



PennState

**Department of Recreation,
Park, and Tourism
Management**

2019-2020

Graduate Handbook

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Introduction

Welcome to Penn State's Department of Recreation, Park, and Tourism Management (RPTM). You have joined a committed and talented group of students, staff and faculty dedicated to teaching, conducting research, and providing service and outreach regarding the complex and diverse phenomenon associated with leisure and human behavior. You have also chosen a department that is supported by an extraordinary staff whose efforts will help you to reach your goals.

This Handbook contains information that will assist you during your graduate education at Penn State. You will find many opportunities in the department, college, university, and surrounding communities that will help you grow as a scholar and as a person. Get involved in recreational opportunities on and off-campus. Get involved in the RPTM graduate student organizations, attend departmental and graduate student social functions, and explore the many opportunities across campus, including those offered by the College of Health and Human Development. Also, reference material available from the Central Pennsylvania Convention and Visitors Bureau (<http://www.visitpennstate.org/>) to find out about the communities surrounding Penn State.

To begin to acquaint you with the department, the RPTM mission statement is provided in the next paragraph. Further information about our department, its history, and various facets of our operation is available at <http://www.hhdev.psu.edu/rptm/>.

RPTM Mission:

To transform human health and well-being through engaging people in recreation, park, tourism and leisure settings.

Again, welcome to RPTM! If you have questions or concerns, please do not hesitate to contact us.

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Professor-in-Charge:
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The Department and Faculty

The Department of Recreation, Park, and Tourism Management (RPTM) is one of eight academic units in the College of Health and Human Development at Penn State. The other units in the College are Biobehavioral Health, Communication Sciences and Disorders, Health Policy and Administration, Hospitality Management, Human Development and Family Studies, Kinesiology, and Nutritional Sciences.

The Dean of the College is Dr. Craig Newschaffer, the Associate Dean for Research and Graduate Education is Dr. Kathryn Drager, and the Associate Dean for Undergraduate Studies and Outreach is Dr. Dennis Shea. Administrative responsibilities in RPTM primarily lie with the Department Head, Dr. Peter Newman, the professor-in-charge (PIC) of graduate studies, Dr. Derrick Taff, and the PICs of undergraduate studies, Dr. Burch Wilkes and Professor Patty Kleban.

Oversight of the graduate program is the responsibility of the entire graduate faculty.

Graduate Faculty in RPTM

Jennifer Agans (jxa912@psu.edu)

Assistant Professor

Research Interests: Role of out-of-school time recreation in positive youth development, development of active lifestyles in youth and young adults.

Pete Allison (pra7@psu.edu)

Associate Professor

Research Interests: Values, experiential learning, cross-cultural expeditions, knowledge exchange

Birgitta Baker (blb257@psu.edu)

Associate Professor

Research Interests: Psychological, family, community, and built environment predictors of physical activity, adolescents

John Dattilo (jxd8@psu.edu)

Professor

Research Interests: Effects of interventions on self-determination of people with disabilities, older adults relative to their leisure involvement

Alan Graefe (gyu@psu.edu)

Professor

Research Interests: Outdoor recreation behavior and management, human dimensions of natural resources, water-based recreation carrying capacity

Carter Hunt (cahunt@psu.edu)

Associate Professor

Research Interests: Tourism-supported biodiversity conservation and sustainable community development, impact of tourism on both destination communities and on travelers, environmental anthropology, Latin America.

Andrew Mowen (amowen@psu.edu)

Professor and Professor-in-Charge of the RPTM Honors Program

Research Interests: The health contribution of parks and outdoor recreation, public attitudes toward park and conservation funding strategies

Peter Newman (pbn3@psu.edu)

Professor and Department Head

Research Interests: Visitor management to protected areas, soundscape/acoustic management in parks, transportation management and planning, efficacy and communication of "leave no trace" principles

Bing Pan (bup63@psu.edu)

Associate Professor

Research Interests: Uses of information technologies in tourism industry, information systems, online behavior, and consumer behavior in tourism

Ashley Schroeder (als1167@psu.edu)

Assistant Professor

Research Interests: Research-driven solutions to crises that address reduction, readiness, response, and recovery issues in local, national, and global tourism communities.

Derrick Taff (bdt3@psu.edu)

Assistant Professor/Professor in Charge of RPTM Graduate Program

Research Interests: Visitor-use management in parks and protected areas, perceptions of soundscapes, Leave No Trace practices, crowding, alternative transportation, communication and information sources, the role of natural sounds on human health

Affiliate Appointments

Jacob Benfield (jab908@psu.edu)

Associate Professor of Psychology, Penn State Abington

Research Interests: Social-environmental psychology; natural and anthropogenic soundscapes; the role of privacy, territoriality, and/or noise on interpersonal relations; museum visitor studies and evaluation; borderline personality features; social behavior

Amy Lorek (aell3@psu.edu)

Research Interests: Psychological and sociological processes related to healthy aging; leisure behaviors which facilitate improved health and well-being; understanding the effects of leisure behaviors on stress related to life transitions, especially those experienced during later life.

Lucy McClain (lucy@psu.edu)

Science and Education Program Director | Shaver's Creek Environmental Center

Sustainability Institute Faculty Affiliate

Research Interests: Family science learning processes in the outdoors and mobile-based learning designs for outdoor spaces.

Staff Support in RPTM

Much of the day-to-day operation of the Department is made as smooth and efficient as possible by the staff. The work assignment of each staff member and her contact information are listed below.

Priscilla Cetnar

Administrative Assistant / RPTM/HDNRE Graduate Program Assistant
801 F Ford Building, pjc25@psu.edu

Lori Coup

Student Services Assistant
701 Ford Building, ks163@psu.edu

Marcella Fickes

Administrative Coordinator
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Darla Houseman

PGA PGM Staff Assistant
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General Information

Penn State's Graduate School provides graduate guidelines, policies, and student forms at <http://www.gradsch.psu.edu/>. Although we have attempted to provide you with as much useful information as possible in this Handbook, please consult the official Graduate website for the most up-to-date information on all University-based policies and procedures.

International students are encouraged to consult <https://global.psu.edu/> for additional information on many matters, from immigration status to recreational activities.

Penn State's Guiding Principles

(Taken directly from: <http://www.psu.edu/this-is-penn-state/penn-state-principles>)

The Pennsylvania State University is a community dedicated to personal and academic excellence. The Penn State Principles were developed to embody the values that we hope our students, faculty, staff, administration, and alumni possess. At the same time, the University is strongly committed to freedom of expression. Consequently, these Principles do not constitute University policy and are not intended to interfere in any way with an individual's academic or personal freedoms. We hope, however, that individuals will voluntarily endorse these common principles, thereby contributing to the traditions and scholarly heritage left by those who preceded them, and will thus leave Penn State a better place for those who follow.

I will respect the dignity of all individuals within the Penn State community.

The University is committed to creating and maintaining an educational environment that respects the right of all individuals to participate fully in the community. Actions motivated by hate, prejudice, or intolerance violate this principle. I will not engage in any behaviors that compromise or demean the dignity of individuals or groups, including intimidation, stalking,

harassment, discrimination, taunting, ridiculing, insulting, or acts of violence. I will demonstrate respect for others by striving to learn from differences between people, ideas, and opinions and by avoiding behaviors that inhibit the ability of other community members to feel safe or welcome as they pursue their academic goals.

I will practice academic integrity.

Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. In accordance with the University Code of Conduct, I will practice integrity in regard to all academic assignments. I will not engage in or tolerate acts of falsification, misrepresentation or deception because such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

I will demonstrate social and personal responsibility.

The University is a community that promotes learning; any behaviors that are inconsistent with that goal are unacceptable. Irresponsible behaviors, including alcohol or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community. I will exercise personal responsibility for my actions and I will make sure that my actions do not interfere with the academic and social environment of the University. I will maintain a high standard of behavior by adhering to the Code of Conduct and respecting the rights of others.

I will be responsible for my own academic progress and agree to comply with all University policies.

The University allows students to identify and achieve their academic goals by providing the information needed to plan the chosen program of study and the necessary educational opportunities, but students assume final responsibility for course scheduling, program planning, and the successful completion of graduation requirements. I will be responsible for seeking the academic and career information needed to meet my educational goals by becoming knowledgeable about the relevant policies, procedures, and rules of the University and academic program, by consulting and meeting with my advisor, and by successfully completing all of the requirements for graduation.

Academic policies that apply to students are developed and passed by the Faculty Senate and can be found at: <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/>.

PSU Statement on Academic Integrity

Academic integrity mandates the pursuit of teaching, learning, research, and creative activity in an open, honest, and responsible manner. An academic community that values integrity promotes the highest levels of personal honesty, respect for the rights, property, and dignity of others, and fosters an environment in which students and scholars can enjoy the fruits of their efforts. Academic integrity includes a commitment neither to engage in acts of falsification, misrepresentation, or deception, nor to tolerate such acts by other members of the community.

Academic integrity is a fundamental value at Penn State. It must be at the heart of all our endeavors and must guide our actions every day as students and as members of the faculty, administration, and staff.

Because we expect new and continuing members of the University community to meet the high standards that are the foundation of a Penn State education, this message must be clear and reinforced frequently.

The primary responsibility for supporting and promoting academic integrity lies with the faculty and administration, but students must be active participants. A climate of integrity is created and sustained through ongoing conversations about honesty, trust, fairness, respect, and responsibility and the embodiment of these values in the life of the University. Students and faculty should contribute actively to fostering a climate of academic integrity in all their scholarly activities, through discussions in first-year seminars and in other courses, and through involvement in college Academic Integrity Committees. The University community should be continually mindful of the need to preserve academic integrity even as technology changes methods of information access and use.

Plagiarism

Plagiarism is the act of passing off someone else's work as your own. In fact, any material, regardless of length, that is the work of somebody else and who is not given explicit credit by citation, submitted as one's own, is plagiarized material. If you buy, borrow, or steal a paper to turn in as your own, you are plagiarizing. If you copy word-for-word, or copy, changing a word here and there, without enclosing the passage in quotation marks and identifying the author, you are plagiarizing. But plagiarism can be more complicated in act and intent. Plagiarism is a serious offense and will be dealt with accordingly. Any student found guilty of dishonesty or cheating in academic work shall be subject to disciplinary action.

