



**2017 – 2019**

**Graduate Handbook**

**Master of Science**

**in**

**Health, Kinesiology, & Sports Studies**

**Department of Health & Human Performance**

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## Introduction

The purpose of this handbook is to provide students with guidelines for obtaining a master's degree from the Department of Health and Human Performance. This handbook outlines the procedures for applying to graduate school, obtaining full admission status, as well as receiving financial support for your graduate career. The handbook is updated yearly with any changes to the rules and regulations at Texas A&M University-Commerce.

The Department of Health and Human Performance at Texas A&M University-Commerce offers a Master of Science in Health, Kinesiology, & Sports Studies to anyone seeking a career in athletic administration, exercise science, health promotion, or sport and recreation management. Over 50 percent of the required courses are offered online (in some programs 100% online), which makes this program affordable, convenient and practical for any working professional trying to enrich his or her career.

### **Students majoring in the Master of Science in Health, Kinesiology, & Sports Studies will:**

- Achieve excellence in the classroom and beyond by integrating knowledge, skills, and behaviors in the field of study.
- Acquire the skills necessary to excel in a dynamic and digital society.
- Apply content knowledge, associated skills, and leadership to real-world experiences and grow as professionals in the field.
- Become global citizens by learning about different cultures, interacting with a variety of diverse communities, and engaging with people from around the world.
- Produce and disseminate quality, relevant research in the chosen concentration area during collaborative research projects and action research studies.

### **Any applicant wanting to apply for the Master's Program in Health, Kinesiology, and Sports Studies must submit the following to the Graduate School:**

1. Application
2. \$50 application fee
3. Undergraduate degree from a regionally accredited institution with at least a 3.0 or higher overall GPA or a minimum 3.0 GPA on the last 60 hours of undergraduate coursework.
4. Two recommendation forms attesting to the applicant's readiness and academic performance.
5. A 1-2 page personal statement describing the student's background, goals, and desired concentration. (athletic administration, physical education pedagogy, exercise science, or health promotion)
6. One of the following:
  - a. Official GRE Score, or
  - b. An awarded bachelor's degree from a regionally accredited university with an overall GPA of 3.00, or
  - c. An awarded master's degree from a regionally accredited university with an overall GPA of at least a 3.25 on the degree

## Contact Information

### **Sarah Mitchell, MS, ATC, LAT**

Interim Graduate Coordinator / Instructor  
Department of Health & Human Performance  
Field House 210  
(903) 886-5543  
[Sarah.Mitchell@tamuc.edu](mailto:Sarah.Mitchell@tamuc.edu)

### **Dayla Burgin**

Graduate Services Coordinator  
Business Administration Bldg., Rm. 142  
(903) 886-5134  
[Dayla.Burgin@tamuc.edu](mailto:Dayla.Burgin@tamuc.edu)

### **Graduate Studies & Research**

P. O. Box 3011  
Commerce, TX 75429-3011  
(903) 886-5163; Fax: (903) 886-5165  
[graduate.school@tamuc.edu](mailto:graduate.school@tamuc.edu)

### **Mailing Address**

Texas A&M University-Commerce  
Graduate Studies  
P. O. Box 3011  
Commerce, TX 75429-3011

### **Physical Address (overnight delivery)**

Texas A&M University-Commerce  
Graduate Studies  
2600 South Neal  
Commerce, TX 75429-3011

## Dates to Remember

### August

- 28 First Class Day
- 28 Sign up for payroll if new GA  
Complete Responsible Conduct of Research Training  
GA Orientation

### September

- 4 Labor Day Holiday – University Closed
- 22 December Graduation Applications Due
- 15 GA Supervisor Meeting to establish Duties and Responsibilities  
Primary Job Duties/Performance Criteria Form due

### October

- 10 Comprehensive Exams
- 16 Schedule Mid-Term Evaluation Meetings with Supervisor
- 20 Registration for Winter Mini and Spring 2017 Opens
- 4<sup>th</sup> Friday Last day to defend Final Thesis for Fall graduation (notification form to OTDS 7 days before defense)

### November

- 1<sup>st</sup> Friday Last day to submit Final Thesis to OTDS for Fall graduation
- 1 GA Mid-Term Performance Self-Evaluation forms due  
Primary Job Duties/Performance Criteria forms due
- 3 Comprehensive Exam Form due
- 15 Tuition Remission Forms Due
- 23-24 Thanksgiving Holiday – University Closed
- 4<sup>th</sup> Friday Last day to submit Thesis Proposal to OTDS for Spring graduation

### December

- 15 Last Day Classes for Fall Semester
- 11-15 Finals Week
- 15 Fall Commencement
- 15 Winter Mini Begins
- 25-Jan 1 Winter Break – University Closed

### January

- 15 Martin Luther King Holiday – University Closed
- 16 First Class Day Spring
- 31 GA Supervisor Meeting to establish Duties and Responsibilities  
Primary Job Duties/Performance Criteria form due

### February

- 2 Spring Graduation Application Due

### March

- 6 Comprehensive Exams
- 19 Schedule Mid-Term Evaluation Meetings with Supervisor
- 12-16 Spring Break
- 16 Spring Break – University Closed
- 4<sup>th</sup> Friday Last day to defend Final Thesis for Spring graduation (notification form to OTDS 7 days before defense)

## April

- 1<sup>st</sup> Friday Last day to submit Final Thesis to OTDS for Spring graduation
- 2 GA Mid-Term Performance Self-Evaluation forms due  
Primary Job Duties/Performance Criteria forms due
- 6 Comprehensive Exam Form due
- 15 Tuition Remission Forms Due
- 4<sup>th</sup> Friday Last day to submit Thesis Proposal to OTDS for Summer graduation

## May

- 4 Last Class Day Spring
- 7-11 Finals Week
- 11 Spring Commencement

## June

- 24-25 Comprehensive Exams
- 3<sup>rd</sup> Friday Last day to defend Final Thesis for Summer graduation (notification form to OTDS 7 days before defense)
- 4<sup>th</sup> Friday Last day to submit Final Thesis to OTDS for Summer graduation

## July

- 20 Tuition Remission Forms Due
- 17 Comprehensive Exam Form Due
- 4<sup>th</sup> Friday Last day to submit Thesis Proposal to OTDS for Fall graduation

Important University Dates and Deadlines:

<http://www.tamuc.edu/admissions/registrar/academicCalendars/>

Academic Calendar

Registration Schedule

Drop/Withdrawal Deadlines

Final Exam Schedule

## Admissions

The first step in applying for graduate admission is to complete an application. You can do this online at [Apply Texas](#). Simply complete the online application and click the "Submit" button at the bottom of the form and the application will be e-mailed to the Graduate School for processing. Depending on workload, applications are processed within three working days. Once your application is processed, you will be sent an email with your ID# and PIN. Use these numbers to access the student information system through myLeo to view what documentation is missing from your file.

