

**Oklahoma State University**

**College of Education**



**LEISURE STUDIES PROGRAM**

**GRADUATE STUDENT HANDBOOK**

Revised 2015

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**Oklahoma State University**  
**COLLEGE OF EDUCATION**



**LEISURE STUDIES PROGRAM**  
**GRADUATE STUDENT HANDBOOK**

The Leisure Studies program is part of the School of Applied Health and Educational Psychology and is housed in the College of Education. As can be seen from the official OSU seal, the university is a land-grant institution—we have goals related to teaching, scholarship and extension (outreach to the state-wide community). The missions of the units directly responsible for the Leisure Studies program follow.

**Mission of the College of Education**

The College of Education, a community of scholars, prepares and develops professionals who facilitate life-long learning and enrich quality of life for individuals in diverse settings. The College leads in the generation of knowledge in our professional areas and advances professional development through teaching, research, and outreach.

**Mission of the School of Applied Health and Educational Psychology**

The School of Applied Health and Educational Psychology (SAHEP) fosters the development, integration and application of knowledge, theory, skills and experiences to promote social, physical, psychological, educational and environmental health.

**Mission of the Leisure Studies Program**

The Leisure Studies program seeks to facilitate the learners' personal and professional development through educational experiences guided by knowledge, and skills necessary for excellence in the leisure services profession.

The Master's level studies are designed to preparing future administrators for the various types of agencies and organizations associated with the field of parks, recreation, and leisure studies. Doctoral studies at OSU are geared toward preparing well-rounded faculty members—higher education professionals who are committed to teaching, scholarship and service.

## **The Nature of the Graduate Studies Program in Leisure Studies**

At OSU, we offer a Master of Science degree in Leisure Studies with focus areas in Leisure Service Management and Recreational Therapy. In addition, we offer the Doctor of Philosophy in Health, Leisure, and Human Performance, with an option in Leisure Studies. Individual students may then tailor their plan of study to emphasize outdoor recreation, leadership, campus recreation, sports, intramurals, recreational therapy, and other focus areas.

## FACULTY

While engaged in your graduate studies you will have opportunities to work with faculty within and outside the Leisure Studies program. Outside faculty often serve as resources and committee members. In Leisure Studies, every faculty member has served as a practitioner before entering higher education. While pursuing a variety of interests in research and service, this team of professors works to provide excellence in the classroom. Leisure Studies faculty are: Dr. Donna Lindenmeier, Dr. Tim Passmore, Dr. Taryn Price, and Dr. Melissa Zahl. In addition, the Leisure Studies Faculty includes Research Professionals, Post-Doctoral Fellows, Visiting Instructors, and Adjunct Faculty.

### Dr. Donna K. Lindenmeier



**Rank:** Associate Professor, Member of the Graduate Faculty approved for chairing doctoral committees

**Degrees:**

Doctor of Philosophy - Texas A&M University

Master of Agriculture - Recreation and Resources Development - Texas A&M University

Bachelor of Science – Photocommunications / Mass Communications / Art / English - Texas Tech University

**Research Interests:**

- Environmental education and recreation
- Adventure education and recreation
- Water-based recreation and lifesaving
- Adapting recreation for special populations
- Community recreation programming
- Recreation participation motivation and benefits

**Dr. Tim R.J. Passmore, CTRS/L**



**Rank:** Associate Professor, Member of the Graduate Faculty with doctoral chairing status

**Degrees:**

Doctor of Education – Oklahoma State University  
Master of Science – Oklahoma State University  
Bachelor of Science – Oklahoma State University

**Research Interests:**

- Recreational Therapy
- Mental Health – depression and exercise
- Physical rehabilitation
- Alzheimer’s disease
- Adherence to discharge recommendations
- Coverage of Recreational Therapy

**Dr. Taryn Price, ATC/L**



**Rank:** Assistant Professor, Member of the Graduate Faculty

**Degrees:**

Doctor of Philosophy – Middle Tennessee State University  
Master of Science – Middle Tennessee State University  
Bachelor of Science – Middle Tennessee State University

**Research Interests:**

- Youth leadership development
- Diversity in sport and recreation
- Recreational sport and youth leadership development
- Gender and race issues in recreation and intercollegiate athletics
- Social issues in intercollegiate athletics