PSU Code of Conduct

The University's Code of Conduct describes behaviors that are inconsistent with the essential values of the University community. Intentionally attempting or assisting in these behaviors may be considered as serious as engaging in the behavior. A person engages in an attempt when, with intent to commit a specific violation of the Code of Conduct, he/she performs any act that constitutes a substantial step toward the commission of that violation. Please visit the website for a list of the violations and the corresponding policies - <https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct>. The link [Student Guide to General University Policies and Rules](#) will provide further information regarding Penn State's Policy Statements, and Penn State's Nondiscrimination Statement can be found on the Affirmative Action website <https://affirmativeaction.psu.edu/>. Additional information pertaining specifically to graduate students/programs can be found at: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-801-conduct/>

RPTM's Graduate Program Guiding Principles

In a culture of support, fun, and diversity, RPTM faculty, students, and staff want to foster:

A **community** of engagement – in departmental events and university life.

Become involved, take advantage of opportunities, and volunteer to work on projects or committees. Enhance your perspective and broaden your horizons.

The **communication** of ideas and events – what is going on?

Engage in two-way communication; if you do not understand something or it does not make sense, ask. Share your successes and let others help process the challenges you experience.

A **commitment** to excellence – in learning, teaching, research, service, and living.

Be flexible, adaptable, and intellectually curious. Plan now to prepare for your future as a scholar and/or practitioner. Follow your passions and develop your independent line of research while learning how to work in collaboration with others. Manage your time to achieve balance in your life. Do your “all out” best and remember that no one is perfect.

RPTM Diversity Statement

We recognize the interconnectedness and global nature of Recreation, Park, and Tourism Management and that the richest learning occurs in situations where there are differences. We believe all of us learn more about others and ourselves through engagement with people who see the world from a breadth of divergent perspectives. These differences include a variety of ethnic backgrounds, countries of origin, disability status, social and economic status, gender and sexual orientations, religious affiliations, appearances, and other aspects. Therefore, we are dedicated to creating an inclusive department in which everyone feels welcome and respected. We encourage and support the development of cultural awareness and intercultural sensitivity by providing opportunities for positive intergroup dialogues and celebrating diversity in our classrooms and communities.

RPTM is dedicated to creating an inclusive environment that embraces diversity and is free of discrimination, including harassment. The department is committed to ensuring that all people, including applicants, students, staff, faculty and visitors, have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by Penn State policy or by state or federal authorities.

Penn State prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Specific information about Penn States policies can be found at:

<https://affirmativeaction.psu.edu/> .

Getting Started

Completing the following tasks will help you make a smooth transition into the RPTM graduate program at Penn State.

Photo Identification: Take valid photo identification (e.g., passport, driver’s license) to 20 Hub-Robeson Center and request a Penn State id+ card. The unique features of the id+ card are itemized at: <http://www.idcard.psu.edu/IDCard/SpecialFeatures/index.cfm>.

Computer Account: An email is sent to a new student with a custom link (“token”) to the application and his/her Access Account User ID. The link is active for seven days. If the link expires, the user will need to request another Electronic Account Activation email notification, by calling the ITS Help Desk (814-865-HELP). Directions on the Electronic Account Activation Service will be handed out at your new grad student orientation in your home department.

A Penn State Access Account is a user ID and password that enables Penn State students, faculty, and staff to use the full range of Internet services on or off campus, at computer labs, or on personal computers. It also allows you to use the ITS student computing labs. Your user ID is the “public” part of your Penn State Access Account. This part may be shared with others so that they know where to

send your electronic mail. Your user ID (sometimes referred to as “username” or “userid”) is usually your initials, followed by a 1 to 4 digit number such as xyz101. The letters are lowercase.

Health and Human Development Computer Account: An HHD computer account will allow you to access shared PSU computers. Ask the graduate program assistant for the *HHD Computer Account Application Form*, complete it, and take it to 16 Biobehavioral Health Building. You will need to show a photo ID.

Keys: As a graduate student you are assigned keys for our building, including the main office, and your office space. You will receive three keys to the Donald H. Ford Building: one to the front door, one to the RPTM department main reception area, for both 7th/8th floors, and one to the door of your office. Penn State closely monitors the keys, if you happen to misplace your keys, please see the graduate program assistant immediately, as the loss needs to be reported. With keys comes responsibility. During evenings and weekends, please lock the doors when you leave the main office and/or your office. Failure to do this may result in the loss of your keys and other privileges.

Office Space and Student Desks: Office space and student desks are a privilege and available whenever space allows. Office space and student desks are assigned to graduate assistants first, then they are distributed based on available space and project needs. Please note that office furniture belongs to the department, is numbered, and not to be removed from existing offices. Additionally, refrigerators are not allowed in individual offices in an effort to preserve energy and maintain power to existing resources in the Ford Building (if you need a refrigerator, there is a shared refrigerator on the 8th floor available for your use).

Mailboxes: You will be assigned a mailbox on the 8th floor of the Donald H. Ford Building. Please check it regularly to avoid clutter.

Outgoing First-class Mail or Campus Mail: You may drop off any outgoing mail associated with the university or academic matters in the department mailroom, but it must be assigned a specific budget number. Please do not use this service for personal mail.

Driving and Parking: Each graduate student who possesses, maintains, drives, or parks a motor vehicle (including motorcycle, motor bike, motor scooter, or any other motor-driven vehicle) while at Penn State is required to register such vehicle with the parking office prior to the first day of classes at 1 Eisenhower Parking Deck. Students can purchase a parking permit on a semester by semester basis, or for Fall and Spring semesters together. The type of permit you purchase depends on whether you live on campus or off campus. For more information about rates and the campus parking map, please access:

- <http://www.transportation.psu.edu/transportation/parking/students/student-parking-rates.cfm>
- <https://transportation.psu.edu/student-parking-regulations>

Another option available to many graduate students is the “Ride for Five” program. For \$5 per month you can ride the CATA bus to campus. More information about the program is available at: <http://news.psu.edu/tag/ride-five-program>

Bicycles: If you own a bicycle and want to ride it on the University Park campus or in the surrounding community, it must be registered. Registration can be obtained by going online to: <http://www.transportation.psu.edu/transportation/alt-transportation/bicycles/registration.cfm>.

Bus Service: Bus service on and around campus is provided by Centre Area Transportation Authority (CATA). Maps and schedules are available at the following websites. A wheelchair-lift van service is available the same hours as the Loop bus service.

<https://catabus.com/catabus/catabus-campus-service/>

Health Insurance: All international students must have insurance coverage while taking classes at Penn State. All other graduate students may elect to have insurance coverage using either the insurance plan through Penn State or another approved plan. For more information go to:

<https://studentaffairs.psu.edu/health-wellness/health-insurance>.

If you have a graduate assistantship you will be automatically enrolled in medical, dental, and vision insurance. “As a Graduate Assistant or Graduate Fellow, you are eligible to receive subsidies in the amount of 80% of the annual premium cost for the Graduate Assistant and Graduate Fellow Insurance Plans. The university will pay this amount directly to the insurance companies and will deduct your 20% contribution to premium expense from your monthly paycheck.”

If you do not wish to have dental and vision coverage you must go on line and decline this portion of your insurance.

- If you are a permanent U.S. resident and do not wish to be enrolled in the health insurance program offered by Penn State, you should contact the Student Health Insurance Office at 814-865-7467 or uhs-insurance@psu.edu.
- If you are an international graduate student or graduate fellow you are required to have health insurance coverage that meets certain criteria established by the University, as do any accompanying dependents (spouse and/or children).
- All new and returning students are required to enroll for insurance coverage at the beginning of fall semester each academic year.

Please review your payroll stub to ensure that you have deductions for insurance. If you notice that the appropriate deductions are not made on your first payroll stub, notify the Student Insurance Office to verify enrollment in the insurance plan.

Registration:

- The Schedule of Courses is available via LionPath. Pre-Registration Tasks are also available via LionPath. When in LionPath.psu.edu, click on self-service, then click on student center. Agree to do business electronically when LionPath prompts you to do so. Find the To Do List box on the right-hand side of the page and click on the link to the Pre-Registration Activity Guide. Accomplish all tasks listed in the Student Task Work Center on the left-hand side of the screen. Click on the main menu tab at the top; select Self-Service and then Student Center. Upon completion of pre-registration, you will then be able to register yourself for classes.

Note that exceptions include independent studies, variable credits, and controlled courses. In these cases you must request the assistance of the graduate program assistant who will help you.

Related information:

- Ensure that the department has your most recent local address and phone number.
- Meet regularly with your advisor regarding your course of study and talk to other students about their experiences in courses.
- Be sure that all prerequisite requirements stated in your admission letter are completed.
- Do not ignore your tuition bill. Seek guidance from the PIC and Human Resources as needed. If you have an assistantship, you are not responsible for the tuition part of the bill. However, you are responsible for any other charges such as room charges, etc. Students who are not on an assistantship must handle their own tuition bills.
- Additional information can be found at <http://gradschool.psu.edu/graduate-funding/infoga/>

Other Important Information

Using the kitchen: You may use the refrigerator, microwave and other equipment as needed. However, the kitchen is a public space and every individual who uses it is responsible for its maintenance.

- If you use the microwave, clean it after every use.
- If you use the refrigerator, make sure you throw away old food.
- If you drink coffee, you may use the coffee maker provided, but you will need to provide your own Keurig pods. Please refill the reservoir as needed with filtered water.

Printing and copying: The copy machine is to be used for your assistantship responsibilities, only. It is not to be used for printing of articles, course-related work, or other personal matters. Scanning or the creation of PDFs is allowed. You will be assigned a copy-code, which is generally the last 4-digits of your student ID number.

Conference support: The department, college and university have historically provided travel support for students attending conferences. The amount available varies annually.

