be asked to describe or provide documentation of topics covered and/or work completed in previous classes taken elsewhere.

For more information on Graduate College degree requirements please go to http://grad.arizona.edu/gsas/degree-requirements/masters-degrees
Plan of study meeting agenda

1. Apply any applicable transfer credits (max of 6 credit hours possible)
2. Planning when you will take the all core/required courses
3. Identify elective courses and when you plan to enroll
4. Discuss possible internship experiences and credit hours
5. Determine capstone project or thesis option
6. Funding/scholarships
7. Life circumstances (work, family, etc.)
8. Timeline
   a. Full or part-time status?
   b. All requirements for the master's degree must be completed within 6 years to ensure currency of knowledge. Time-to-degree begins with the earliest course listed on the Plan of Study, including credits transferred from other institutions.

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<thead>
<tr>
<th>Typical Fall Semester SRL Courses</th>
<th>SRL 502, 503 &amp; 505, plus 909/910</th>
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<tr>
<td>Typical Spring Semester SRL Courses</td>
<td>SRL 501, 504 &amp; 506, plus 909/910</td>
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**MA in Sport and Recreation Leadership Degree Requirements**

Complete 21 units of core coursework (24 units if completing a thesis):

- SRL 501 (3): Modern Perspectives on Recreation and Sport
- SRL 502 (3): Organizational Leadership in Sport and Recreation
- SRL 503 (3): Equity and Justice in Recreation and Sport
- SRL 504 (3): Inclusive Coaching and Adapted Physical Activity Programming
- SRL 505 (3): Measuring Policy Impacts in Sport and Recreation Settings
- SRL 506 (3): Finance and Promotion in Sport and Recreation Organizations

Complete elective courses (9 credits if completing a Master’s Report or 6 credits for Master’s Thesis); options include, but are not limited to:

- SRL 593 (1-6): Internship
- SRL 599 (3): Independent Study
- Research methods: various COE and campus options
- Statistics: various COE and campus options
- EDL 567 (3): School, Family, and Community Relations
- EDL 602 (3): Culturally Responsive Leadership and Policy

**Graduate Certificate in Sport and Recreation Management Requirements**

Complete 9 units of required coursework:

- SRL 502 (3): Organizational Leadership in Sport and Recreation
- SRL 505 (3): Measuring Policy Impacts in Sport and Recreation Settings
- SRL 506 (3): Finance and Promotion in Sport and Recreation Organizations
Graduate Certificate in Inclusive Leadership in Sport and Recreation Requirements

Complete 9 units of required coursework:

- SRL 501 (3): Modern Perspectives on Recreation and Sport
- SRL 503 (3): Equity and Justice in Recreation and Sport
- SRL 504 (3): Inclusive Coaching and Adapted Physical Activity Programming

Internships

We encourage all MA students to consider the possibility of including an internship as a part of their experience in our program. Dr. Xingxing Wu (xwu1@arizona.edu) can help you identify organizations and roles that fit with your professional aspirations. You can enroll 1 to 6 credits of internship, depending on the number of hours you work in any specific position. Please reach out to Xingxing once you and your advisor have determined that an internship could be a part of your plan of study.

Graduation

We hope that you and your family and friends will be able to celebrate your accomplishments in two ceremonies!

The College of Education Convocation takes place 2 days prior to the larger University Commencement. It is a smaller ceremony in which the graduating student's advisor or another faculty mentor places the ceremonial hood on the student's shoulders. Family and friends are invited to this ceremony. The University of Arizona Graduation is a larger ceremony in which all graduating undergraduates and graduates are recognized. Families and friends are also invited to this ceremony. The College Convocation is held in fall and spring semesters. The University Commencement is only held in the spring semester.

Career Options and Exploration

The Sport and Recreation Leadership (SRL) academic programs at the University of Arizona prepare future dynamic leaders to provide quality, inclusive, and accessible sport and recreation experiences. Students will be ready for impactful professional positions across diverse sport and recreation settings that include K-12 and youth sports, collegiate athletics, adaptive athletics, campus recreation, municipal parks and recreation agencies, state and national parks, as well as community organizations that offer a variety of leisure services like the YMCA or Boys and Girls Club.