## Dr. Melissa Zahl, CTRS/L



**Rank:** Assistant Professor, Member of the Graduate Faculty

**Degrees:**

Doctor of Philosophy – University of Utah

Master of Science – University of Utah

Bachelor of Science – University of North Dakota

**Research Interests:**

- Recreational Therapy
- Recreational Therapy intervention for neuromuscular disorders
- Community re-integration during physical medicine and rehabilitation

## THE GRADUATE DEGREE PROGRAMS

The program in Leisure Studies at Oklahoma State University is based on the foundation of baccalaureate curriculum, accredited by the Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COPRT) under the auspices of the National Recreation and Park Association, and the Committee on Accreditation of Recreational Therapy Education (CARTE), under the auspice of the American Therapeutic Recreation Association. As a result, students in the graduate degree programs are expected to fulfill the competencies encompassed in the respective accreditation program. In addition, OSU Leisure Studies is in full compliance with the expectations of the National Council on Therapeutic Recreation Certification for professional credentials in Recreational Therapy and the Oklahoma Medical Licensing Board. Students at the graduate level who focus on Recreational Therapy are expected to comply with these standards as well.



Detail on the requirements for the Master of Science degree in Leisure Studies and the Doctor of Philosophy degree in Health, Leisure, and Human Performance (HLHP) with an emphasis in Leisure Studies is provided below and can be found on the OSU Graduate College website. Minor adjustments may occur from year to year. However, a student is responsible for requirements in place at the time of admission and at the time of filing the individual plan of study.

### Master of Science Degree

- The Master of Science degree in Leisure Studies at Oklahoma State University is designed as a general graduate degree.
- The degree requires 36 hours of required courses, and a culminating research project (Thesis or Formal Report).
- Applicants presenting undergraduate degrees from disciplines outside of the field may be required to complete additional courses or experiences as prerequisites or within the graduate plan of study. Such requirements will be specified at the time of admission to be considered as prerequisites.
- The graduate advisory committee may require courses or experiences beyond the minimum of 36 hours on the plan of study to assure competency for the graduate student.
- Students pursuing Recreational Therapy as a graduate student without an undergraduate degree in Recreational Therapy will need to take other courses to become eligible for certification.

- Graduates from the Master of Science degree program have been successful in a wide range of careers upon completion of the degree:
  - Campus recreation
  - Intramurals
  - Non-profit management
  - Corporate recreation
  - Recreational Therapy
  - Interpretive services in parks
  - Management in municipal parks and recreation, and other branches of the profession.
- Selection of elective courses is an important consideration in preparation for specific career opportunities.

### **Doctor of Philosophy**

- The Doctor of Philosophy degree in HLHP with an emphasis in Leisure Studies is designed to prepare a balanced scholar, qualified to become a productive faculty member in teaching, research, and professional service.
- The degree requires 60 hours of course work, qualifying exams, and dissertation.
- Applicants presenting undergraduate and master degrees from disciplines outside of the profession may be required to complete additional courses or experiences as prerequisites or within the graduate plan of study. Such requirements will be specified at the time of admission to be considered as prerequisites.
- The graduate advisory committee may require courses or experiences beyond the minimum of 60 hours on the plan of study to assure competency for the graduate student.
- Selection of elective courses is an important consideration in preparation for specific career opportunities.
- Graduates from the Doctor of Philosophy degree program generally pursue faculty positions, but some have chosen careers outside the academic community.

## THE APPLICATION PROCESS

The application process is the same for the Master of Science and the Doctor of Philosophy degree programs. Applications are accepted year-round, but graduate assistantships are limited. The earlier the application is submitted, the better chance of obtaining a graduate assistantship.

### Required Materials for the Application

- Application – this can be found at: <http://gradcollege.okstate.edu/> under the “Prospective Student Resources” tab
- Cover letter expressing interest in the degree, goals for career, and any information of special note that would assist the faculty in making the admission decision.
- Resume
- Transcripts from all colleges/universities attended
- Writing sample
- 3 letters of recommendation (these will be need to be uploaded to the application by the person writing the letter).
  - Letters should address:
    - Academic capability
    - Communication skills
    - Desire and potential for success in graduate school
    - Your ability to work independently
    - Experience in the field
- Once all the required materials are in, the Leisure Studies faculty will review the completed application packet and make a decision about admission.

