

# **Sport Management Master's Degree Handbook**

## **2008-2009**

**Department of Educational Leadership & Counseling Psychology  
Washington State University**

Office of Graduate Studies

Cleveland Hall 252

Pullman, WA 99164-2114

Telephone: (509) 335-7016 or (509) 335-9195

gradstudies@wsu.edu

<http://education.wsu.edu/>

*Revised May 2008*

**Sport Management  
Master's Degree Handbook  
2008-2009**

**Table of Contents**

Program Overview.....	3
Degree Options .....	4
Mandatory Research Training .....	4
Purpose of Handbook .....	5
Steps for M.A. Degree (Thesis option) .....	6
Course Requirements for M.A. Degree .....	9
Steps for M.Ed. Degree (Non-thesis option) .....	10
Course Requirements for M.Ed. Degree .....	13
Financing your Graduate Education .....	14
Frequently Asked Questions .....	15
Program Faculty .....	16

# **Sport Management Master's Degree Handbook 2008-2009**

## **Program Overview**

The Sport Management Program at Washington State University offers graduate studies at the master's level at one of the nation's leading land-grant and research institutions and largest residential university campuses. Situated in the pristine, rolling hills country of eastern Washington, many opportunities abound at Washington State University for students to pursue not only their academic program but also their professional goals.

Program faculty are dedicated to meeting students' needs as current and future leaders in a variety of sport settings within the sport industry, including but not limited to public school, college and university athletic departments; community and recreational sport agencies; sport journalism enterprises; amateur sports organizations; sport merchandising companies; and professional sport organizations and events. Given the growing economic and political significance of sport worldwide, there is a strong need for well-educated and professionally-trained sport managers to ensure that sport is managed and delivered well for the greater good of our global society. The program provides a balance and integration of practical experience, theory, research, and policy.

WSU offers the only comprehensive master's degree preparation in Sport Management in the Pacific Northwest. Students have access to practical work experience opportunities in a PAC-10 university athletic department, as well as in our comprehensive intramural program and state-of-the-art student recreation center. In consultation with their advisor, candidates can individually tailor their programs of study to meet their needs for varying careers in sport management.

Though the following list is not exhaustive, graduates with master's degrees in the Sport Management program are employed in educational, non-profit, and/or professional areas such as:

- Sport Management firms
- College Athletics
- Public and Private Recreation Organizations
- Facilities Management
- Semi-Pro and Professional Sport Organizations
- Sport Marketing
- Sports Information
- Sports Journalism
- City Sports Commissions
- Sport Governing Bodies (e.g., NCAA, USOC)
- Country Clubs and Tennis/Golf Tournaments/Organizations
- Retail Sporting Goods

The College of Education offers a Master of Arts (M.A.) in Sport Management (thesis option) and Master of Education (Ed.M.) in Sport Management (non-thesis option). The program of study in Sport Management requires two years to complete. Entering students will be expected to have appropriate pre-requisite coursework at the undergraduate level and/or work experience in sport and recreation that provides satisfactory background knowledge. Students admitted with identified background deficiencies will be required to complete undergraduate coursework prior to enrolling in graduate coursework in the identified areas. The program offers graduate assistantships teaching lower division undergraduate sport management courses or working in the athletic department or student recreation center.

### **Master's Degree Options**

**Master of Arts in Sport Management (M.A.):** The Master of Arts Degree (M.A.) requires a total of 34 semester hours, consisting of a minimum of 30 graded semester hours of approved course work and a minimum of 4 semester hours of Ed Ad 700 for the thesis to be defended in an oral examination.

**Master of Education in Sport Management (Ed.M.):** The Master of Education Degree (Ed.M.) requires a total of 35 semester hours, consisting of a minimum of 33 graded semester hours of approved course work and 2 semester hours of Ed Ad 702 for the final comprehensive examination.