1. **Travel funding.** Provided that the department has available funding, from August 2019 to June 2020, graduate students can apply for up to \$300 in travel funding from the department for conference travel. The RPTM Graduate Student Association (RPTMGSS), the Travel and Tourism Graduate Student Association (TTGSA), and the Student Organization for Society and Natural Resources (SOSNR) also work on behalf of graduate students to obtain support for conference travel. Other sources of funding (e.g., grants, donations) may be made available throughout the year. Note that travel funding should be used solely for professional development opportunities that are explicitly relevant to graduate student (and in some circumstances, their Academic Advisor's) research and/or teaching.

The process for requesting funding from the department is as follows:

- Complete a *Travel Authorization Form* (located outside 804 Ford and in the Appendices) and return it to the budget assistant at least 30 days prior to your trip. Once approved by the department head, you will receive an email apprising you of your funding, and the steps you must take to get reimbursed for your travel. **PLEASE NOTE: Airline tickets must be purchased through university travel services. You cannot be reimbursed for airline**

tickets that you purchased yourself, unless prior approval from the budget assistant has been granted.

- Within 5 days of your return from traveling, you must complete the *Travel ERS Worksheet* (located outside 804 Ford and in Appendices) and submit it to the budget assistant with all original receipts. Meals are paid on a per diem basis; therefore receipts are not required for meals. If you are on an assistantship, you must use the *Employee Travel ERS Worksheet*. If you are not on an assistantship, please use the *Non-Employee Travel Reimbursement Form*.
- 2. **Poster printing.** Provided that the department has available funding, graduate students presenting a poster at a conference can request that the department cover the cost of printing the poster. This request must be submitted to the budget assistant for consideration via email at least 30 days prior to having the poster printed. Students must use university printing services.
- 3. **All other funding.** If you are expecting reimbursement for something you have purchased, you must check with the budget assistant PRIOR to making the purchase. Penn State has very strict regulations on what can and cannot be reimbursed. We do not want you to get stuck with the bill for something that the department should have paid for. In most cases, appropriate and approved purchases can be made with a University Purchasing Card rather than personal funds, and this would eliminate any problems with reimbursement.

Faculty Advisor

Each RPTM M.S. or Ph.D. student must identify a member of the RPTM Graduate Faculty who is willing to serve as his or her faculty advisor. The role of the faculty advisor, the process used to make initial assignments of faculty advisors to students entering the M.S., or Ph.D. program, and an explanation of the annual review are all described below.

Role of Faculty Advisor

The faculty advisor provides advice and mentoring to the M.S. or Ph.D. student (advisee) on issues related to research and academics. During the first year of a student's graduate study, the advisor helps the student to identify potential research topics and to begin the required reading and synthesis of related literature in order to be successful. As appropriate, the advisor also guides the student toward specific research projects and outcomes, either individually or as part of a larger ongoing research team. The advisor also provides feedback to the student about research ideas, research progress, and research outcomes. Additionally, the advisor helps the student regarding his or her academic studies. In the doctoral program, after the student passes the qualifying examination, the advisor helps in the formation of the student's doctoral committee and in the preparation of the dissertation proposal. In general, the faculty advisor helps the student become familiar with the program and its requirements. Finally, the advisor assists and advises the student on career planning.

Advisor Matching Process for Incoming Students

Students interested in applying to the RPTM graduate program are encouraged to interact with faculty members of interest using e-mail/phone conversations as part of the recruiting and decision process. When a graduate faculty member has agreed to serve as the prospective student's advisor, he/she may then apply for admission to the program. Once accepted, students and advisors should continue interacting via email or phone conversations. New graduate students are required to arrive on campus prior to the start of the fall semester, which generally means reporting to work mid-August to participate in Orientation. This time should also be used to meet with Academic Advisors and instructors of the courses you may be assisting with. The expectation is that new graduate students will begin working with their advisor on-site prior the first day of fall classes.

Note. Information regarding mentorship and best practices for working with a mentor:
<http://gradschool.psu.edu/current-students/mentoring/>

Graduate Student Assistantships

Graduate student assistantships are offered to students based on availability of funding and are not guaranteed year to year. Funding typically comes from the College of Health and Human Development, faculty research projects, or outside sources such as Shaver's Creek Environmental Center, Schreyer

Teaching Institute, and more. In accordance with University Policy, half-time graduate assistants are appointed for 20 hours of work per week for the entirety of the semester. The contract period consists of the week prior to the first week of classes, 16 weeks of classes, and final exam week. Specific arrangements for how students fulfill these requirements are to be negotiated with students' assistantship supervisors well in advance of any deviation from this policy.

International students assigned to be teaching assistants must take and pass the American English Oral Communicative Proficiency Test (AEOCPT). International students who do not pass the AEOCPT must enroll in ESL 115G, ESL 117G, or ESL 118G. The decision as to which course to enroll in is based on the student's score on the AEOCPT. Information about the AEOCPT is available online at: <http://aplng.la.psu.edu/programs/about-the-aeocpt>. The exam is offered during limited times each semester, so the RPTM Graduate Program Assistant will schedule the test time for incoming international students and arrange for the department to cover the test fee. Students who do not pass the exam must wait one year before retaking the test.

RPTM Graduate Student Registration Policy

All graduate assistants must be registered for at least 9 credits and not more than 12 credits per semester. If a graduate assistant wishes to enroll in more than 12 credits per semester, approval must be sought from his or her Advisor, the PIC of graduate studies, and the Graduate School. All international students must be registered full-time (9 credits) each semester (fall and spring only) until they have completed all of their coursework and passed the comprehensive exam. Failure to register may result in any or all of the following actions: You will not receive grades for courses attended; once classes begin, you will not be able to add or late drop courses; you will be ineligible to register for future semesters; and if you are receiving aid, it may be cancelled. Failure to register will also impact international students' visa status.

When PhD students have completed their coursework and passed their comprehensive exam (i.e., all but the dissertation (ABD), they must register for RPTM 601 to maintain full-time status. Registration **must** occur the semester the student intends to defend his or her dissertation as well as **every** fall and spring semester prior to that semester. Summer registration is also expected for students who intend to work on their thesis/dissertation during this period and expect feedback from their advisor. **Students who do not continually register will not be allowed to graduate from Penn State.**

Annual and Semester Reviews

Annual Academic Advisor Evaluation

It is mandatory that every semester, each graduate student's performance is evaluated by his or her Advisor. All graduate students (MS and PhD) are reviewed annually to: (a) determine if satisfactory progress is being made toward the degree and (b) document their accomplishments during the academic year. As part of the review process, students create a personal statement and curriculum vitae (CV) and submit both documents to their advisors the **first week of April of each year**

(specific to Ph.D. students, see pp. 35-37 for additional information). **It is the student's responsibility to schedule these evaluations with their Advisor**, and the responsibility of both parties to complete the forms and submit them to the Graduate Program Assistant **no later than the last week of April of each year**. Continuation of assistantships is contingent on students' performance. Students whose performance does not meet expectations will be denied funding for a minimum of one semester.

Semester Graduate Assistantship Evaluation

Graduate assistants are also evaluated by their assistantship supervisor, who may not be their academic or thesis advisor. This evaluation is generally completed in the last month of each semester. The supervisor provides a brief description of the type of duties assigned to the student and rates the student's performance from "excellent" to "very poor." In addition, the supervisor provides additional comments that may assist the individual in improving future performance. Students will be asked to provide feedback on the comments provided by their supervisor. The evaluation is used by the PIC of graduate studies and other graduate faculty to determine if students should continue to receive their assistantship. Thus, graduate students should take their graduate assistantship responsibilities seriously.

RPTM Graduate Student Termination Policy

Violations of academic integrity, the Penn State Code of Conduct, RPTM Graduate Program Guiding Principles, poor performance, or failure to make adequate academic progress can lead to the termination of a graduate student. For more detailed information go to:

<http://gradschool.psu.edu/current-students/student/?mobileFormat=false>

<http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-803-procedures-termination-unsatisfactory-scholarship/> . In all cases of violation or failure to make progress, the

following steps are taken.

- Graduate students, staff, and/or faculty members bring the violation, poor performance, or failure to make adequate progress to the attention of the professor-in-charge (PIC) of graduate studies.
- The PIC of graduate studies meets (if possible) with the student charged with a violation, poor performance, or failure to make progress.
- The PIC of graduate studies calls a meeting of the faculty. During the meeting the PIC of graduate studies requests a vote regarding the infraction and its severity. A quorum of the faculty is required for the vote to be recognized.
- If the student is to be penalized or terminated she or he will be given notice in writing, and advised about the reason(s) for the decision.
- The student then has the opportunity to seek a review of the decision. If this is desired, the student must respond within 10 days of notice by submitting a written appeal to the department head.
- The PIC of graduate studies "provides an opportunity for the student to meet with the faculty member(s) who made the decision to terminate his/her program. This meeting must be held

within 30 days of receipt of the student's written appeal. (Under extraordinary circumstances, either party may request a stay to the 30-day time limit. A request for such a stay must include a justification and indicate the desired duration of the stay, and be directed to the Dean of the Graduate School, whose decision on the stay will be final.)” Following this meeting, the PIC of graduate studies will notify the student in writing whether the decision has been sustained or reversed.

- If the decision is sustained, the PIC of graduate studies will notify the Dean of the Graduate School.
- Within 5 days of notification of the decision, the student may make a written request to the Dean of the Graduate School for further review of the decision.

Master of Science (M.S.) Degree in RPTM

The Department of Recreation, Park and Tourism Management offers M.S. and Ph.D. degrees. The master's program is designed for students who ultimately wish to pursue a Ph.D. degree at Penn State, but who do not yet have an M.S. degree.

Students who wish to pursue a Ph.D. degree but do not have an M.S. degree must complete a thesis (and earn an M.S. degree) in the process of working toward the doctorate. The continuation from master's to doctoral student is not automatic, however. Students who complete their M.S. degree in RPTM must be approved to continue on with the Ph.D. program by the graduate faculty.

Students who enter either the master's or doctoral program without a background in recreation, park or tourism management may be required to take additional coursework to provide the necessary foundation for successful graduate study. Both the M.S. and Ph.D. degrees require the completion of a research-based thesis.