### Timeline for the Application Process

- Completion of the Graduate College Application with all required materials and submit fee (student generally take about 1 week to do this)
- Request official copies of transcripts (1-3 weeks is generally required for other universities to send official transcripts)
- Request 3 letters of recommendation (it generally takes people about 1-2 weeks to write and submit letters) – you must check and follow up to make sure the letters are completed and uploaded
- Once complete, but not until, the Leisure Studies faculty can make admission decisions (1-2 weeks is the general time it takes the faculty to review applications)

## Levels of Admission

- “*Admission Without Qualification*” – recommendation of full admission
  - This decision is made when the applicant meets or exceeds all admissions criteria
- “*Admission With Qualifications*” – admission to the graduate program with conditions
  - One of the most common conditions stipulates that the student must earn grades of B or better in the first 12 hours of graduate coursework to become fully admitted
- “*Denied Admission*” – is not admitted to the program at the present time
  - Students with academic records that are below admission standards yet who show potential (or for those who might want to ‘check out’ graduate school), the faculty might recommend that the student apply to OSU as a “*Special Student*.” A Special Student is a non-degree seeking student, and as such, is not eligible for a Graduate Assistantship or financial aid. Once admitted to the graduate program, up to 9 credit hours of graduate coursework that was taken as a *Special Student* may be applied toward degree requirements.

## Transfer of Graduate Credits:

Transfer of credits may occur if a student was formally admitted to the Graduate College at another institution or another program at OSU. A maximum of 9 credit hours may be accepted toward a Master’s degree. Doctoral students must complete at least 30 hours of their program at OSU. Please note that no more than 9 credit hours may be transferred from institutions not granting doctoral degrees.

# GRADUATE ASSISTANTSHIP OPPORTUNITIES AND PROCESS

## Types of Graduate Assistants Available

Graduate Assistantships (GAs) are often available to incoming students. There are three types of graduate assistantships available in connection with the Leisure Studies program:

- Graduate Teaching Assistants (GTA) - teach theory and activity courses in the program (Doctoral GTAs are expected to teach at least one theory course). Additionally, other GTA/GRA positions can be available with other campus programs/departments.
- Graduate Research Assistantships (GRA) are available through externally funded research projects in conjunction with Leisure Studies faculty members as principal investigators on grants and contracts

Assistantships are competitive and it is important that you submit your application as early as possible. When completing the Graduate College admissions process, prospective students have the option to check a box indicating that they are interested in GTA/GRA opportunities. If you check that box, the Graduate Coordinator will email you a GTA/GRA application to be completed and emailed back to the Graduate Coordinator.

## Benefit

- Stipend paid monthly
- Health insurance
- Tuition paid for courses within the scope of the plan of study (student fees are not included in the tuition waiver)
- Office space
- Membership in the Leisure Studies Graduate Student Association

## POST ADMISSION INFORMATION

Upon admission into the graduate program in Leisure Studies, students will work with the Graduate Coordinator of the program, until the student determines committee chair. The student will meet with the Graduate Coordinator to determine initial enrollment.

### Online training required for all graduate students

- Responsible Conduct of Research (RCR) online training, must be completed prior to submitting the official Plan of Study, <http://compliance.okstate.edu/rcr/training>
- 1 is 2 Many, must be completed to enroll after first term, <https://1is2many.okstate.edu/>

### Academic Standing: Minimum Grade Requirements

- A GPA of 3.0 on a 4.0 scale (B) is required to maintain good standing as a graduate student and meet requirements of a degree
- A course with a grade below “C” may not be used as part of the minimum number of hours required
- Grades below B are considered below acceptable standards for a graduate student.
- If a student’s overall GPA drops below 3.0, the student is subject to being placed on strict academic probation and is required to earn a minimum grade of B during the next semester of full time enrollment or 2 semesters of part-time enrollment or the student may be dismissed from the program and/or the Graduate College.

### The Graduate Committee

The Committee assists the student in progressing through the degree, determines and approves the Plan of Study (coursework), and oversees your culminating project.

#### Master of Science

- A minimum of three faculty members are required for a Master’s degree Committee
- The majority of committee members must be Leisure Studies faculty
- All members, advisor, and chair must hold Graduate Faculty membership status

#### Doctor of Philosophy

- A minimum of four faculty members are required for a Doctoral degree Committee
- The majority of committee members must be Leisure Studies faculty
- One of the members is noted as the “outside” member and must be from outside the administrative unit of Leisure Studies
- Only those faculty members who hold Graduate Faculty membership and are approved to chair doctoral committees may serve as Committee Chair
- All other members must hold Graduate Faculty membership status

## **Plan of Study**

Once the student meets with the Committee to discuss and review the Plan of Study, the student will submit the Plan of Study online through the Graduate College website. Once submitted, the Committee members will use the online system for the approval process.