Admission to the Master of Science in Health, Kinesiology, and Sports Studies graduate degree program requires the GRE OR an awarded bachelor's degree from a regionally accredited university with an overall GPA of 3.00, OR an awarded master's degree from a regionally accredited university with an overall GPA of at least a 3.25 on the degree. The HHP department admissions committee uses a variety of criteria to determine admission. Although there is no minimum score required on the GRE, the higher the score, the more likely the admission will be accepted.

### **Application Deadline:**

Applications are accepted year-round. A complete application packet (all documents) must be received in advance by the Graduate School to ensure consideration for the semester you select.

Doctoral Applicants:

<http://www.tamuc.edu/academics/graduateSchool/documents/doctoraladmissionpacket.pdf>

International Applicants:

- To be considered for spring, the deadline is October 1
- To be considered for summer, the deadline is February 15
- To be considered for fall, the deadline is May 15

## Application Fee:

Please make your application fee payment online through myLeo, through [Apply Texas](#) during the application process, or in person at the cashier's window in the Business Administration Building, 1st Floor. If you are unable to make your payment online or in person, please contact the Office of Graduate Studies & Research, 903-886-5163 or Graduate.School@tamuc.edu for other options.

- Domestic students: non-refundable application fee is \$50.00 USD
- International students: non-refundable application fee is \$75.00 USD

## Transcripts:

Please request official transcripts be sent to the Office of Graduate Studies & Research, PO Box 3011, Commerce, TX & 75429-3011, from all institutions you have attended, including all undergraduate and graduate coursework.

International students must provide official transcripts or attested individual marksheets along with the diploma or provisional certificate. Consolidated marksheets are not accepted. Your degree must be equivalent to a four-year bachelor's degree issued by a regionally accredited university in the United States. Three year programs and trade schools (such as computer training) will not qualify.

## Admission Status:

- **Full Admission Status** is available to applicants seeking a degree program with a complete admission application packet and who meet all Graduate School and Departmental Requirements
- **Conditional Admission Status** is available to applicants with a complete admission application packet who do not qualify for full admission. After completing 12 graduate hours, a conditional student must have a minimum overall graduate grade point average of 3.0. Failure to achieve the minimum 3.0 GPA after completing 12 graduate hours will result in suspension of the student from further graduate study in any degree program at TAMUC for 3 years.
- **Provisional Admission Status** is offered to students to enroll for one semester (initial semester of enrollment in the Graduate School) with any of the following deficiencies:



- An official bachelor's transcript from a regionally accredited institution is not on file
- An official GRE or GMAT score is not on file
- One of more departmental requirements are incomplete
- Students admitted provisionally must be sure their missing documents are received by the Office of Graduate Studies and Research and all requirements are complete before the end of the first semester of enrollment. Completion of the application packet and all requirements on time is the student's responsibility. International Students (F1 or J1 visa holders) are eligible for full and conditional admissions only.
- **Non-Degree Complete Status** is offered to students who have submitted all admission documents and met all admission requirements for a graduate certificate, educator certification, and personal, professional and career development.

## **12-hour rule for non-degree students**

Students may only use 12 graduate semester hours taken in non-degree status for a master's, specialist, or doctoral degree. The graduate school strongly advises you to gain admission to a degree program before completing 12 graduate hours.

## **Number of courses taken first semester**

Students may enroll in up to 12 graduate hours for the fall/spring semester. If the summer is your first semester, you may enroll in up to 6 hours for summer I and 6 hours for summer II.

## **Orientation for international graduate students**

A mandatory orientation is provided at the beginning of each semester for new international students. Please view the International Student Services Website for upcoming orientation dates.

## Master's/ Specialist Student Forms

### Forms for student requests:

Change of Major Form (online document)

- <http://www.tamuc.edu/academics/graduateSchool/graduateAdmissions/changeMajor.aspx>

Transfer / Substitution Course Request

- <http://www.tamuc.edu/academics/graduateSchool/documents/transfersubstitution.pdf>

Request to use Courses over 6 years old for Master's Degree

- <http://www.tamuc.edu/academics/graduateSchool/documents/oldcourseworkrequestform.pdf>

Graduate credit for 300 or 400 level courses

- <http://www.tamuc.edu/academics/graduateSchool/documents/graduatecredit300400levelcourse.pdf>

Request for scheduling a senior student for a 500 - Level Course

- <http://www.tamuc.edu/academics/graduateSchool/documents/seniorrequestgraduateclass.pdf>

Request for Overload

- <http://www.tamuc.edu/academics/graduateSchool/documents/overloadrequest.pdf>

### Comprehensive Exam Forms:

Comprehensive Examination Report (Non - Thesis)

- <http://www.tamuc.edu/academics/graduateSchool/documents/compexamnonthesisform.pdf>

Comprehensive Examination Report (Thesis)

- <http://www.tamuc.edu/academics/graduateSchool/documents/compexamthesisform.pdf>

### Thesis Proposal:

Thesis Proposal Process Packet and Forms

- <http://www.tamuc.edu/academics/graduateSchool/documents/thesisproposalpacket.pdf>

Adviser's Approval Form to Submit Proposal or Thesis

- <http://www.tamuc.edu/academics/graduateSchool/documents/documentsubmissionapproval.pdf>

Human Subjects - Information

- IRB Protocol Form
- IRB Request for Continuation Form

Copyright Information

- <http://www.tamuc.edu/academics/graduateSchool/documents/copyrightInformation.pdf>

### **Final Thesis:**

Thesis Information Sheet for Submission

- <http://www.tamuc.edu/academics/graduateSchool/documents/thesisinfosheet.pdf>

Comprehensive Examination Report (Thesis)

- <http://www.tamuc.edu/academics/graduateSchool/documents/compexamthesisform.pdf>

## **Financial Assistance**

### **Financial Aid:**

Nine to twelve hours is considered to be full-time enrollment by the Graduate School.

Financial Aid's requirement for full enrollment may be different than the Graduate School. If you are seeking financial aid, please verify your enrollment requirement with the [Office of Financial Aid & Scholarships](#).

New international students are cleared to register once they have attended orientation for international students and purchased insurance. Returning international students are cleared to register once they have contacted the [International Student Services](#) for insurance clearance.