Master's students also have the option of pursuing a dual degree in RPTM and Human Dimensions of Natural Resources and the Environment (<https://agsci.psu.edu/hdnre>). For more information about dual-degree programs and requirements see: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-200/gcac-208-dual-title-graduate-degree-programs/>

Master's Degree Requirements

A minimum of 30 graduate credits and a 3.00 (B) grade point average is required for graduation from the M.S. program. In most instances, a graduate assistantship will also be required. The master's degree must be completed within eight years from matriculation as a degree candidate. Students who do not need additional coursework normally complete the master's degree in four semesters, not counting summer sessions. The type of thesis research conducted may alter this timing. Students may start in the fall or spring semester although the normal sequence of classes is based on fall enrollment. The M.S. program cannot be completed by enrollment in summer sessions only.

Prerequisites for graduate students who do not have an undergraduate degree in Recreation, Park, and Tourism Management (or equivalent) typically range from 3 to 9 credits, depending on the student's background and experience. Students may petition their academic advisor, and the graduate faculty if they feel that their previous education or work experience may satisfy some or all of their prerequisites. Prerequisites for incoming graduate students with undergraduate majors in Recreation, Park, and Tourism Management (or equivalent) range from 0 to 6 credits. Incoming graduate students with undergraduate degrees in Recreation, Park, and Tourism Management from Penn State University are assumed to have met all prerequisite requirements. The student's academic advisor, with support from graduate faculty committee will determine prerequisites for all incoming students.

While not a credit requirement, all students are expected to: (a) attend seminars sponsored by the department of RPTM, and (b) complete the required Scholarship in Research and Integrity (SARI) training. They are also encouraged to attend open defenses of their colleagues. By graduation, all

master's students are expected to be competent in the following subject areas: the role of leisure in society; an area of specialization (e.g., outdoor recreation management, tourism marketing); concepts and theories that inform the study and the practice of recreation, park and tourism management; and research methods.

Master's Program of Study

All master's degree candidates must complete the following 30 credits (in addition to prerequisites):

- | | |
|---|------------------|
| • RPTM 501 Leisure Studies Foundations | 3 credits |
| OR | |
| • RPTM 527 Social Psychology of Leisure | 3 credits |
| • RPTM 530 Research Methods in Leisure Studies | 3 credits |
| • RPTM 600 Thesis Research | 6 credits |
| • RPTM electives to support academic interests | 6 credits |
| • Two courses outside of RPTM related to area of interest | 6 credits |
| • One course in statistics at the 400 or 500 level | <u>3 credits</u> |

Total: 30 credits

RPTM M.S. Sequence Sheet and Required Forms (8/19)

- | | Task Completed |
|--|--------------------------|
| 1. Generate a plan of study | |
| a. Develop a plan of study by the end of the 1st semester. | <input type="checkbox"/> |
| b. Complete the RPTM Master's Degree Plan of Study (in Appendices) . | <input type="checkbox"/> |
| 2. Complete SARI training | |
| a. Complete 5 hours of online training during the 1st year . | <input type="checkbox"/> |
| b. Complete 5 hours additional in-person training prior to degree completion . | <input type="checkbox"/> |
| 3. Form thesis committee by the end of the 2 nd semester | |
| a. Meet with advisor to discuss potential members of the thesis committee. | <input type="checkbox"/> |
| b. Contact potential members of the thesis committee to determine if they are willing to serve. | <input type="checkbox"/> |
| c. Complete the RPTM Master's Committee Appointment Signature form (in Appendix) and submit it to the graduate program assistant. | <input type="checkbox"/> |
| 4. Obtain IRB approval (before research begins) | |
| a. Complete the Office of Human Protections IRB Training Quiz/Certification (http://www.research.psu.edu/orp/humans/training). Note that certifications must be renewed every 3 years to be maintained. | <input type="checkbox"/> |
| b. Submit IRB form online (approval required before data collection) (http://www.prams.psu.edu/). | <input type="checkbox"/> |
| c. Include approved IRB form in thesis as an appendix. | <input type="checkbox"/> |
| 5. Defend thesis proposal | |
| a. Meet with advisor to discuss and select the traditional or the article thesis format. | <input type="checkbox"/> |
| b. Contact members of the thesis committee to determine a date and time for the proposal meeting. | <input type="checkbox"/> |
| c. When date and time for the proposal meeting is confirmed, work with the graduate program assistant to reserve a conference room. | <input type="checkbox"/> |
| d. Submit proposal to members of the thesis committee at least 2 weeks in advance of the meeting. | <input type="checkbox"/> |
| e. Have committee complete the Review of Thesis/Dissertation Proposal Form (in Appendix) | <input type="checkbox"/> |
| 6. Hold oral defense of thesis | |
| a. Contact members of the thesis committee to determine a date and time for the thesis defense. | <input type="checkbox"/> |
| b. Ensure that you do not have any deferred grades. Deferred grades must be removed prior to the defense. | <input type="checkbox"/> |
| c. When date and time for the thesis defense is confirmed, work with the graduate program assistant to reserve a conference room. | <input type="checkbox"/> |
| d. Submit thesis to members of the thesis committee at least 2 weeks in advance of the oral defense. | <input type="checkbox"/> |
| e. The committee will sign off on the final thesis via the eTD site. | <input type="checkbox"/> |
|
Note: The oral defense of the thesis should be completed within the fall and spring academic semesters. No oral defenses will be held during the summer, except in extenuating circumstances. In the case of extenuating circumstances, a formal request must be submitted to the PIC of graduate studies asking for an exemption to this policy. | |
| 7. Submit thesis to graduate school for format review | |
| a. Follow the graduate school schedule of important dates for thesis format review and final submission. | <input type="checkbox"/> |

8. If applicable, obtain formal approval to transition to the Ph.D. degree program

- a. Submit a formal letter to the PIC of graduate studies no later than February of the student's fourth semester (or earlier if circumstances dictate) asking to be accepted into the Ph.D. program.
- b. The graduate faculty will vote on your acceptability for the Ph.D. program.
- c. The PIC of graduate studies will inform you in writing of the decision.
- d. Submit an application to the Graduate School and indicate a Change of Degree. The application fee will be waived.

Explanation of Requirements for M.S. Degree

1. **M.S. Plan of Study**

Determine the sequence of courses you plan to take, discuss your research topic, and develop a plan of study (understanding that this may change over time).

2. **Scholarship and Research Integrity (SARI) Training**

Consistent with University guidelines, all students **must complete a minimum of 10 hours of SARI training, one-half (5 hours) of which must include the online university component (<http://www.research.psu.edu/training/sari>) taken in the first year of graduate study.** The remaining 5 hours may be taken in person from departmental, college and university offerings as determined by each student in consultation with his or her advisor. A maximum of 2 of these 5 hours may be taken from university offerings. The remaining 3 hours must be college or departmental offerings. Students must fulfill the requirement prior to graduation.

3. **Thesis Committee**

The thesis committee is comprised of at least 3 members of the graduate faculty. All of the thesis committee members can be from RPTM or one member can be from outside the department. Students may also request that a special member be added to their committee. This person does not have voting rights, but is allowed to provide input.

4. **Formal Thesis Proposal**

A copy of the thesis proposal must be submitted to each member of the thesis committee at least 2 weeks in advance of the proposal meeting. Students should check with committee members to determine if they wish to receive an electronic copy, hard copy, or both.

The thesis proposal meeting is a formal discussion where the first three chapters or equivalent (i.e., introduction, including purpose and research questions or hypotheses; literature review; and methods) are discussed. It is customary for the student to leave the room at the beginning of the meeting to allow members of the committee to consult about the research proposal and tentatively agree on what should be addressed during the proposal meeting. Students are typically asked to give a 10-minute presentation of their proposed research study to the members of their committee, after which they will question the student on various aspects of the study and discuss how to strengthen the proposal.

To complete their thesis, students can use data from sponsored research or data that is obtained from a secondary data set (and appropriate IRB approval is required). Although this approach may be an effective and efficient way of conducting thesis research, students must keep in mind a number of issues. First, there is no guarantee that members of the thesis committee will accept the student's use of data from sponsored research or a secondary source. Second, the conceptual framework and questions guiding the student's thesis must be unique and reflect his or her interests, be an independent piece of research, and be theoretically sound so as to have potential for publication in the literature. Third, although students are encouraged to begin to work with their advisors to collect data that will inform the writing of manuscripts, a formal proposal with committee approval is needed for the thesis.

The committee must agree on the merit of the proposed research and methods. The thesis chair is advised to have the committee complete the *Review of Thesis/Dissertation Form* outlining all required changes to the proposal. The chair should give a copy of the document to the student and to each member of the thesis committee. The original form should be given to the Graduate Program Assistant to be placed in the student's departmental file.

The thesis can be formatted in two ways. Students should discuss the options with the chair of their thesis and make a decision prior to the proposal meeting. The options are as follows:

1. A series of chapters (typically chapters 1-5: introduction, literature review, methods, results, discussion) with appendices.
2. A journal article format ready for submission for publication in a peer reviewed journal. This format requires heavy use of appendices for supporting material including as appropriate, details on the theoretical framework, measurement of variables, coding procedures, and analysis of results.

Note: The committee should agree on the thesis format at the proposal meeting.

5. **Institutional Review Board (IRB) Approval**

IRB approval (<http://www.research.psu.edu/orp/humans>) is needed prior to data collection and the approval should be included in the thesis as an appendix. Students will have to complete the Human Subjects training before approval will be given. Please plan ahead, as human subjects approval can take up to a month or more to process and complete.

6. **Oral Thesis Defense**

A copy of the thesis must be given to committee members at least 2 weeks in advance of the oral defense. Students should check with committee members to determine if they wish to receive an electronic copy, hard copy, or both. It is customary for the student to leave the room at the beginning of the meeting, at which time the committee consults about the thesis and tentatively agrees on what should be addressed. The committee can either decide to ask questions based on each person's concerns and recommendations, or the committee can jointly decide on a line of questioning, agree on the order of questioning, and then each ask one or two major questions. Students may be asked to give a 10 to 15 minute presentation of their study prior to questioning by committee members.