The Plan of Study link can be found at: <http://gradcollege.okstate.edu/planofstudy>

### **Master of Science**

- Students must have a completed and approved Plan of Study on file by the middle of the second semester enrolled (not including summer)
- If this is not done, a hold will be placed on the student's file and the student will not be allowed to enroll for further coursework
- Students will declare their intention to follow the path of Thesis or Formal Report on the Plan of Study

### **Doctor of Philosophy**

- Students must have a completed and approved Plan of Study on file by the middle of the second semester of enrollment (not including summer)
- If this is not done, a hold will be placed on the student's file and the student will not be allowed to enroll for further coursework

# ACADEMIC AND DEGREE REQUIREMENTS

## Master of Science

As part of REMS 5013, you will complete the Graduate College requirement for Responsible Conduct of Research training. If you do not take REMS 5013, or do not complete the training, it will be your responsibility to complete the training prior to starting your Thesis or Formal Report.

### Hours and coursework requirements

- The Master of Science includes 36 hours of coursework
  - 6 hours of research/inquiry to include
    - REMS 5013 Research Design and Methodology
    - REMS 5953 Statistical Methods in Education
    - Or other courses as approved by the committee
  - 12 hours of the Leisure Studies core
    - LEIS 5023 Legal Aspects of Health, Physical Education, and Leisure
    - LEIS 5413 Organization and Administration of Leisure Services
    - LEIS 5433 Current Issues in Leisure Services
    - LEIS 5443 Social Foundations of Leisure
  - 12 hours of selected courses in LEIS and/or graduate sections of RMTR
  - 6 hours of Thesis or coursework associated with Formal Report

### Thesis or Formal Report

- Students select to pursue a Thesis or Formal Report and declare direction with Plan of Study
- Each step of the process that involves the committee reading materials will require 2 weeks of committee reading time
- Students are also required to complete the online Thesis/Dissertation formatting training through the Graduate College website
- **Thesis**
  - 5 chapter model: 1) Introduction, 2) Literature Review, 3) Methodology, 4) Results and Findings, and 5) Conclusions and Recommendations
  - The Proposal
    - Working with Thesis Advisor, select a topic to research
    - Formulate research question(s)
    - Determine hypothesis
    - Write the Proposal – Chapters 1, 2, and 3
    - Upon approval from the Thesis Advisor, the Chair will send the proposal to the committee members and schedule the Proposal
  - After approval of the research proposal, including any alterations determined based on the results of the Proposal Meeting:
    - Submit IRB application
    - After IRB approval, collect data
    - Analyze data
    - Write Chapters 4 and 5

- Upon approval of the Thesis Advisor, the Chair sends the full Thesis to the committee members and schedules the Thesis Defense
- Upon approval of the committee, including any alterations determined necessary during the Thesis Defense, the Thesis will need to be submitted to the members of the committee and to the Graduate College
- **Formal Report**
  - 5 chapter model: 1) Introduction, 2) Literature Review, 3) Methodology, 4) Product, and 5) Conclusions and Recommendations
  - The Proposal
    - Working with Research Advisor, select a topic to Formal Report
    - Formulate statement of need and intention for the Formal Report
    - Write the Proposal – Chapters 1, 2, and 3
    - Upon approval from the Research Advisor, the Chair will send the proposal to the committee members and schedule the Proposal
  - After approval of the research proposal, including any alterations determined based on the results of the Proposal Meeting
    - Create the product, which will become Chapter 4
    - Write Chapter 5
  - Upon approval of the Research Advisor, the Chair sends the full Formal Report to the committee members and schedules the Defense
  - Upon approval of the committee, including any alterations determined necessary during the Defense, the Formal Report will need to the members of the committee

### **Doctor of Philosophy**

As part of REMS 5013, you will complete the Graduate College requirement for Responsible Conduct of Research training. If you do not take REMS 5013, or do not complete the training, it will be your responsibility to complete the training prior to starting your dissertation.

#### **Doctoral Candidacy**

- Is often called ABD (all but dissertation)
- At OSU, it means that you(r)
  - Have a filed and approved plan of study
  - Have successfully completed your qualifying exams
  - Have successfully completed your proposal
  - Committee has signed and you have submitted the Doctoral Candidacy Form
- Once you are a Candidate, you can enroll in 2 hours (generally dissertation hours) to be considered full-time. This includes being considered full-time for visas, financial aid, and assistantship eligibility.