### **Scholarships:**

[Office of Financial Aid & Scholarships](#)

- Keith & Nancy McFarland Graduate Scholarship
- H.M. Lafferty Doctoral Scholarship
- Jerry & Marilyn Morris Distinguished Scholarships
- Jesse Hawthorne Endowment
- Senior Rollover Scholarship
- Nancy Ruth Lenoir Scholarship
- Senior Rollover Scholarship Application
- Homer Tate Initiative Scholarship

### **Other Financial Information / Assistance:**

[Emergency Loans](#)

[Payment Plan/Installments](#)

[Tuition & Fees](#)

[Waivers & Deferments](#)

## Jesse J. Hawthorne Graduate Endowment

Dr. Jesse J. Hawthorne joined the faculty of Texas A & M University – Commerce (formerly East Texas State University) in September 1951 and was named the Chair of the Physical Education Department and Director of Athletics in 1953. He served dual capacities for 31 years until his retirement after the 1984 academic year. While in leadership, the Lions won five national titles and won or shared 47 Lone Star Conference titles. This endowment was established with the proceeds from the annual Hawthorne Relays.

### Eligibility - Students must:

- Meet all requirements for full admission to the Graduate School and additional departmental entrance requirements.
- Pursue a degree in a graduate program or certificate program offered by the Department of Health and Human Performance.
- Be enrolled for a minimum of nine graduate hours during the semester of the award.
- Make a grade of B or better in all course work attempted and meet specific program requirements as well as remain in good standing with the Department, the Graduate School, and the University.

### Scholarship Application Checklist:

- **STEP 1:** Complete the scholarship application for general and departmental scholarships.
- **STEP 2:** Complete the Jesse J. Hawthorne Scholarship Application and other required documents.
- **STEP 3:** Submit all applications and all supplementary documents required by your department to the Office of Financial Aid and Scholarships by the March 15th deadline.

Office of Financial Aid and Scholarship  
Student Access and Success Center  
2200 Campbell Street, Commerce, Texas 75428  
Phone: 903-886-5915  
Fax: 903-468-3256

- **STEP 4:** The Office of Financial Aid and Scholarships will notify applicants via myLEO e-mail account, prior to the end of the spring semester, if a scholarship offer has been made.
- **STEP 5:** If you have questions or concerns, please contact 903-886-5915 or e-mail: [Scholarships@tamuc.edu](mailto:Scholarships@tamuc.edu).

## Assistantships

Graduate research and teaching assistantships are available on a semester-to-semester basis.

[Graduate Assistantship Application](#)

[Graduate Assistantship Salaries](#)

[Graduate Assistant Tuition Remission Program](#)

[Fact Sheet – Assistantship Requirements](#)

[Graduate Assistant's Handbook](#)

[Graduate Assistant Research Guidelines](#)

## Masters Comprehensive Exams

By University policy, all master's degree candidates must complete a comprehensive examination during the final semester of studies. Students are eligible to take the exam once they have completed 24 hours of coursework toward their degree. Students in the health promotion (non-thesis) concentration and students finishing the sport and recreation management concentration are required to complete a written comprehensive exam. Students in the athletic administration and physical education pedagogy are required to complete an ePortfolio in their final semester in place of the written comprehensive exam. Students in the exercise science or health promotion (thesis) concentrations will complete a thesis in place of the written exam.

The HKSS program offers the exam three times each year:

Fall Semester - Usually in October

Spring Semester - Usually in March

Summer 1 Term - Usually in June

Results are forwarded to the Office of Graduate Studies and Research. According to policy as stated in the Graduate Catalog, "A student who fails the exam the first time must complete whatever further courses or additional study that are stipulated by the advisory committee or the major department to correct the weaknesses or deficiencies revealed by the examination. The candidate who fails the examination may retake it no sooner than mid-term of the following semester. Should the candidate fail the exam upon the second attempt, a third and final attempt may be taken only with the recommendation of the advisory committee and approval of the Dean of Graduate Studies and Research."

## Internships

Internships are required for some concentrations in the HKSS program. Students completing an internship should contact Dr. Quynh Dang ([Quynh.Dang@tamuc.edu](mailto:Quynh.Dang@tamuc.edu)) at least one semester prior to completing the internship. Students must obtain approval from Dr. Quynh to complete the internship, submit all required documents, and attend an internship seminar.

## Steps to Graduate

1. Contact your advisor to ensure you are meeting degree requirements (advisor is based on your concentration). You should contact your advisor before registering for classes each semester.
  - a. Dr. Anthony Rosselli – Athletic Administration ([Anthony.Rosselli@tamuc.edu](mailto:Anthony.Rosselli@tamuc.edu))
  - b. Sarah Mitchell – Exercise Science, Health Promotion, or Physical Education Pedagogy ([Sarah.Mitchell@tamuc.edu](mailto:Sarah.Mitchell@tamuc.edu))
2. Are you completing a Thesis?
  - a. Yes – identify a faculty member to chair your thesis committee and select a topic (this should be done in your second semester)
  - b. No – If you are in the exercise science or health promotion concentration, you will need to complete an internship
3. Internship
  - a. Required for non-thesis students in exercise science & health promotion; optional for students in athletic administration
  - b. Contact Dr. Quynh Dang ([Quynh.Dang@tamuc.edu](mailto:Quynh.Dang@tamuc.edu)) to set up your internship
  - c. Attend an internship seminar offered in May (for summer or fall interns) or December (for spring interns)
4. Comprehensive Exam
  - a. All students are required to complete a comprehensive exam in order to graduate with a Master's Degree.
  - b. Thesis students – the thesis serves as the comprehensive exam
  - c. Non-thesis students in exercise science & health promotion – a written comprehensive exam is required. Contact Sarah Mitchell to take the exam once you have completed 24 hours of coursework. The exam is offered once each semester, typically in March, June, & October.
  - d. Athletic Administration & Physical Education Pedagogy students – an e-portfolio is required. The portfolio is completed in HHPS 584 (athletic administration) or HHPK 572 (physical education pedagogy). These courses must be taken in your final semester.
5. Apply for Graduation
  - a. You must apply for graduation through MyLeo at the beginning of your final semester. The Graduation Application window is open during the first two weeks of the semester. There is a \$40 application fee.