Upon completion of questions and discussion, the student is asked to leave the room. The committee then decides if the student has passed, and what changes need to be made to the thesis. The committee chair will document these changes.

Starting with the Fall 2019 semester, graduate students submitting a thesis or dissertation through the Electronic Thesis and Dissertation Application (submit-etda.libraries.psu.edu) will have their thesis and dissertation submission digitally signed by their committees via the eTD application. This capability allows students to securely share their final document with committee members and

allows committee members the ability to review the document and give their approval electronically. Electronic signatures will replace the Signatory Form, which previously required the original signatures of every committee member as well as the signature of the program head/chair at the time of final thesis/dissertation submission. All other supporting materials must still be submitted to the Office of Theses and Dissertations accordingly. Additional information on supporting materials may be found at <http://gradschool.psu.edu/current-students/etd/>.

7. Thesis Format Review and Submission of Thesis

The Graduate School Thesis Office reviews the thesis for format and compliance to graduate school requirements (<http://www.gradschool.psu.edu/current-students/etd/thesisdissertationguidepdf/>).

When the thesis is finally submitted to the Thesis Office, it must meet the formatting and deadline requirements set forth in the latest edition of the Thesis Guide. All master's theses must be submitted electronically. For more information on electronic theses and dissertations (eTDs), visit the eTD Web site.

The thesis author bears ultimate responsibility for meeting all of the Graduate School requirements. He or she must pay the thesis fee, activate the intent to graduate, meet deadlines (see: <http://gradschool.psu.edu/calendars/important-dates/>) for review and final submission, and obtain faculty signatures. Start early with the preparation of the thesis to make certain that the requirements are fully met. It is extremely important to carefully review and proofread the thesis before the final submission. After approval by the Thesis Office, changes will not be permitted.

8. M.S. Degree Time Limitations

The Penn State Graduate Degree Programs Bulletin states: "All requirements for a master's degree (including acceptance of a thesis, paper, or project report as may be specified), whether satisfied on the University Park campus or elsewhere, must be met within **8** years of admission to degree status. Individual programs may set shorter time limits. Extensions may be granted by the director of Graduate Enrollment Services in appropriate circumstances."

9. Transition from M.S. to Ph.D. Program

Students interested in pursuing the Ph.D. program must submit a letter to the PIC of graduate studies requesting a transition to the Ph.D. program. This should be done no later than February of the student's fourth semester (or earlier if circumstances dictate). The graduate faculty will review the applicant's performance to determine whether he or she will be accepted for transition into studying for a Ph.D. The PIC of graduate studies will notify the student in writing of the faculty's decision. Students must submit an application to the Grad School and do a Change of Degree. The application fee will be waived.

Doctor of Philosophy (Ph.D.) Degree in RPTM

The doctoral program builds on the master's program to achieve depth in scholarship and research. It prepares students for teaching, research-related, or upper level administrative positions. Generally, doctoral level course work focuses on the study of leisure behavior, student's area of specialization, and research design and statistical methods. Students who have not completed a data-based thesis during their master's, must complete the equivalent of a master's thesis during their first three semesters as a doctoral student. A 3.00 (B average) GPA is required for graduation.

The general requirements of the degree, sequentially, include (1) course work, (2) qualifying examination by the end of the 3rd semester, (3) comprehensive examination (written and oral), (4) no sooner than three months after successful defense of the comprehensive examination, a dissertation proposal, and (5) final defense of dissertation. Between the qualifying examination and completion of the degree program, a Ph.D. candidate must be in residence a minimum of 2 semesters over a 12-month period (This may include the semester in which the qualifying exam is taken.) The typical time for completion of the program if one has an M.S. degree, including dissertation, is 3 to 4 years. This is, however, contingent on the course work as well as the nature of the research undertaken. Students have a limit of 8 years after the completion of the qualifying examination to complete the doctoral program.

Doctoral students become specialized in an area outside of RPTM by opting to take a formal minor of 15 credits or an area of concentration involving a minimum of 9 credits that constitutes a coherent grouping of content-related courses. Examples of frequently selected minor fields and concentration areas include anthropology, human development and family studies, hospitality management, geography, marketing, psychology, and statistics. The formal 15-credit minor must be approved by the Graduate School and a minor field advisor. A 9-credit concentration area is required if a formal 15-credit minor is not completed.

Doctoral students also have the option of pursuing a dual degree in RPTM and Human Dimensions of Natural Resources and the Environment (<https://agsci.psu.edu/hdnre>). For more information about dual-degree programs and requirements see: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-200/gcac-208-dual-title-graduate-degree-programs/>

While not a credit requirement, all students are expected to: (a) attend seminars sponsored by the department of RPTM, and (b) complete the required Scholarship in Research and Integrity (SARI) training. They are also encouraged to attend open defenses of their colleagues. In addition, students must demonstrate competence in the English language. This is assessed through taking the qualifying examination as well as performance in coursework. International students assigned to be teaching assistants also must take and pass the American English Oral Communicative Proficiency Test (AEOCPT).

Doctoral Program of Study (Excluding Dissertation)

RPTM 501 Leisure Studies Foundations	3 credits
RPTM 527 Social Psychology of Leisure	3 credits
RPTM 533 Leisure Studies, Surveys and Appraisals	3 credits
RPTM 597 Scholarly Writing in Leisure Studies	3 credits
RPTM Electives	6 credits
Qualitative methods course	3 credits
Three statistics courses beyond master's required coursework	9 credits
Formal minor or concentration area	9-15 credits

Total: 39 - 48 credits

***Please note that course requirements are currently under review and may change.**

RPTM Ph.D. Sequence Sheet and Required Forms (8/19)

Task Completed

1. Generate a plan of study
 - a. Develop a plan of study by the end of the 1st semester.
 - b. Complete **RPTM Ph.D. Plan of Study Form** (in Appendix).

2. Complete SARI training
 - a. Complete 5 hours of online training **during the 1st year.**
 - b. Complete 5 hours of additional in-person training **prior to degree completion.**

3. Take the Qualifying Examination
 - a. Complete **by the end of the 3rd semester** (unless the candidate has not yet completed his M.S.-see RPTM Qualifying Examination Policy).
 - b. Have members of the Qualifying Committee sign **Report on Doctoral Qualifying Exam Form** and submit it to the graduate program assistant. The form will be forwarded to the Graduate School.
 - c. Have the Qualifying Committee approve the student's **Plan of Study Form (Appendix)** and submit it to the graduate program assistant. The form will be filed in the student's department folder.

4. Form Doctoral Committee
 - a. Immediately after passing the Qualifying exam, meet with advisor to discuss potential members of doctoral committee.
 - b. Meet with faculty to request their willingness to serve on doctoral committee.
 - c. Complete **Ph.D. Committee Appointment Signature Form (available from graduate program assistant and in Appendices)** and submit it to the graduate program assistant. The form will be sent to the Graduate School.

5. Take the Comprehensive Examination
 - a. Meet with chair and members of the Ph.D. Committee to discuss the major exam areas, potential questions, and reading lists.
 - b. Meet with chair of the Ph.D. Committee to discuss potential dates for completing the written and oral components of the comprehensive exam.
 - c. **Ensure that there are no deferred grades on your transcript. All deferred grades must be removed prior to the comprehensive examination.**

Note: The comprehensive exam should be completed within the fall and spring academic semesters. No meetings will be held during the summer, except in extenuating circumstances. In the case of extenuating circumstances, a formal written request must be submitted to the PIC of graduate studies asking for an exemption to this policy.

- d. When the dates for the written and oral components of the comprehensive exam have been selected, complete the **Graduate School Examination Request Form (available from the graduate program assistant and in Appendices)**. Submit the form to the graduate program assistant. The form will be forwarded to the Graduate School.

Note: The form must be submitted to the Graduate School a minimum of 2 weeks in advance of the oral component of the comprehensive exam.

- e. Contact the graduate program assistant to reserve a room and a laptop computer for the exam.

Note: Reservations should be made at the same time the *Graduate School Examination Request Form* is submitted to the graduate program assistant.

- f. Complete the written component of the Comprehensive Examination.

- g. Complete the oral defense of the Comprehensive Examination.
- h. Have the chair of the Comprehensive Examination Committee complete the *Graduate School Report on the Doctoral Comprehensive Examination of a Doctoral Candidate* and submit it to the graduate program assistant. The report will be forwarded to the Graduate School.
- i. If the student is prepared and committee members are willing, the student may wish to present a prospectus of his or her dissertation research at the end of the oral defense.

6. Formal Dissertation Proposal

- a. Select between two formats: traditional multiple chapter or multi-article format.
- b. Contact members of the Dissertation Committee to identify a date and time for the proposal meeting.
- c. When the date and time of the proposal meeting are selected, contact the graduate program assistant to reserve a conference room.
- d. Submit dissertation proposal to members of the Dissertation Committee at least 2 weeks before the defense.

Note: The proposal meeting must be completed within the fall and spring academic semesters. No meetings will be held during the summer, except in extenuating circumstances. In the case of extenuating circumstances, a formal written request must be submitted to the PIC of graduate studies asking for an exemption to this policy.

7. IRB Approval (Before research begins)

- a. Complete the *Office of Human Protections IRB Training Quiz/Certification* (<http://www.research.psu.edu/orp/humans/training>). Note that certifications must be renewed every 3 years to be maintained.
- b. Submit IRB form online (approval required before data collection) (<http://www.prams.psu.edu/>).
- c. Include approved IRB form in thesis as an appendix.