We encourage all students to take advantage of networking opportunities with faculty and staff, as well as through internships and volunteer opportunities. The Office of Student Engagement and Career Services is another great resource who can help with job searching, resume building, mock interviews, and more: https://career.arizona.edu/students-alumni/

SRL in TLS

All SRL students, faculty, and staff are a part of the Teaching, Learning and Sociocultural Studies (TLS) Department in the College of Education! A lot of University processes and functions work through the departmental structure so this is important to be aware of. The TLS staff and leadership is here to help support us all.
Essential Information about the TLS Department

The TLS Office

The TLS Office is located in the College of Education building, Room 512. Under normal operations, it is open between 8:00 a.m. and 5:00 p.m with at least one staff member present.

Address

TLS Office  
Department of Teaching, Learning and Sociocultural Studies  
College of Education  
P.O. Box 210069  
The University of Arizona  
Tucson, AZ 85721-0069  
520-621-1311

Contact Information

Department Head: Marcy Wood, mbwood@arizona.edu  
Business Manager: Dawn Brown, dawnmbrown@arizona.edu  
Graduate Coordinator: Andrea Lauritzen, andreal@arizona.edu

Physical Resources and Facilities

The Department of Teaching, Learning, and Sociocultural Studies has a main office on the 5th floor of the College of Education. SRL Faculty have offices on the 7th and 8th floor of the College of Education. Graduate students may request office space which is prioritized first by students who work in the department. Graduate courses are held in the College of Education. Students have access to a printer and copier in room 526.

Other TLS Faculty

The TLS Department is made up of high quality and diverse faculty who are experts in a broad range of research interests and teaching backgrounds. You can see a list of faculty interests here, this is also a document that lets you know which faculty members are taking on new students or who are willing to serve as advisors. You may also read about faculty on the TLS faculty webpages here.

Important Links and Policies

It is SRL, TLS, and university policy that the student holds final responsibility for being aware of and adhering to all SRL, TLS and Graduate College policies, requirements, formats, and deadlines as they pertain to progression towards and completion of their degree. It is your responsibility to familiarize
yourself with general campus-wide requirements and information on transfer of graduate credit from other institutions, scholastic standards, forms that you need to submit to the Graduate College, and other important policies. Please review the following pages regarding important information about policies, supports, etc.

- Graduate College (from here students may access Graduate College policies, contacts, information about resources, deadlines, and other useful information): [http://grad.arizona.edu/](http://grad.arizona.edu/)
- Certificate-only admissions info: [https://grad.arizona.edu/admissions/types/certificate-programs](https://grad.arizona.edu/admissions/types/certificate-programs)
- Resources for parents, for professional development, and for health and wellness [http://grad.arizona.edu/new-and-current-students](http://grad.arizona.edu/new-and-current-students)
- General catalog [http://catalog.arizona.edu/](http://catalog.arizona.edu/)
- Academic integrity [http://deanofstudents.arizona.edu/codeofacademicintegrity](http://deanofstudents.arizona.edu/codeofacademicintegrity)
  - There is no tolerance for academic dishonesty (plagiarism, cheating, misuse of artificial intelligence, etc.) in SRL.
- Responsible Conduct of Research: [http://www.orcr.arizona.edu/](http://www.orcr.arizona.edu/)
- Graduate College Dates and Deadlines for Degrees [https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines](https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines)
- Continuous Enrollment Policy for MA Programs [http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment](http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment)
- Department Forms and Resources: [https://www.coe.arizona.edu/tls/studentforms](https://www.coe.arizona.edu/tls/studentforms)
- Forms Online: [https://grad.arizona.edu/gcforms/academic-services-forms](https://grad.arizona.edu/gcforms/academic-services-forms)
- GradPath: [http://grad.arizona.edu/gradpath](http://grad.arizona.edu/gradpath)

**Satisfactory Academic Progress Guidelines**

Graduate College rules for Satisfactory Academic Progress ([https://grad.arizona.edu/admissions/requirements/grade-point-average#:~:text=Minimum%20Grade%20Point%20Average%20](https://grad.arizona.edu/admissions/requirements/grade-point-average#:~:text=Minimum%20Grade%20Point%20Average%20))

**Minimum Grade Point Average (GPA)** required for graduate programs is based on a 4.00 scale:

1. **Certificate Programs** = 2.75
2. **Degree Programs** = 3.00
3. **Non-Degree** = GPA is not calculated. Applicants must hold a regionally accredited Bachelor degree or comparable international degree.