### **Mandatory Research Training**

All graduate students are required to complete the **Responsible Conduct of Research** online training module. This is a web based training located at <https://myresearch.wsu.edu/MandatoryTraining.aspx>. Students are encouraged to take this training as soon as they are admitted to the graduate program. Once you have completed this training, you will receive email confirmation of your completion. Please forward this email to the College of Education Office of Graduate Studies ([gradstudies@wsu.edu](mailto:gradstudies@wsu.edu)). Delay in the completion of this training could delay a student's progression through their graduate program. The training must be repeated after a five-year period.

## Purpose of Handbook

The purpose of this handbook is to serve as a general reference to both departmental and college policies and requirements. It should be used in addition to the Washington State University Graduate Catalog and the Graduate School Policies and Procedures Manual.

It is important that students accept responsibility for following the procedures outlined herein, and acknowledge that they will be required to qualify for the degree under established policies. Updates and changes in the program will be dated and included in future revisions of this Handbook. **The policies and procedures operative on the date of the student's initial enrollment govern a student's program.** It is the student's responsibility to inquire and be informed about recent programmatic changes at the time of acceptance into the program.

The *Department* referenced in this Handbook refers to the Department of Educational Leadership and Counseling Psychology in Cleveland Hall. The Office of Graduate Studies in the College of Education referenced here is located in Cleveland Hall, Room 252. The WSU Graduate School is located in the French Administration Building, Room 324.

# **Steps for Completing the Master of Arts (M.A.) Degree in Sport Management (Thesis Option)**

*Please note that, as a student, you must take responsibility to see that all steps are completed and that a record of progress is kept up-to-date in the Office of Graduate Studies.*

## **Step 1: Admission to the Program & Graduate School**

For admission to the program, please see the general application guidelines for details <http://education.wsu.edu/graduate/apply/sportmanagement/>). The application deadline is January 10 of each calendar year for fall admission.

Be aware that becoming a master's student at Washington State University also requires acceptance into the Graduate School. Further information about the Graduate School may be obtained by calling 509-335-1446, by email: [gradsch@wsu.edu](mailto:gradsch@wsu.edu), or online at [www.gradsch.wsu.edu](http://www.gradsch.wsu.edu). The online application is also available at this address. Please apply to both the Graduate School and to the program simultaneously to facilitate timely processing and action on the application.

## **Step 2: Initial Advisor**

Upon acceptance into the program students are assigned an initial advisor. This initial advisor will be identified in the student's letter of acceptance into the program. Students need to consult with this initial advisor in order to plan their coursework for the first semester.

## **Step 3: Selection of the Master's Committee & Chair**

The student should consult with the initial advisor about faculty members he or she wishes to have as a chair and committee members. The committee will serve as the body that approves the Program of Study and the master's thesis. The committee must consist of at least three WSU faculty members, two of whom must have Graduate Faculty Status. To determine whether a particular faculty member has Graduate Faculty Status, please consult with that person directly. The committee chair must be a member of the Sport Management faculty. Selection of a committee and committee chair must be completed by the end of the first year of coursework. It is incumbent upon the student to work with his or her committee and chair to identify appropriate courses for inclusion in the program of study.

## **Step 4: Program of Study**

The Program of Study form should be submitted to the Graduate School as soon as possible after the student has completed 9 hours of coursework or the second semester. The Program of Study **must** be completed by the time the student has 18 hours of coursework completed, and must be designed in consultation with the committee chair.

Upon committee approval, graded coursework completed at other accredited graduate schools may be transferred and applied to a master's degree program. A student is limited to transferring 6 credit hours toward a thesis degree (M.A.). These courses must be appropriate as a part of the student's program and represent work of acceptable quality (B or better). Please note that pass/fail or non-graded coursework will not transfer. Guidelines for transfer of credit can be

found in the Graduate School Policies and Procedures Manual, available online at [www.gradsch.wsu.edu](http://www.gradsch.wsu.edu).

The student must complete the Program of Study form (to obtain this form, visit <http://gradschool.wsu.edu/current-students/formsfordegree.html>). After the Program of Study form has been completely filled out, it must first be submitted to the committee chair for a signature and then to each of the other committee members. Once all members have signed, the Program is submitted to the College of Education Office of Graduate Studies to obtain the Department Chair's signature. The Graduate School will notify the student via email when the Program of Study has been approved. The final deadline for submission of the Program of Study is one semester prior to the graduation date. See the **Deadlines & Procedures for Graduation** for exact deadline dates for submission, which can be downloaded at <http://gradschool.wsu.edu/current-students/formsfordegree.html>.