## Degree Plan: Health, Kinesiology, and Sports Studies MS

### Health Promotion (non-thesis)

A. Core Courses					
Course Number	Course Title	Grade	Semester Offered	Semester Completed	Hours
HHPK 617/HIED 617	Statistical Procedures		Any Semester		3
HHPK 595	Critiquing and Conducting Research		Fall, Summer I		3
HHPK 516	History, Philosophy, & Current Topics in HP		Summer II		3
HHPH 547	Health Psychology		Spring		3
HHPH 585	Program Design in Health Promotion		Fall		3
HHPH 660	Global Health Issues		Summer		3
HHPH 537	Internship		Final Semester		3
Total Hours					21
B. Support Courses					
Choose five of the following courses:					
Course Number	Course Title	Grade	Semester Offered	Semester Completed	Hours
HHPH 531	Nutrition and Optimal Performance		Summer		3
HHPH 544	Health Promotion Administration and Mgt		Summer		3
HHPH 550	Health Promotion with Special Populations		Spring		3
HHPH 535	Sociology of Sport & Physical Activity		Fall		3
HHPK 534	Exercise in Health & Disease		Fall		3
HHPK 664	Fitness Testing & Ex. Prescription		Fall		3
Total Hours					15
Total Program Hours					36

### Health Promotion (thesis)

A. Core Courses					
Course Number	Course Title	Grade	Semester Offered	Semester Completed	Hours
HHPK 617/HIED 617	Statistical Procedures		Any Semester		3
HHPK 519	Research Methods in Human Performance		Fall, Summer I		3
HHPK 516	History, Philosophy, & Current Topics in HP		Summer II		3
HHPH 547	Health Psychology		Spring		3
HHPH 585	Program Design in Health Promotion		Fall		3
HHPH 660	Global Health Issues		Summer		3
HHPH 518	Thesis		Final Semester		6
Total Hours					24
B. Support Courses					
Choose four of the following courses:					
Course Number	Course Title	Grade	Semester Offered	Semester Completed	Hours
HHPH 531	Nutrition and Optimal Performance		Summer		3
HHPH 544	Health Promotion Administration and Mgt		Summer		3
HHPH 550	Health Promotion with Special Populations		Spring		3
HHPH 535	Sociology of Sport & Physical Activity		Fall		3
HHPK 534	Exercise in Health & Disease		Fall		3
HHPK 664	Fitness Testing & Ex. Prescription		Fall		3
Total Hours					12
Total Program Hours					36



## Exercise Science (thesis)

<b>A. Core Courses</b>						
Course Number	Course Title	Grade	Semester	Offered	Date Completed	Hours
HHPK 617/HIED 617	Statistical Procedures			Any Semester		3
HHPK 519	Research Methods in Human Performance			Fall/Summer I		3
HHPK 516	History, Philosophy, & Current Topics in HP			Summer II		3
HHPK 535	Sociology of Sport & Physical Activity			Fall		3
HHPK 528/HHPH 547	Sport OR Health Psychology			Spring		3
HHPH 660	Global Health Issues			Summer I		3
HHPK 518	Thesis			Final 2 Semesters		6
Total Hours						24
<b>B. Support Courses</b>						
Choose four of the following courses:						
Course Number	Course Title	Grade	Semester	Offered	Date Completed	Hours
HHPK 530	Sport Conditioning			Summer II		3
HHPH 531	Nutrition and Optimal Performance			Summer		3
HHPK 664	Fitness Testing & Ex. Prescription			Fall		3
HHPK 545	Advanced Exercise Physiology			Fall		3
HHPK 534	Exercise in Health & Disease			Fall		3
HHPK 532	Cardiopulmonary Physiology			Spring		3
HHPK 593	Biomechanics			Spring		3
Total Hours						12
Total Program Hours						36

## Exercise Science (non-thesis)

<b>A. Core Courses</b>						
Course Number	Course Title	Grade	Semester	Offered	Date Completed	Hours
HHPK 617/HIED 617	Statistical Procedures			Any Semester		3
HHPK 595	Research Methods in Human Performance			Fall/Summer I		3
HHPK 516	History, Philosophy, & Current Topics in HP			Summer II		3
HHPK 535	Sociology of Sport & Physical Activity			Fall		3
HHPK 528/HHPH 547	Sport OR Health Psychology			Spring		3
HHPH 660	Global Health Issues			Summer I		3
HHPK 537	Internship in Human Performance			Final Semester		3
Total Hours						21
<b>B. Support Courses</b>						
Choose five of the following courses:						
Course Number	Course Title	Grade	Semester	Offered	Date Completed	Hours
HHPK 530	Sport Conditioning			Summer II		3
HHPH 531	Nutrition and Optimal Performance			Summer		3
HHPK 664	Fitness Testing & Ex. Prescription			Fall		3
HHPK 545	Advanced Exercise Physiology			Fall		3
HHPK 534	Exercise in Health & Disease			Fall		3
HHPK 532	Cardiopulmonary Physiology			Spring		3
HHPK 593	Biomechanics			Spring		3
Total Hours						15
Total Program Hours						36

## Athletic Administration (non-thesis)

<b>A. Core Courses</b>					
Course Number	Course Title	Grade	Semester Offered	Semester Completed	Hours
HHPK 617/HIED 617	Statistical Procedures		Fall		3
HHPK 595	Critiquing and Conducting Research		Fall, Summer I		3
HHPK 516	History, Philosophy, & Current Topics in HP		Summer II		3
HHPS 535	Sociology of Sport & Physical Activity		Fall, Summer II		3
HHPH 660	Global Health Issues		Summer		3
HHPK 528	Sport Psychology		Fall, Spring		3
HHPS 584	Administration in Sport & Recreation Programs		Final Semester		3
<b>Total Hours</b>					<b>21</b>
<b>B. Support Courses</b> Choose three of the following courses:					
Course Number	Course Title	Grade	Semester Offered	Semester Completed	Hours
HHPS 521	Finance & Economics in Sport		Summer I		3
HHPS 525	Marketing & Public Relations in Sport		Spring		3
HHPS 520	Governance & Ethics in Sport		Summer I		3
HHPS 539	Sport Law		Summer II, Winter Mini		3
HHPS 537	Internship in Sport Studies		Last Semester		3
HHPS 564	Facilities & Equipment in Sport		Spring		3
<b>Total Hours</b>					<b>9</b>
<b>Total Program Hours</b>					<b>30</b>