**Professional Development**

The student must consistently demonstrate growth in professional engagement with faculty, staff, administrators, and other students (undergraduate and graduate). The student will adhere to the professional behavior as outlined in the University of Arizona Code of Ethical Conduct.
SRL Faculty review of student progress
Students must meet with their major advisors at least once a semester to discuss progress. SRL faculty as a whole meet to discuss and evaluate all SRL graduate students’ progress annually early in the spring semester. At the meeting, each faculty member provides a brief summary of their students’ progress including academic or other concerns. Graduate students who are identified as failing to meet program guidelines for satisfactory progress will receive written notification from the SRL Director of Graduate Studies with a clear statement of what the student must do and a date by which such action must be completed. Within a week of notification, the advisor and student will meet to discuss how the student will remediate and make a plan with timelines and specific actions to remediate. Students who fail to remediate successfully by the specified deadlines will be dismissed from the program. The Graduate College will receive copies of all letters of unsatisfactory progress.

Student Appeals
Students have the right to appeal a decision of unsatisfactory progress, the outcome of qualifying and comprehensive exams, exceptions to department policies and procedures, or formally appeal department decisions by submitting a formal letter to the SRL Director of Graduate Studies. The letter must be dated and signed by the student and include all relevant information related to the appeal. A formal response will be given within 15 business days. If the student is unhappy with the outcome, they may appeal to the Department Chair by submitting a formal letter along with the decision letter provided by the Director of Graduate Studies.

Travel for the University
The Program and Department offers support, as possible, for attending in town and out-of-town professional conferences. In addition, graduate students may need to travel for their employment at the University of Arizona. This may include in-town or in-state driving to teach a course, attend a training, or collect data. It may also include out of town travel by car or plane. In all cases, an approved Travel Authorization Form is required to be on file.

Department Funding and Reimbursement
The SRL Program and TLS Department has limited funding opportunities for graduate students. This includes paid teaching and administrative assistantships. Graduate Tuition Scholarship and Fellowships are offered through the Department on a competitive and need-based basis, as well. Students are prioritized for aid based on progress in their degree program.

To be considered for both need based and merit based awards, all students must submit financial aid applications to the college and the department each spring to be considered in the regular financial aid allocation process for the following year. There is a separate application for the TLS Department and College of Education scholarships and students must apply to both to be considered for both. The TLS
application is a form that is sent out by the Director of Graduate Studies in February. The College of Education application can be accessed on Scholarship Universe and the deadline is at the beginning of March each year. Information about both is sent in early spring over graduate listservs.

Since funding through the department is limited, students are also encouraged to seek additional teaching and research opportunities both on and off campus and apply for additional scholarships elsewhere. Should unforeseen emergencies arise, students should also let their advisors know, and can make inquiries about possible additional funding through the department, though such additional, off-cycle support is very limited and not always available. There is also an emergency fund offered by the graduate college https://grad.arizona.edu/funding/opportunities/graduate-college-emergency-financial-hardship-funds.

Each Spring, students are invited to apply for a limited number of TA positions in TLS. Additionally, research positions will be posted on the TLS graduate student listserv as they become available. Students who are interested in each non-teaching position need to apply to the contact person for each position posted.

Non-TLS positions are often posted on https://arizona.joinhandshake.com/login, requires login.

**Graduate Assistant Manual**

This GA Manual contains the information that a student, faculty, or staff member would need to know about Graduate Assistant/Associate (GA) appointments at the University of Arizona. https://grad.arizona.edu/funding/ga

**Student Responsibilities and Professional Conduct**

Professional conduct not only involves a commitment to follow the letter of an assistantship contract’s requirements, but also implies that proper respect be given to the spirit behind these requirements. Award of a TA or RA is a privilege, not a right. Irresponsible actions exhibited while serving in the department and the University not only damage the student’s own reputation but ultimately damage the trust of students and other partners. TA and RA positions are exciting opportunities for graduate students to develop professional skills that will carry through the rest of their careers. Students will adhere to the professional behavior as outlined in the University of Arizona Code of Ethical Conduct https://policy.arizona.edu/ethics-and-conduct.

**In-and-Outside the Classroom Resources for Graduate Students**

- Campus Pantry: Campus Pantry
- CAPS - Counseling and Psychological Services: University of Arizona CAPS
- DRC - Disability Resource Center: Disability Resource Center
- Graduate Writing Lab: Graduate Writing Lab