#### ***Step 5: Fulfillment of Course Requirements***

A master's degree must be completed within six years of the date of the earliest course applied to the student's degree. All courses must be finished with satisfactory study and research, which will be evaluated continuously throughout the program by the student's committee chairperson. See Course Requirements for a complete listing of needed coursework.

#### ***Step 6: Thesis Requirements***

- a. Obtain the **Deadlines & Procedures for Graduation** and the **Thesis Guidelines** online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>. The student is responsible for knowing and understanding all guidelines and working in collaboration with the committee chair to complete all requirements within the stated deadlines.
- b. When a proposal for the thesis idea is prepared, a copy of the proposal plus the **Thesis Proposal Form** (obtained from the College of Education Office of Graduate Studies) must be given to all committee members. The committee will then call a meeting for the student to consider the problem to be investigated and the proposed methods and procedures.
- c. If the student's research involves human subjects, appropriate procedures must be followed. See the website of the Office of Grant Research and Development at <http://www.ogrd.wsu.edu>.
- d. After the thesis proposal has been approved, the original thesis proposal form should be signed and returned to the College of Education Office of Graduate Studies.
- e. When the thesis is nearing completion, the student should submit to the Graduate School the **Application for Degree** (available online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>) during the semester **before** the final defense is to be held. Please note that the Program of Study must be approved by the Graduate School in order to obtain an Application for Degree (see Step 4 above).

Also check with the Graduate School for scheduling deadlines, available online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>.

- f. The **Final Exams Scheduling Form** may be obtained from the Graduate School online at <http://gradschool.wsu.edu/current-students/formsfordegree.html> after an Application for Degree form has been submitted to the Graduate School.
- g. Register for four (4) credits of Ed Ad 700 at the beginning of the semester in which the final defense/oral examination is to be held.
- h. Pay all necessary fees for graduation, including the Graduation Fee of \$50.00, which must be paid at the Controller's Office before the final defense.
- i. The committee is responsible for approving all aspects of the final thesis **before** the final examination is scheduled. When the committee members sign the **Final Exams Scheduling Form**, they are indicating their approval of a typed thesis, suitable in format for submission to the Library.
- j. Select a date for the final defense with the chair and committee. Complete the **Final Exams Scheduling Form**, and have the committee sign it. Then, submit the form to the College of Education Office of Graduate Studies who will obtain the Department Chair's signature and then send the form to the Graduate School. You must submit a copy of the thesis to the department at this time.
- k. A copy of the thesis must be submitted to the Graduate School. A copy of the thesis must also be given to the committee. All of this must take place **at least** 10 working days prior to the final defense date.
- l. A copy of the abstract must be submitted electronically to the College of Education Office of Graduate Studies at least 5 working days prior to the final defense.
- m. Following a passed oral examination, the final copy of the thesis must be submitted digitally in PDF format to the Graduate School for final acceptance within 5 working days. A title page, abstract page and signature page (with original signatures in black ink) must also be submitted to the Graduate School on 100% cotton paper within 5 working days. Guidelines for digital submission of the thesis can be found on the Graduate School's website (<http://gradschool.wsu.edu/current-students/formsfordegree.html>).
- n. Two bound copies of the thesis must then be submitted, one to the Department, and one to the Committee Chair. As a courtesy, copies should also be submitted to the other committee members.