## Physical Education Pedagogy (non-thesis)

<b>A. Core Courses</b>					
Course Number	Course Title	Grade	Semester Offered	Semester Completed	Hours
HHPK 617/HIED 617	Statistical Procedures		Any Semester		3
HHPK 595	Critiquing and Conducting Research		Fall, Summer I		3
HHPK 516	History, Philosophy, & Current Topics in HP		Summer II		3
HHPK 510	Designing Curriculum		Summer II		3
HHPK 528/HHPH 547	Sport OR Health Psychology		Spring		3
HHPK 572	Reflective Teaching		Last Semester		3
<b>Total Hours</b>					<b>18</b>
<b>B. Support Courses</b>					
Course Number	Course Title	Grade	Semester Offered	Semester Completed	Hours
HHPK 522	Teaching Health Related Fitness, K-12		Fall		3
HHPK 523	Teaching Games K-12		Spring		3
HHPK 530	Sports Conditioning		Fall		3
HHPK 536	Adapted Kinesiology		Spring		3
<b>Total Hours</b>					<b>12</b>
<b>Total Program Hours</b>					<b>30</b>

## **HHPH Course Descriptions**

### **HHPH 510 - CURR CONSTRUCTION IN H/PE**

Hours: 3

Curriculum Construction in Health and Kinesiology. Three semester hours (Same as [HHPK 510](#)). A study of trends and current practices in curriculum construction and revision in programs of health and kinesiology in secondary and collegiate settings. The total program, as well as grade placement and units of instruction is studied. Provision is made for the inclusion of knowledge and skills necessary for educating exceptional learners.

### **HHPH 512 - Critic Issue in Envrmtal Hlth**

Hours: 3

Critical Issues in Environmental Health. Three semester hours. An introduction to key environmental health issues and challenges in resource limited settings which are characteristic of many developing nations. Examines principles and methods, risk factors, prevention and control, and policies related to the aspects of human health determined by biological, physical, and chemical factors in the environment

### **HHPH 514 - Global Perspective of Nutrition**

Hours: 3

This course examines malnutrition and how it occurs by analyzing several situations from around the world. Covers how nutrition can affect society and community and examines benefits of well-nourished populations. Analyzes major food and nutritional issues that affect health, survival, and human development in resource-limited settings.

### **HHPH 518 - THESIS**

Hours: 3-6

Thesis. Six semester hours. (Same as [HHPK 518](#)).

### **HHPH 529 - WORKSHOP**

Hours: 3-6

Workshop. Three or six semester hours. (Same as [HHPK 529](#)). A workshop in kinesiology, health education, recreation or sports studies.

### **HHPH 531 - NUTRITION & OPITMAL PERF**

Hours: 3

Nutrition and Optimal Performance. Three semester hours. A study of nutrition as it relates to optimum performance and health. Nutrient need, sources, functions and interactions are reviewed according to the latest scientific findings. Principles of body conditioning are emphasized with attention to diet and lifestyle practices that promote health and decrease risks of nutrition related diseases.

### **HHPH 537 - Intership Health Prom**

Hours: 3

Supervised Internship as selected community, public or private health agencies.

**HHPH 544 - Health Prom Adm and Mgmt**

Hours: 3

Health Prom Adm and Mgmt. A consideration of managing health/fitness programs at the workplace and in other agencies. Includes budgeting, revenue, personnel, emergency procedures and safety, legal liability, facility management staff development, marketing record keeping, policies and procedures, and various management strategies.

**HHPH 547 - GLB/Health Psychology**

Hours: 3

An examination of the contributions of psychological research performed to the understanding, prevention, and treatment of a variety of health concerns. The biopsychosocial model of health and illness will be emphasized. Social, emotional, behavioral, biological, and spiritual factors that influence health in a global environment will be explored.

**HHPH 550 - Health Prom w/Spec Popula**

Hours: 3

Identify study of health care issues relevant to at-risk populations/communities and to facilitate health promotion/disease prevention activities.

**HHPH 585 - Prog Design in Health Prom**

Hours: 3

A study of necessary skills for the development, delivery, and evaluation of health programs to targeted populations. Courses of study, workshop planning, and special programs will be developed for appropriate target group.

**HHPH 587 - ID & UTIL HEALTH RES**

Hours: 3

Identification and Utilization of Health Resources. Three semester hours. A study of private practitioners, commercial, voluntary, and government agencies at the local, state, and national levels which provide health services. Emphasis placed upon the utilization of these resources in the health instruction and health service programs.

**HHPH 589 - INDEPENDENT STUDY**

Hours: 1-4

Independent Study. One to four semester hours. Individualized instruction/research at an advanced level in a specialized content area under the direction of a faculty member. May be repeated when the topic varies. Prerequisite: Consent of department head.

**HHPH 590 - H & PE: TCH DESIGN/STRATG/ASSM**

Hours: 3

Health and Kinesiology: Teaching Design, Strategies, and Assessment. Three semester hours (Same as [HHPK 590](#)). A comparison, and contrast of various teaching strategies and designs appropriate for the health and kinesiology teaching environment. Additional study will include pedagogical assessment techniques for health and kinesiology.

**HHPH 591 - Seminar**

Hours: 1-3

Reports and discussions of topics of current interest in health and human performance.

**HHPH 595 - CRITIQUING & CONDUCTING RESEAR**

Hours: 3

Critiquing & Conducting Research. Three semester hours (Same as [HHPK 595](#)). A study of research methods and designs appropriate for proposing, conducting, reading, reporting, and critiquing research in health, kinesiology and sports studies. A major emphasis will be on conducting meta-analysis of research literature. Each student is required to demonstrate systematic research techniques through the investigation and formal reporting of an independent research project using either a meta-analysis, descriptive, or experimental research design.

**HHPH 597 - Special Topics**

Hours: 4

Special Topics

**HHPH 660 - GLB/GLOBAL HEALTH ISSUES**

Hours: 3

A focuses on current health issues facing the world community. An epidemiological approach will be used in studying the causes and distribution of health related states and events in specified populations and the application of this information to the prevention and/or control of health problems.

## HHPK Course Descriptions

**HHPK 510 - CURR CONSTRUCTION H/KINE**

Hours: 3

Curriculum Construction in Health and Kinesiology. Three semester hours (Same as [HHPH 510](#)). A study of trends and current practices in curriculum construction and revision in programs of health and kinesiology in secondary and collegiate settings. The total program, as well as grade placement and units of instruction, is studied. Provision is made for the inclusion of knowledge and skills necessary for educating exceptional learners.

**HHPK 516 - Current Topics in Health & Human Performance**

Hours: 3

A study of current problems and trends in health and physical education. Local, regional, state, national, and global issues will be included in this course.

**HHPK 517 - Interdisciplinary Topics in Human Performance**

Hours: 3

An in-depth study of the fundamentals of interdisciplinary physical education programs with a focus on teaching models that guide in collaboration and integration of physical education content in other subject areas, organizing content, and creating meaningful activities that impact student learning.