8. Oral Dissertation Defense

- a. Follow the graduate school schedule of important dates for dissertation format review and final submission (note that the Oral Dissertation Defense cannot occur sooner than three months after the completion of the Comprehensive Examination).
- b. Contact members of the Dissertation Committee to identify a date and time for the dissertation defense.
- c. When the date and time of the dissertation defense are selected, contact the graduate program assistant to reserve a conference room. At this time the graduate program assistant will send out an e-mail announcement about the defense to faculty and graduate students.
- d. Submit dissertation to members of the Dissertation Committee at least 2 weeks prior to the defense.
- e. Complete the *Final Oral Examination Request Form (available from the graduate program assistant and in Appendices) a minimum of 3 weeks before the oral dissertation defense* and submit it to the graduate program assistant. The form will be forwarded to the Graduate School.
- f. At the completion of the oral dissertation defense, the chair will ask committee members to complete the *Report on the Doctoral Final Oral Examination Form* and submit it to the graduate program assistant. The chair should also give the outside member of the Committee the *Outside Member Doctoral Thesis Evaluation Form*. He or she should be asked to complete the form and send it to the Graduate School.
- g. Once the requested changes to the dissertation have been made, committee members may review and electronically sign the document in eTD.

Note: The oral defense of the dissertation should be completed within the fall and spring academic semesters. No meetings will be held during the summer, except in extenuating circumstances. In the case of extenuating circumstances, a formal written request must be submitted to the PIC of graduate studies asking for an exemption to this policy.

9. Annual Review

- a. Meet with advisor to complete the Review (April each year). After the Review is completed, submit it to the graduate program assistant. The review will be filed in the student's department folder.

10. Graduate Assistantship Evaluation

- a. During the last month of classes each semester, meet with your supervisor to complete the **Graduate Assistantship Evaluation Form**. After the *Form* is completed, submit it to the graduate program assistant. The form will be shared with the PIC of graduate studies and then filed in the student's department folder.

Explanation of Requirements for Ph.D. Degree

1. Ph.D. Plan of Study

Determine the sequence of courses you plan to take and develop a plan of study. Decide on a minor or concentration area. Understand that these may change over time; thus, you should review your plan of study with your advisor every semester.

2. Scholarship and Research Integrity (SARI) Training

Consistent with University guidelines, all students will complete a minimum of 10 hours of SARI training, one-half (5 hours) of which must include CITI, the online university component (<http://www.research.psu.edu/training/sari/>) taken in the first year of graduate study. The remaining 5 hours must be taken in-person and may be taken from departmental, college and university offerings as determined by each student in consultation with his or her advisor, **but must be completed before the students qualifying exam.** A maximum of 2 of these 5 hours may be taken from university offerings. The remaining 3 hours must be college or departmental offerings. Students must fulfill the requirement prior to graduation.

3. Qualifying Examination

According to Penn State policy, every student who wishes to pursue a Ph.D. must take a qualifying examination administered by the graduate faculty in the graduate major program. The purpose of the qualifying examination is to assess whether the student is capable of conducting doctoral research based on evidence of critical thinking or other measures that the graduate faculty of the program view as important to a successful doctoral student. For explicit details regarding this examination beyond those described here, see: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-600/gcac-604-qualifying-examination-research-doctorate/>. The examination may be given after at least 18 credits have been earned in graduate courses beyond the baccalaureate. The examination must be taken within 3 semesters (summer sessions do not count) of entry into the doctoral program, except in the case of a student who has not yet received his M.S. degree or students pursuing dual-title degrees (see below).

The qualifying examination will be offered once in the fall and once in the spring semester. Members of the Qualifying Examination Committee (QEC) will set the date of the qualifying exam at the beginning of each semester and contact eligible students. The QEC will include two RPTM faculty members (who will be assigned to the Committee as part of their service responsibilities and will serve for a minimum of 2 years) as well as the doctoral candidate's advisor. If the standing QEC includes the doctoral candidate's advisor, an ad hoc RPTM faculty member will be invited to participate in the examination. In total, there will be 3 RPTM faculty on the QEC. There is a written and an oral component of the examination.

- a. Students who have been identified as master's-along-the-way upon admission into the graduate program may be allowed an extension such that the three semester time limit will begin upon completion of the master's degree.

- b. Students pursuing dual-title degrees must take the Qualifying Examination within four semesters (not counting the summer semester) of entry into the doctoral program.

Doctoral students must complete their qualifying exam within three semesters (summer sessions do not count) of entry into the doctoral program, unless they are pursuing a master's-along-the-way or a dual-title degree. If they fail to complete the examination during this time period, they may be dropped from the Ph.D. program.

Written Component

The doctoral candidate must prepare 4 documents. The qualifying project should be a new research design, rather than a project that the student has already completed.

The advisor(s) should be consulted about the specific topic and scope of the project. The student will present an idea to the advisor(s) and the advisor will give feedback regarding the topic (both the overall topic and level of specificity) and the scope (method type and complexity). Once the topic and scope of the proposed project are determined, the student will write up the project and the other qualifying documents without feedback or editing from the advisor or any other faculty member. The 4 documents include:

1. A curriculum vita.
2. A 2 to 3 page statement of career intent and direction.
3. A complete program of study (i.e., past courses with grades and intended future coursework), including a minor or option area and a justification for the choice.
4. A 10 to 12 page research proposal (we would prefer Times New Roman, double-spaced, with 1 inch margins), which should be in line with the doctoral candidate's research interests. The purpose of this proposal is to demonstrate the candidate's ability to conceptualize and articulate a theoretically based, empirical research study. The following sections must be in the proposal:
 - Specific Aims: Include a brief justification for the proposed research and research questions and/or hypotheses. (1 page)
 - Background and Literature Review: Indicate the theoretical and scientific merit of the proposal, and what literature supports and lays the foundation for the proposed study. (4-5 pages)
 - Methods: Discuss the anticipated research design, methods and proposed analytic strategy. (4-5 pages)
 - Anticipated Results: Document what you expect to find and why. (1 page)
 - Literature Cited: Using the APA guide, list all references cited in the research proposal. (Unlimited page number, not counted in the page limitations)

These documents should be emailed directly to Andrew J. Mowen - amowen@psu.edu (as the Chair for the Qualifying Committee) approximately 2 weeks prior to your scheduled oral examination.

Oral Component

The oral component of the qualifying examination consists of three activities. First, doctoral candidates will make a formal presentation to the QEC. The presentation will focus on the research proposal submitted for the written component of the qualifying examination. Candidates are expected to demonstrate their ability to conceptualize and articulate a research study and a disciplinary conceptual orientation. Second, the Committee will discuss with the doctoral candidate their academic progress to date as well as their future plans. Third, at the completion of the examination, the Committee will ask the student to leave the room. The Committee will evaluate the candidate using the following rubric.

Score	Descriptor	Additional Guidance on Strengths/Weaknesses
5	Excellent	Very strong with no or minor weaknesses
4	Good	Many strengths but with a few weaknesses
3	Marginal	Some strengths and some weaknesses
2	Poor	Very few strengths and numerous weaknesses
1	Unacceptable	No strengths and numerous weaknesses

Each member of the QEC will provide a score (from 1 to 5) to reflect his or her evaluation of the candidate's performance on the examination (i.e., an assessment of all four written components as well as the oral examination). The scores will be totaled, resulting in a range of scores from 3 to 15. In order to pass the qualifying examination, candidates must receive a minimum score of 10. Doctoral candidates who receive a score of 9 will fail the qualifying exam, but be given the opportunity to retake it one time at the next scheduled examination (i.e., within one semester). They will be sent a letter to this effect. Doctoral candidates who receive a score of 8 or less will fail the qualifying examination and will not be given an opportunity to retake it. They may (at the faculty's discretion) have the opportunity to change their status to a master's degree. They will be sent a letter to this effect.

Note, Additional Policies and Requirements if seeking Dual-Degree/Title Program:

- *The examination should incorporate content from both RPTM and the dual-title program. Explicitly, the means of establishing proficiency in the dual-title area must be defined in the major program proposal adopting the dual-title degree and must be included in the student handbook for each dual-title program.*
- *The Qualifying Examination Committee must include at least one member of the Graduate Faculty from the dual-title program.*
- *In cases where the timing of the Qualifying Examination in the major area precludes the inclusion of the dual-title area, the dual-title program may choose to examine proficiency in the dual-title area at a later time, but no later than the end of the fourth semester (not counting summer semesters) of entry into the major doctoral program. Dual-title programs*

may choose to allow the Qualifying Examination in the major area alone to satisfy the requirements for the dual-title program.

4. Formation of the Doctoral Committee

The Doctoral Committee is appointed immediately after the qualifying examination is complete (generally, early in one's 2nd year). Formation of the Committee should be done in close collaboration between the student and advisor. The Committee is composed of at least 4 graduate faculty members. At least 2 faculty members must be from RPTM and 1 must be a member of another department (from the student's concentration or minor area of study/dual-degree program). All members of the Committee are responsible for developing and evaluating the comprehensive examination. If there is a change, a revised page must be completed with signatures of the new committee member(s) only, although all names are retyped.

5. Comprehensive Examination

The comprehensive examination is taken after coursework is completed. Students must work with the chair of their Dissertation Committee to identify a minimum of four major exam areas. The chair then works with members of the committee to develop comprehensive examination questions. Students should meet with each member of their Committee to prepare for the examination, which may include development of a reading list.

The comprehensive exam consists of a written and oral component. With respect to the written component, students have 4¹ hours to answer the questions for each exam area using a laptop computer provided by the department that has no Internet access or other scholarly files. Students are not allowed to leave the exam for any purpose other than to go to the bathroom. They are also not allowed to take anything into the examination area other than scrap paper, a pen/pencil, and food and beverages. Students who violate these rules will immediately fail the exam.

The written component of the exam is completed in the Donald H. Ford Building in a quiet room and must be started no later than 11am each day. Students should meet with their academic advisor to decide what days and times they will complete the written component of the exam. Each committee member and the student will receive copies of the answers to all of the exam questions.

Students should schedule the oral component of the comprehensive examination for a date that is a minimum of 1 week, but no more than 2 weeks after the written component of the examination is completed. When this is not possible, due to a committee member's or the student's schedule, the student should schedule the oral component as closely to the written component of the examination as possible, but no more than 1 month after the written exam is completed.