## Hours and coursework requirements

- The Doctor of Philosophy includes 60 hours of coursework
  - 12 hours of research design and statistics include
    - Analysis of Variance
    - Multiple Regression
    - Nonparametric applications
    - One other course that may include multivariate analysis, qualitative inquiry, methodologies, or other research approaches
    - Or other courses as approved by the committee
  - 9 hours of Common Core for HLHP
    - HHP 6723 Curricular Design in HLHP
    - LEIS 6763 Management in HLHP Higher Education Settings
    - LEIS 6043 Professional and Ethical Issues in HLHP
  - 15 hours of LEIS 6000 Dissertation
  - 24 hours selected in consultation with student's committee – requirements and potential options include:
    - Leisure Behavior (required)
    - Workshop in Leisure Studies, Field Problems in Leisure Studies, Independent Study in Leisure Studies, Issues in Recreational Therapy, Recreational Therapy and Geriatrics, Recreational Therapy and Physical Disability, Recreational Therapy and Mental Health, Interpretive Services in Leisure Services, Special Topics in Leisure Studies (Wilderness), Natural Resource Recreation, Recreation and Athletics

## Qualifying exams

- The qualifying exam process (ask your committee chair to collect questions from your committee members) must begin by the 5<sup>th</sup> week of the semester.
- Qualifying exams are required as part of the Doctoral degree process
- Should be taken during the latter part of the coursework and prior to the Research Proposal
- Should enroll in at least one hour of independent study or dissertation during the semester preparing for and taking the exam – most people enroll in 3 credit hours
- Qualifying exams are given as a “take-home” style exam in which students are given 2 weeks to respond to the questions and return the exam and responses to the committee chair
- Each member of the student's committee will provide the chair of the committee with one question to which the student must respond. The committee members may provide multiple questions to include on the exam, in which case the student will be directed to select one question from the list and respond to that question.
- In addition to the questions provided from the committee members, the exam will include at least one statistics / research methodology question that the student must answer.
- The questions from the committee members will focus on work from courses, and general questions related to the field – history, theory, philosophy, and curriculum

- The three options for review are:
  - Pass – completed and accepted
  - Conditional Review – the committee will determine what conditions need to be met
  - Fail – do not pass and must rewrite the entire qualifying exam at a later date (if a student fails twice, the student is removed from the graduate program by the Graduate College)
- Once complete, the student will move to the proposal phase of the degree

## **Dissertation**

- Each step of the process that involves the committee reading materials will require 2 weeks of committee reading time
- Students are also required to complete the online Thesis/Dissertation formatting training through the Graduate College website
- **Dissertation**
  - 5 chapter model: 1) Introduction, 2) Literature Review, 3) Methodology, 4) Results and Findings, and 5) Conclusions and Recommendations
  - The Proposal
    - Working with Thesis Advisor, select a topic to research
    - Formulate research question(s)
    - Determine hypothesis
    - Write the Proposal – Chapters 1, 2, and 3
    - Upon approval from the Thesis Advisor, the Chair will send the proposal to the committee members and schedule the Proposal
  - After approval of the research proposal, including any alterations determined based on the results of the Proposal Meeting:
    - Submit IRB application
    - After IRB approval, collect data
    - Analyze data
    - Write Chapters 4 and 5
  - Upon approval of the Thesis Advisor, the Chair sends the full Thesis to the committee members and schedules the Thesis Defense
- Upon approval of the committee, including any alterations determined necessary during the Dissertation Defense, the Dissertation will need to be submitted to the members of the committee and to the Graduate College.

## DEADLINES, FORMS, AND OTHER REQUIRED PAPERWORK

Students are responsible for knowing about and following all university, Graduate College, and program deadlines and paperwork requirements. This information is updated frequently on the university website, may be found in the University Catalog, and may be obtained from the Graduate College at their website: [www.gradcollege.okstate.edu](http://www.gradcollege.okstate.edu)

### Some of the required paperwork (all with deadlines)

- Application
- Financial Aid application
- GA / Employment application
- Plan of Study
- Draft of thesis, formal report, dissertation submitted to Graduate College for format approval
- IRB
- Admission to Doctoral Candidacy upon completion of qualifying exams and successful proposal
- Application for diploma
- Final semester verification
- Graduation clearance

All forms can be found on the Graduate College website: [www.gradcollege.okstate.edu](http://www.gradcollege.okstate.edu)