### **HHPK 518 - THESIS**

Hours: 3-6

Thesis. Six semester hours.

### **HHPK 519 - RESEARCH METHODS IN HUMAN PERFORMANCE**

Hours: 3

Research Methods in Human Performance. Three semester hours. (Same as [HHPH 595](#)) A study of research methods and designs appropriate for proposing, conducting, reading, reporting and critiquing research in health, kinesiology, and sports studies. A major emphasis will be on conducting meta-analysis of research literature. Each student is required to demonstrate systematic research techniques through the investigation and formal reporting of an independent research project using meta-analysis, descriptive or experimental research design.

### **HHPK 522 - Teaching Health Related Fitness for K-12**

Hours: 3

This course focuses on how to implement a lifetime, health-related physical fitness program in school and community settings. Students will improve their knowledge of fitness concepts, design learning activities, review the research on physical activity, and develop strategies to teach lifetime fitness to children and adolescents.

### **HHPK 523 - Teaching Games Content for K-12**

Hours: 3

The purpose of the course is to learn to design appropriate experiences to assist children and adolescents in becoming skillful game players. The course will specifically focus on two games curriculum models: the Sport Education Model and the Tactical Games Approach. Games in the four primary areas of invasion, target, fielding, and net & wall games will be emphasized.

### **HHPK 529 - WORKSHOP**

Hours: 3-6

Workshop. Three or six semester hours. (Same as [HHPH 529](#)). A workshop in kinesiology, health education, recreation, or sports studies.

### **HHPK 530 - SPORTS CONDITIONING**

Hours: 3

Sports Conditioning. Three semester hours. A study of the scientific basis of conditioning athletes. Focus will be on cardiovascular and resistance conditioning in the off-season, pre-season, and in-season. An introduction and utilization of appropriate equipment for cardiovascular conditioning and resistance training will be examined.

### **HHPK 532 - CARDIOPULMONARY PHYSIOLOGY**

Hours: 3

A study of normal physiological mechanisms during rest and during physical work and exercise. The focus of this course is on the mechanisms that affect the heart.

### **HHPK 533 - Stress Testing & Electrocardio**

Hours: 3

Theoretical and practical experiences will be examined to assist in analysis and recognition of

normal and abnormal electrocardiography at rest and exercise (ECG). Students will learn how to understand and interpret ECG tracings, exercise prescription, and understand the mechanisms of cardiac activation in health and exercise.

### **HHPK 534 - Exercise in Health and Disease**

Hours: 3

Exercise in Health and Disease. Three semester hours. The analysis of mechanisms responsible for reduction of functional capacity as result of biological aging and/or loss of health. Use of preventive exercise program to diminish reduction and/or deterioration of physiological mechanisms as a function of age, health and disease. Prerequisite: [HHPK 532](#) and 535

### **HHPK 536 - ADAPTED KINESIOLOGY**

Hours: 3

Adapted Kinesiology. Three semester hours. Principles of adapting physical activities to individual needs. Instructional strategies, screening and testing procedures, and modification of equipment will be emphasized. Patterns of organization and administration of programs will also be addressed.

### **HHPK 537 - Intnshp in Human Performance**

Hours: 3

Internship in Human Performance - Three semester hours. Practical experience in a health and/or human performance worksite with instructor approval.

### **HHPK 538 - EXERCISE METABOLISM**

Hours: 3

An investigation of metabolic processes, metabolic responses to exercise, regulatory mechanisms, sources, role, and regulation of carbohydrate, lipid, and protein metabolism and potential metabolic bases of central and peripheral fatigue. Prerequisite: [HHPK 532](#) and 535.

### **HHPK 540 - SUPERVISION IN H/KINE**

Hours: 3

Supervision in Health and Kinesiology. Three semester hours. (Same as [HIED 540](#)). A study of philosophy, history, principles, organization, and techniques of supervision and their application to the supervision of health and kinesiology.

### **HHPK 545 - Advanced Exercise Physiology**

Hours: 3

Application of basic physiological concepts to the programs of kinesiology, emphasis upon the physiological effects and adjustments occurring from participation in physical activity. Major factors in conditioning, fatigue, diet, and physical fitness are considered.

### **HHPK 546 - ETHICS, GOVERN, & LEGAL IN SPO**

Hours: 3

Ethics, Governance, and Legalities in Sports. Three semester hours. A study focusing on ethical problems in the contemporary sport industry and the theoretical models available for analyzing these problems. Various governing agencies, primarily the UIL and NCAA, in sport will also be studied emphasizing investigation of the legal ramifications, organizational structure, authority, membership, and influence of these sport governing bodies. Legal aspects of teaching, coaching,

and administering athletic programs in secondary and post-secondary education and community settings will also be included.

### **HHPK 547 - ECO/MKT/PUB RELATIONS IN SPORT**

Hours: 3

Economics, Marketing and Public Relations in Sports. Three semester hours. A study of revenue sources available to sport organizations such as tax support, municipal and corporate bonds, ticket sales, concessions, fund raising, sponsorship, licensing and PSL's. Further study will include sport-marketing plans utilizing the concepts of product, price, promotion, sales and advertising. The course will further examine aspects of external and internal communication in sport pertaining to community, customer, employee and media relations.

### **HHPK 560 - MOTOR DEVELOPMENT ISSUES**

Hours: 3

Motor Development Issues. Three semester hours. Study of the influences of heredity and environment upon motor skill development. Theories of motor learning and motor control will be explored as they affect motor skill acquisition, retention, and transfer of motor skills. Techniques for appraising motor development are also studied.

### **HHPK 570 - Psy of Motor Learning**

Hours: 3

Psychology of Motor Learning. Three semester hours. An investigation of psychological principles involved in motor performance. Particular attention will be given to the application of these principles in teaching game and sport skills and in the coaching of athletics.

### **HHPK 572 - Reflective Teaching**

Hours: 3

The purpose of this course is to explore the implementation of a reflective cycle in which goals, assessments, and new directions are identified. Through reading and discussing relevant research literature students will be introduced to several reflective teaching models and will practice the use of multiple reflective strategies, including observational learning, reflective teaching, reflective journals, case studies, mental models, and action research. Specific focus will be placed on the process for gaining national board certification through the National Board for Professional Teaching Standards.

### **HHPK 589 - INDEPENDENT STUDY**

Hours: 1-4

Independent Study. One to four semester hours. Individualized instruction/research at an advanced level in a specialized content area under the direction of a faculty member. May be repeated when the topic varies. Prerequisite: Consent of department head.