Scheduling of the exam must be completed and the date and time reported to the Graduate School a minimum of 2 weeks ahead of the oral component of the comprehensive examination. The student must fill out an *Examination Request Form* and have it signed by the Graduate PIC. It should then

¹ Students for whom English is a second language have 5 hours.

be given to the graduate assistant for submission to the Graduate School, which will then provide the form that the committee uses to evaluate and report the exam results. Students are responsible for contacting the members of their dissertation committee to ensure that they will be able to attend the entire oral defense. If members can't be present for the entire defense, an alternative date and time must be scheduled.

Students are expected to have re-read their answers and to come to the oral defense prepared for a discussion of what they wrote, may have omitted, and areas in need of further elaboration. Committee members may ask about the student's responses to the written questions, comments s/he made during the oral component of the exam, and more. During the oral examination, it is customary for students to leave the room at the beginning and the end of the meeting. Prior to the defense, members of the Committee consult and agree on issues to address. After the defense they vote on the student's performance. The student can pass, pass with additional requirements, fail with the option to retake, or fail. This decision (based on the student's performance on the written and oral components of the examination, which provides insight into his/her ability to conduct rigorous, independent research) will be shared with the student at the end of the oral portion of the comprehensive examination.

Students who fail are allowed to appeal the decision. Information about the appeal process is available at: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-803-procedures-termination-unsatisfactory-scholarship/>

Note: Students must work with the graduate program assistant to: (a) schedule times and dates for the written portion of the comprehensive exam, (b) schedule the time and date for the oral portion of the comprehensive exam, (c) ensure that members of their committee will be in attendance for the entirety of the oral component of the exam, and (d) inform the Graduate School about the date and time of the oral portion comprehensive exam.

6. Formal Dissertation Proposal

The purpose of a dissertation is for the student to acquire and demonstrate depth in scholarship and the ability to conduct rigorous, independent research. There are two possible formats for a dissertation: the traditional multiple chapter format and the multi-article format.

Traditional multiple chapter format: One study is conducted that allows for an in-depth investigation of a phenomenon through a series of research questions or hypotheses. Although there are typically 5 chapters (Introduction, Literature Review, Methods, Results, and Discussion), there can be more or fewer chapters as agreed upon by the Dissertation Committee.

Multi-article format: The multi-article format extends the traditional format by promoting dissemination of results and preparing students to publish in peer reviewed journals. This format also helps a student begin to build a thematic research agenda.

In the multi-article format, the articles should be ready to submit to peer reviewed journals at the time of the defense and should coalesce around a conceptual framework or theme. The number of articles is determined jointly with the student and his or her Committee. Possible ways to construct a multi-format dissertation (e.g., three articles) include, but are not limited to:

One study, three articles. This format is based on one study where three sub-studies are conceptualized. For example, the dissertation could include any three of the following articles; a development article; a model-testing article examining hypothesized relations among a set of variables; and an intervention evaluation article setting a research agenda for the field and/or translating theoretical knowledge to an applied audience.

Three separate studies. In this format, a series of three separate studies are conducted that have a common theme and/or conceptual base. For example, in the first study, a student could conduct focus groups or in-depth interviews to understand attitudes or perceptions about some phenomenon. Or perhaps study one could be a quantitative or mixed methods pilot study. Information from this study could be used for study two, which might seek to develop a measurement of the phenomenon. Study three might test a conceptual model based on the measure and insights provided from studies one and two.

The multi-article format typically contains the following sections, although it is flexible and up to the student's committee. Chapter 1 contains a description of the over-arching conceptual theme or framework from which the articles emanate. The following chapters (e.g., 2 to 4) are the articles developed from the study findings. The final chapter (e.g., 5) provides a comprehensive summary and synthesis of the findings presented in the articles (e.g., chapters 2 to 4). It also includes a broader discussion of the contribution of this line of research and the findings from these studies from both theoretical and practical perspectives. Limitations as well as ideas for continuing with this line of research also should be described. Much of the support material is contained in the appendices. It is likely there will be more appendices than in the traditional chapter format due to the need to document aspects of the dissertation not normally contained in research articles.

Additional considerations for the multi-article format:

- Tables and figures will be inserted within the article rather than at the end, as requested by most journal editors.
- Separate studies will require separate IRB applications.
- There will be some unavoidable redundancy across chapters (e.g., repetition in the literature reviews and reference lists).
- Appropriate journals for each article should be identified at least prior to writing the article (if not, prior to conducting the study) so that the appropriate style (e.g., APA) and format for the journal is used. Thus, all 3 articles do not need to follow the same style; instead, the journal's style should guide the writing.

Considerations for both formats:

- The student will be the first author on all articles in or derived from the dissertation and should include appropriate committee members (e.g., the chair) as co-authors.
- Thesis and dissertation research must be approved by the members of the student's Dissertation Committee at the formal proposal meeting. Research completed prior to Committee approval may be used for the theses or dissertation research, but there is no guarantee until the Committee approves the proposal formally. Thus, although students are encouraged to begin to write papers and work on projects (and collect data) with their advisor, a formal proposal is required for dissertation research. Students may gain feedback from their Committee members prior to the formal proposal.
- The main goal of thesis and dissertation research is for students to establish themselves as independent investigators. Therefore, the conceptual framework and questions asked must be unique and reflect the student's interests. The contribution for the research should reflect new information to be added to the body of literature. Although students are encouraged to work on projects with faculty and may pursue secondary data as the basis for their research, they are expected to produce an independent piece of research.
- Students should start early (e.g., second year) to identify how their research will be funded and supported.
- The Graduate School Thesis Office reviews the thesis for format and compliance to graduate school requirements (<http://www.gradschool.psu.edu/current-students/etd/thesisdissertationguidepdf/>). When the thesis is finally submitted to the Thesis Office, it must meet the formatting and deadline requirements set forth in the latest edition of the Thesis Guide. All dissertations must be submitted electronically. For more information on electronic theses and dissertations (eTDs), visit the eTD website.
- The dissertation author bears ultimate responsibility for meeting all of the Graduate School requirements. He or she must pay the thesis fee, activate the intent to graduate, meet deadlines (<http://gradschool.psu.edu/calendars/important-dates/>) for review and final submission, and obtain faculty signatures. Start early with the preparation of the dissertation to make certain that the requirements are fully met. It is extremely important to carefully review and proofread the dissertation before the final submission. After approval by the Thesis Office, changes will not be permitted.

7. Dissertation Proposal Meeting

At the beginning of the meeting students are asked to leave the room, at which point committee members confer about aspects of the study and how to run the meeting. Students return and give a 10-15 minute presentation of their proposed study. Faculty then query students about aspects of their study and discuss ways to improve the research plan. Then, the Committee decides upon necessary revisions to the proposal.

8. Registration for RPTM 601

As work on their dissertation commences, students must register for RPTM 601 continuously (i.e., every fall and spring semester until the dissertation is defended) and must demonstrate progress to receive a passing grade. Students who are not making progress will be informed in writing that they

are at risk of being terminated from the Ph.D. program in RPTM. Students who work with their advisors on their dissertation during the summer semester are expected to register for RPTM 601.

When a period of more than 6 years has elapsed between the passing of the comprehensive examination and the completion of the program, the student is required to pass a second comprehensive examination before the final oral examination will be scheduled.

9. Institutional Review Board (IRB) Approval

IRB approval is needed prior to data collection and the approval should be included in the thesis as an appendix. Students must complete the Human Subjects training before approval will be given <http://www.research.psu.edu/irb/policies>. Please plan ahead as human subjects approval can take up to a month or more to process and complete.

10. Oral Dissertation Defense

At the beginning of the meeting students will be asked to leave the room, at which point committee members will confer about aspects of the study and how to run the meeting. Students will be invited back into the room and to give a 15 to 20 minute presentation of their dissertation. Faculty will then query students about aspects of their study. At the end of the discussion, the student will be asked to leave the room during which time the members of the committee decide whether the student has passed and what revisions must be made to the dissertation. A two-thirds majority is needed for a pass and must be documented on the *University Report on the Doctoral Final Oral Examination Form*. Starting with the Fall 2019 semester, graduate students submitting a thesis or dissertation through the Electronic Thesis and Dissertation Application (submit-etda.libraries.psu.edu) will have their thesis and dissertation submission digitally signed by their committees via the eTD application. This capability allows students to securely share their final document with committee members and allows committee members the ability to review the document and give their approval electronically. Electronic signatures will replace the Signatory Form, which previously required the original signatures of every committee member as well as the signature of the program head/chair at the time of final thesis/dissertation submission. All other supporting materials must still be submitted to the Office of Theses and Dissertations accordingly. Additional information on supporting materials may be found at <http://gradschool.psu.edu/current-students/etd/>.

11. Annual Review and Curriculum Vitae

Students are reviewed annually to: (a) determine if satisfactory progress is being made toward the degree and (b) document their accomplishments during the academic year (see previous Annual and Semester Review section for details). As part of the review process, students should create a personal statement and curriculum vitae (CV) and submit both documents to their advisors in April of each year as part of their evaluation process.

Personal Statement: As part of the annual review, students should prepare a brief (1 or 2 paragraphs) description of their goals for the upcoming year. Goals can be personal (e.g., time management) and/or professional (e.g., completing qualifying exam, submitting an article). A statement of research interests and identification of short- and long-term (e.g., 5 year) research

goals (about one page in length) should follow the initial description of goals. This will naturally evolve and crystallize over time.

Vita: Organize the vita by the headings—teaching, research and service. The headings are based on guidelines created for tenure track faculty at Penn State. Some will not be applicable in the early stages of one’s career, but many will be. The information included under each heading is typically used to evaluate faculty performance for tenure and promotion, as well as annual reviews.

Teaching

- List courses taught in resident instruction for each semester with enrollments and SRTEs (if available, see the graduate program assistant) for each course. Also include comments provided in response to the open-ended questions. These comments may be included in an appendix.
- List courses for which you have served as a teaching assistant with a description of responsibilities (e.g., grading, lecturing, holding office hours).
- List courses or workshops taken that relate to improving teaching skills.
- List case studies, class materials, etc. developed for your courses.