### **HHPK 590 - H & KINE: TCH DSGN/STRAT/ASSMT**

Hours: 3

Health and Kinesiology: Teaching Design, Strategies, and Assessment. Three semester hours (Same as [HHPH 590](#)). A analysis, comparison, and contrast of various teaching strategies and designs appropriate for the health and kinesiology teaching environment. Additional study will include pedagogical assessment techniques for health and kinesiology.



**HHPK 591 - Seminar**

Hours: 1-3

Reports and discussions of topics of current interest in health and human performance.

**HHPK 593 - BIOMECHANICS**

Hours: 3

Mechanical Analysis of Motor Skills. Three semester hours. A study of the basic mechanical principles and physical laws which govern human movement. Intensive study will be devoted to analysis of fundamental motor skills and to the use of these skills in dance and sports activities.

**HHPK 595 - CRITIQUING & CONDUCTING RESEAR**

Hours: 3

Critiquing and Conducting Research. Three semester hours. (Same as [HHPH 595](#)) A study of research methods and designs appropriate for proposing, conducting, reading, reporting and critiquing research in health, kinesiology, and sports studies. A major emphasis will be on conducting meta-analysis of research literature. Each student is required to demonstrate systematic research techniques through the investigation and formal reporting of an independent research project using meta-analysis, descriptive or experimental research design.

**HHPK 597 - Special Topics**

Hours: 4

Special Topic

**HHPK 617 - Stat Proc Hlth/Hum Perf**

Hours: 3

Statistical Procedures for Health and Human Performance. Three semester hours. An introductory study of statistical methods and their implications for education and research. Populations and samples; organizing, displaying, and summarizing data; probability; normal distribution; tests of significance; correlation and simple regression; Z and T tests; and the chi square test will be the focus of this course. Appropriate computer applications will be integrated into the course. Meets requirements for a Level II research tool course.

**HHPK 664 - FITNESS TEST EXERCISE PERSCP**

Hours: 3

Health-Related Fitness Testing and Exercise Prescriptions. Three semester hours. A study of field-based fitness testing and exercise prescriptions. The course will focus on the American College of Sports Medicine guidelines for fitness testing and exercise prescriptions. The health-related fitness parameters of cardio respiratory endurance, joint flexibility, muscular strength, muscular endurance and body composition will be studied in the course. Students will be given opportunity to participate in both classroom and laboratory experiences related to health-related physical fitness.

## HHPS Course Descriptions

### **HHPS 520 - Governance and Ethics in Sport**

Hours: 3

A study of ethical problems in the contemporary sport industry and the theoretical models available for analyzing these problems. Various governing agencies in sport, including those at the high school, collegiate, and professional levels will be studied, emphasizing investigation of the organizational structure, authority, membership and influence of these sport governing bodies.

### **HHPS 521 - Fin & Econ in Sport**

Hours: 3

The study of financial theories and practical application as they impact sport revenues and expenditures; familiarization with current issues and trends in financing sport organizations.

### **HHPS 525 - Mktng and Pub Relat in Sports**

Hours: 3

Mktng and Pub Relat in Sports. An investigation of revenue source available to sport organizations and sport-marketing plans utilizing the concepts of product, price, promotion, sales and advertising. The course will further examine aspects of external and internal communication in sport pertaining to community, customer, employee and media relations.

### **HHPS 528 - Sport Psychology**

Hours: 3

Sport Psychology - Three semester hours A study of the relationship of psychology to sport: topics include history of sport psychology, application of learning principles, social psychology, personality variables, psychological assessment, youth sport, women in sport, the psychology of coaching, and performance enhancement.

### **HHPS 535 - Soc of Sport & Phys Activity**

Hours: 3

Sociology of Sport and Physical Activity - Three semester hours A study of the social institution of sport and physical activity and consequences for American society, including social organization from play to professional sport; violence, discrimination, and special populations; and socialization implications from participation in sports and physical activity.

### **HHPS 537 - Internship in Sport Studies**

Hours: 3

Internship in Sport Studies. Supervised internship with corporate fitness centers, rehabilitation centers, hospitals, recreation centers and similar agencies and organizations.

### **HHPS 539 - Sport Law**

Hours: 3

Sport Law. A study of the legal aspects of the professional sports industry, including the ways in which contract, labor, tort and antitrust law influence, impact and direct the development of relationships between leagues, athletes, agents, television, internet, advertisers and fans. There will also be a critical analysis of law as it impacts sport in educational institutions and communities.

### **HHPS 541 - OUTDOOR ED TCHRS**

Hours: 3

Outdoor Education for Teachers in Secondary Schools. Three semester hours. A study of the organization for school camping and outdoor education. Topics include water safety, scouting, gunmanship, crafts, campfire activities, and other camp recreational activities.

### **HHPS 564 - Fac/Equip in Kine & Sport**

Hours: 3

Fac/Equip in Kine & Sport. A study of acquisition, planning, and construction of physical education and sport facilities. Additionally, studies will be made of appropriate selection and use of physical education and sport equipment.

### **HHPS 584 - Administration in Sport and Recreation Programs**

Hours: 3

This course is an overview of the nature and scope of administrative issues in the sport industry and recreational agencies and will expand the students' understanding of management theories and their application to sport and recreation administration.

### **HHPS 589 - INDEPENDENT STUDY**

Hours: 1-4

Independent Study. One to four semester hours. Individualized instruction/research at an advanced level in a specialized content area under the direction of a faculty member. May be repeated when the topic varies. Prerequisite: Consent of department head.

### **HHPS 594 - Ldshp in Sport and Recreation**

Hours: 3

A study of the leadership theories and practices in recreational, collegiate, and professional sport and in recreational programs for youth organizations, institutions, industry, and public agencies.

### **HHPS 597 - Special Topics**

Hours: 1-4

Special Topics

## **Athletic Administration**

### **Program Description**

The Athletic Administration concentration is a practically based Master's program that was designed specifically for full-time teachers and coaches that are interested in advancing their career within the profession of Athletic Administration.

This degree is offered 100% online so as to be more accessible to the working professional. Students in this program will receive professional training and development in the areas of:

- Program Administration
- Marketing
- Finance
- Law & Governance

- Facilities
- Sport Psychology

Professors and class obligations are more flexible than a traditional classroom environment, giving students an opportunity to earn a master’s degree and take the next step in their careers. The Masters of Science in Health, Kinesiology, & Sport Studies with Concentration in Athletic Administration is a 100% online, 1 year - 30 hour degree program. This includes 9 hours in the Fall and Spring semesters with 6 each summer term.

### What is a cohort?

A cohort is a group of 35 adult students who complete the Athletic Administration sequence as a unit. Students enjoy the collaborative learning that takes place within the cohort group, as well as the lasting relationships that develop. Once a cohort begins, Texas A&M University-Commerce guarantees to run every course in the Athletic Administration sequence. Students in the cohort never have to worry about a course being cancelled due to low registration.

### Course Rotations Per Cohort

	Fall	Spring	Summer I	Summer II	Fall	Spring
Fall Cohort	HHPK 595	HHPS 564	HHPS 521	HHPS 539		
	HHPS 535	HHPS 525	HHPS 520	HHPS 589		
	HHPK 617	HHPS 528		<b>August Graduation</b>		
Spring Cohort		HHPS 564	HHPS 520	HHPS 535	HHPK 617	
		HHPS 525	HHPS 521	HHPS 539	HHPK 595	
		HHPS 528			HHPS 584	
				<b>December Graduation</b>		
Summer Cohort			HHPS 521	HHPS 535	HHPK 617	HHPS 584
			HHPS 520	HHPS 539	HHPS 528	HHPS 525
					HHPK 595	HHPS 564
						<b>May Graduation</b>

### Portfolio Description and Grading Rubric:

The primary purpose of the portfolio is for you to determine and highlight the depth and breadth of your work while completing the HKSS concentration in Athletic Administration. The portfolio serves as a means for you and the faculty to systematically assess your performance throughout the program. To do so, you will align, document, and demonstrate that you have mastered the academic competencies and student learning outcomes as designated by the Health, Kinesiology, and Sport Studies program and the Athletic Administration concentration. This should serve as a cumulative process throughout the graduate program.

In addition to successfully completing assigned coursework, successful completion of the portfolio is required for graduation and should be submitted as assigned in HHPS 584: Administration in Sport

Programs which will be taken during your final semester of program enrollment. The portfolio should reflect your superior leadership and scholarship ability and work; therefore, items should be selected carefully in order to accurately reflect your abilities and skills. The portfolio is a representation of your ability to communicate ideas and information clearly, accurately, and professionally. The portfolio must include the following:

### **Preface**

Describe, to the reviewer(s), what they will be viewing and reading in your portfolio. Include a statement of why the assignments/papers you have included were selected for display as well as a rationale or description of design and layout of the portfolio. At the beginning of each section, you should include an introduction that details how you have completed each competency/standard and how you have developed professionally by the completion of the competency/standard.

### **Background Information**

Please tell the reviewer(s) about yourself by including:

- Name
- Picture of yourself
- Location (City, State)
- Program (M.S. in Health, Kinesiology, & Sport Studies, concentration in Athletic Administration)
- Current professional position
- Projected professional position (future career goal)
- Anticipated semester/date for program completion

### **Professional Vitae/Resume**

Insert (do not attach) your vitae/resume into the portfolio. Please be sure it is up to date and is free of grammatical and spelling errors.

### **Professional Philosophy**

The portfolio should include your statement of philosophy with regard for education and sport administration.

### **Program Documentation**

- Letter of acceptance
- Cohort Advising Guide
- Transcripts (undergraduate and graduate, unofficial transcripts are acceptable)
- Degree Plan (signed)

### **Outcome 1: To plan, implement, and evaluate a program to address issues of health, athletics, or recreation.**

Select and attach your artifact(s) to this section of the portfolio. Each competency section should include a written justification/reflection as to why the selected items meet this competency. This justification/reflection should include the following:

- An introduction to the class in which the artifact(s) was completed. Please specify the course number, title, and semester of enrollment.
- An explanation of the artifact(s).

- If it is a group assignment, an explanation of why it was selected to be included in your personal portfolio and detail your specific contribution.
- An explanation of how the artifact meets the competency
- An explanation of what you learned from writing the artifact and how this is applicable to your current/future career.

**Outcome 2: To critically analyze research related to health and human performance.**

Select and attach your artifact(s) to this section of the portfolio. Each competency section should include a written justification/reflection as to why the selected items meet this competency. This justification/reflection should include the following:

- An introduction to the class in which the artifact(s) was completed. Please specify the course number, title, and semester of enrollment.
- An explanation of the artifact(s).
- If it is a group assignment, an explanation of why it was selected to be included in your personal portfolio and detail your specific contribution.
- An explanation of how the artifact meets the competency
- An explanation of what you learned from writing the artifact and how this is applicable to your current/future career.

**Outcome 3: To identify a question, investigate the problem, and draw relevant conclusions about a current issue within their concentration.**

Select and attach your artifact(s) to this section of the portfolio. Each competency section should include a written justification/reflection as to why the selected items meet this competency. This justification/reflection should include the following:

- An introduction to the class in which the artifact(s) was completed. Please specify the course number, title, and semester of enrollment.
- An explanation of the artifact(s).
- If it is a group assignment, an explanation of why it was selected to be included in your personal portfolio and detail your specific contribution.
- An explanation of how the artifact meets the competency.
- An explanation of what you learned from writing the artifact and how this is applicable to your current/future career.

**Outcome 4: To understand motivational theories that impact health and human performance.**

Select and attach your artifact(s) to this section of the portfolio. Each competency section should include a written justification/reflection as to why the selected items meet this competency. This justification/reflection should include the following:

- An introduction to the class in which the artifact(s) was completed. Please specify the course number, title, and semester of enrollment.
- An explanation of the artifact(s).
- If it is a group assignment, an explanation of why it was selected to be included in your personal portfolio and detail your specific contribution.

- An explanation of how the artifact meets the competency
- An explanation of what you learned from writing the artifact and how this is applicable to your current/future career.

**Outcome 5: To identify and exhibit the management and administrative skills necessary for athletic programs.**

Select and attach your artifact(s) to this section of the portfolio. Each competency section should include a written justification/reflection as to why the selected items meet this competency. This justification/reflection should include the following:

- An introduction to the class in which the artifact(s) was completed. Please specify the course number, title, and semester of enrollment.
- An explanation of the artifact(s).
- If it is a group assignment, an explanation of why it was selected to be included in your personal portfolio and detail your specific contribution.
- An explanation of how the artifact meets the competency.
- An explanation of what you learned from writing the artifact and how this is applicable to your current/future career.

**Final Reflection**

The portfolio serves as your final requirement to become eligible for graduation. In summation, write a two page final reflection that addresses your experience as a graduate student at Texas A&M – Commerce within the Health, Kinesiology, and Sport Studies program and concentration in Athletic Administration. This should include a reflection of how you will utilize this experience in your professional future.

**Note:** Please ask for the most updated version of this handbook. Revisions are ongoing.