Research

- Research and/or scholarly publications: Citations include beginning and ending page numbers or total number of pages where appropriate. For multiple-authored works, your contribution is indicated by stating your role (e.g., data analyst, wrote 30%, helped with conceptualization).
- Articles published in refereed journals
- Books or chapters of books
- Book reviews
- Articles published in non-refereed journals
- Articles in in-house publications
- Research reports to sponsors
- Manuscripts accepted for publication
- Manuscripts submitted for publication, with an indication of where submitted and when
- Manuscripts in progress, with indication of journal you are planning to submit and when
- Papers presented at technical and professional meetings (meeting and paper titles); indicate who presented the paper
- Papers accepted for presentation at technical and professional meetings (meeting and paper titles); indicate who is to present the paper
- Record of participation in, and description of, seminars and workshops (short description of activity, with titles, dates, sponsor, etc.); indication of role in seminar or workshop (e.g., student, invited participant)
- Description of outreach or other activities in which there was significant use of your expertise (e.g., consulting, refereed journal reviewer, presentations, professional associations)
- Funded projects, grants, and contracts (date, title, where submitted, amount);

indicate role(s) (e.g., conceptualization of project, questionnaire development, data collection, data analysis, report writing). Have separate sections where you list completed, in progress and proposed projects/grants/contracts.

- Record of membership in professional and learned societies
- Description of new methods of teaching, established courses and/or programs
- List of honors or awards for scholarship or professional activity
- List of grants and contracts for improvement of instruction, with an indication of your role in preparing and administering the grants and contracts
- Applications of research in the field including new applications developed and tested; new or enhanced systems or procedures demonstrated or evaluated for government agencies, professional associations, educational institutions, etc.
- Other evidence of impact in society of research scholarship and creative accomplishments

Service

- Service to the University
- Record of committee work at college, department, and university levels
- Participation in university-wide governance bodies and related activities
- Record of contributions to university programs to enhance equal opportunity and diversity
- Assistance to student organizations
- Service to society as PSU representative (limit to activities that use professional expertise)
- Participation in community affairs
- Service to governmental agencies at the international, federal, state, and local levels
- Service to business and industry
- Service to public and private organizations
- Service to citizen/client groups
- Other (e.g., participation in task forces)
- Service to disciplines and to the profession
- Organizing conferences, service on conference committees
- Active participation in professional and learned societies (e.g., offices held, committees)

12. Graduate Assistantship Evaluation

Graduate assistants are evaluated by their assistantship supervisor, who may not be their academic or thesis advisor. This evaluation is generally completed in the last month of each semester. The supervisor provides a brief description of the type of duties assigned to the student and rates the student's performance from "excellent" to "very poor." The supervisor may also provide additional comments that may assist the individual in improving future performance. If a Ph.D. student is being mentored to teach their own course, the semester evaluation should be completed by their faculty course mentor. Students will then be asked to provide feedback on the comments provided by their supervisor. The evaluation is used by the PIC of graduate studies and other graduate faculty to determine if students should continue to receive their assistantship. Thus, graduate students should take their graduate assistantship responsibilities seriously.

13. Doctoral Program Time Limitations

The Penn State Graduate Degree Program Bulletin states that doctoral students are required to complete their program, including acceptance of the doctoral thesis, within 8 years from the date of completion of the qualifying examination. Extensions may be granted by the University's director of Graduate Enrollment Services in appropriate circumstances.

RPTM Graduate Courses

RPTM 501 Leisure Studies Foundations (3) This course provides general background knowledge about the literature and research methods central to the field of leisure studies.

RPTM 510 Tourism Behavior: An interdisciplinary Approach (3) An exploration of the various approaches that have been taken in the social sciences to understand tourism behavior.

Prerequisite: 3 credits in statistics; 3 credits in behavioral science

RPTM 525 Behavioral Patterns of the Outdoor Recreationist (3) Patterns of time and space use; user characteristics; meaning of participation; facilitation of environment-use enhancement.

RPTM 527 Social Psychology of Leisure (3) Application of the methods, constructs, and theory of social psychology to the study of leisure, outdoor recreation, and therapeutic recreation.

Prerequisite: PSYCH 420, SOC 403, or similar

RPTM 530 Research Methods in Leisure Studies (3) Research techniques, including methods, research design, techniques for data collection, as applied to relevant problems in the leisure studies field.

RPTM 533 Leisure Studies, Surveys, and Appraisals (3) Advanced procedures related to leisure, recreation, and park research.

Prerequisite: RPTM 530; 3 credits in statistics

RPTM 540 Public and Private Recreation Lands and Waters (3) Public and private roles and interactions, allocation of resources, use policies, open space concepts, private enterprise developments, legal controls.

RPTM 590 Colloquium (1-3) Continuing seminars that consist of a series of individual lectures by faculty, students, or outside speakers.

RPTM 596 Individual Studies (1-9) Creative projects, including non-thesis research, which are supervised on an individual basis and which fall outside the scope of formal courses.

RPTM 597 Special Topics (1-9) Formal courses given on a topical or special interest subject which may be offered infrequently; several different topics may be taught in one year or term. Examples include:

RPTM 597X Leisure Health and Wellness (3). Addresses the role of leisure on physical, cognitive, mental, social and spiritual health.

RPTM 597X Tourism Foundations (3) Overview of theoretical issues influencing contemporary tourism scholarship. The main focus will be the ways in which host communities react to challenges and opportunities posed by tourism Addresses neo-colonialism, tourism and poverty, culture change, sex tourism, gender equity, cross-cultural contact zones.

RPTM 597X Scholarly Writing in Leisure Studies (3) Focuses on writing and communication skills.

RPTM 597X Leisure and Culture (3) Addresses leisure from a cultural perspective.

RPTM 597X Qualitative Methods (3) Overview of qualitative methods used in recreation, park and tourism research.

RPTM 600 Thesis Research (1-15)

RPTM 601 Ph.D. Dissertation Full-Time (0)

RPTM 602 Supervised Experience in College Teaching (1-3 per semester/maximum of 6) Supervised experience in teaching and orientation to other selected aspects of the profession at The Pennsylvania State University.

RPTM 610 Thesis Research Off Campus (1-15)

RPTM 611 Ph.D. Dissertation Part-Time (0)

Additional Information

The Graduate School offers a number of services and resources to students. Some of the services are listed below.

The Graduate Writing Center

The Graduate Writing Center (GWC) provides free, trained peer consulting for Penn State graduate students of all disciplines and of all levels of writing ability. The GWC is sponsored by the Graduate School.

Graduate students are invited to schedule appointments for one-to-one collaborative discussions about theses, dissertations, seminar papers, proposals, or other writing projects they are currently undertaking. These collaborative discussions seek both to generate productive feedback about specific projects and to improve students' writing and critical thinking abilities in general.

For more information on the (GWC) visit <http://pwr.la.psu.edu/resources/graduate-writing-center/GWC>.

Graduate School Teaching Certificate

Penn State graduate students wanting recognition of their commitment to college teaching may earn the Graduate School Teaching Certificate. The Graduate School Teaching Certificate was developed to provide graduate students with an avenue to enhance their teaching skills. The certificate is self-directed and available to all Penn State graduate students.

Visit <http://www.gradschool.psu.edu/current-students/tacert/> to view the requirements for the certificate. For the certificate to be issued, the program chair or department head, in consultation with the student's advisor, must verify completion of the requirements in a letter to the Graduate School. Notice of completion of the Graduate School Teaching Certificate will not appear on the student's transcript.

Student Governance

Students have a number of opportunities to be involved in decisions that are made at various academic levels at Penn State. A few of them are listed here.

RPTM Graduate Student Association (GSA)

(https://orgcentral.psu.edu/organization/rptm_gsa). Officers are elected each year and the GSA provides input into departmental decisions, suggests potential speakers and seeks funding for them, initiates social events, seeks funding for conference attendance and travel, among other things. The faculty advisor is Dr. Alan Graefe, the Graduate Student President is Samantha Powers, the Vice President is Adrian Benedetti, and the Secretary is Ryan Naylor. The Mission Statement of the RPTM GSA is: To promote the professional and academic development of RPTM graduate students by providing a forum for discussing relevant issues with both graduate students and faculty, by fostering a sense of community among RPTM graduate students, and by enhancing communication between RPTM graduate students and faculty.

The Travel and Tourism Graduate Student Association (TTGSA). Officers are elected each year and the faculty co-advisors are Drs. Bing Pan and Ashley Schroeder. Current members include graduate students with an academic interest in travel and tourism from RPTM; Hotel, Restaurant and Institutional Management; Anthropology; Geography; Sociology; and Applied Linguistics. The TTGSA primarily suggests potential speakers and seeks funding for them, and seeks funding for conference attendance and travel.

The Student Organization for Society and Natural Resources (SOSNR). Officers are elected each year and the faculty advisor is Dr. Alan Graefe. The Mission Statement of SOSNR is: To provide a forum for the open discussion of local and global environmental and natural resource issues.

College of Health and Human Development (CHHD) Graduate Student Council is a group of student representatives from each of the academic units that meets on a monthly basis with the Associate Dean for Research and Graduate Education. This group addresses a variety of issues facing graduate students and seeks to enhance the overall educational experience of their peers in the College (<https://hhd.psu.edu/graduate/hhd-graduate-student-council>). Samantha Powers is the RPTM representative on this Council.

Penn State Graduate and Professional Student Association (<http://gpsa.psu.edu/>). The Graduate and Professional Student Association (GPSA) is the representative body for all graduate students, including graduate assistants, and Penn State Law students (University Park campus). The GPSA members elect graduate students to serve on the University Faculty Senate, University Park Allocation Committee, Student Insurance Advisory Board (SIAB), Student Insurance Administrative Council (SIAC), University Health Care Advisory Council to the President, and Graduate Council. Graduate students are elected to Graduate Council Committees, including the Committee on Research, Committee on Graduate Student and Faculty Issues, and the Joint Curricular Committee. In addition, the President of GPSA has regular meetings with the Vice Provost for Graduate Education and Dean of the Graduate

School, the Senior Associate Dean of the Graduate School, and the Associate Dean for Graduate Student Affairs of the Graduate School, and serves on the University Board of Trustees. All of the above assure a representative voice in affairs of the University that directly impact graduate and professional students.

APPENDICES