## Course Requirements for M.A. in Sport Management (34 credits)

<b>RESEARCH (9 credit minimum)</b>		
Course	Course Name	Credits
Ed Psy 505	Research Methods	3
Ed Psy 508	Educational Statistics	4
Ed Ad 536	Qualitative Research	3
Ed Ad 537	Advanced Qualitative Research	
Ed Psy 565	Advanced Educational Statistics	3
<b>Required for all:</b>		
Ed Ad 700	Master's Thesis	4

<b>THEORETICAL &amp; SOCIAL FOUNDATIONS (3 credit minimum)</b>		
Course	Course Name	Credits
Ed Psy 502	Theoretical Foundations of Learning & Instruction	3
Ed Ad 503	Values & Ethics for Educational Leaders	3
Ed Ad 507	Social Foundations of Education	3

<b>Sport Management (15 credit minimum)</b>		
Course	Course Name	Credits
SpMgt 540	Current Issues in Sport Management	3
SpMgt 573	Philosophical Perspectives in Sport & Physical Activity	3
SpMgt 574	Social & Cultural Issues in Physical Activity & Sport	3
SpMgt 575	Administrative Concepts in Sport Organizations	3
SpMgt 576	Marketing Sports Events & Programs	3
SpMgt 577	Law & Risk Management in the Sport Industry	3
SpMgt 578	Sports in Society	3

### **ELECTIVES (3 credits) (subject to advisor approval)**

Selected courses from Business, Communication, Counseling Psychology, Education, History, Psychology, or Sociology.

### **MASTER'S THESIS (Ed Ad 700 – minimum of 4 credits)**

## **Steps for Completing the Master of Education (Ed.M) Degree in Sport Management (Non-thesis option)**

*Please note that as a student, you must take responsibility to see that all steps are completed and that a record of progress is kept up- to- date in the Office of Graduate Studies.*

### **Step 1: Admission to the Program & Graduate School**

For admission to the program, please see the general application guidelines (<http://education.wsu.edu/graduate/apply/sportmanagement/>). The application deadline is January 10 of each calendar year for fall admission.

Be aware that becoming a master's student at Washington State University also requires acceptance into the Graduate School. Further information for the Graduate School may be obtained by calling 509-335-1446, by email: [gradsch@wsu.edu](mailto:gradsch@wsu.edu) or online at [www.gradsch.wsu.edu](http://www.gradsch.wsu.edu). The online application is also available at this address. Please apply to both the Graduate School and the Department simultaneously to facilitate timely processing and action on the application.

### **Step 2: Initial Advisor**

Upon acceptance into the program students are assigned an initial advisor. This initial advisor will be identified in the student's letter of acceptance into the program. Students need to consult with this initial advisor in order to plan their coursework for the first semester.

### **Step 3: Selection of the Master's Committee & Chair**

The student should consult with the initial advisor about faculty members he or she wishes to have as a chair and committee members. The committee will serve as the body that approves the Program of Study, and will generally write the questions for the student's comprehensive examination. The committee must consist of at least three WSU faculty members, two of whom must have Graduate Faculty Status. To determine whether a particular faculty member has Graduate Faculty status, please consult with that person directly. Selection of a committee and committee chair must be completed by the end of the first year of coursework. It is incumbent upon the student to work with his or her committee and chair to identify appropriate courses for inclusion in the program of study.

### **Step 4: Program of Study**

The Program of Study form should be submitted to the Graduate School as soon as possible after the student has completed 9 hours of coursework or the second semester. The Program of Study **must** be completed by the time the student has 18 hours of coursework completed, and must be designed in consultation with the committee chair.

Upon committee approval, graded coursework completed at other accredited graduate schools may be transferred and applied to a master's degree program. However, a student is limited to transferring 9 credit hours toward a non-thesis degree (Ed.M). These courses must be appropriate as a part of the student's program and represent work of acceptable quality (B or better). Please note that pass/fail or non-graded coursework will not transfer. Guidelines for

transfer of credit can be found in the Graduate School Policies and Procedures Manual, available online at [www.gradsch.wsu.edu](http://www.gradsch.wsu.edu).

The student must complete the Program of Study form (to obtain this form, visit <http://gradschool.wsu.edu/current-students/formsfordegree.html>). After the Program of Study form has been completely filled out, it must first be submitted to the committee chair for a signature and then to each of the other committee members. Once all members have signed, the Program is submitted to the College of Education Office of Graduate Studies to obtain the Department Chair's signature. The Graduate School will notify the student via email when the Program of Study has been approved. The final deadline for submission of the Program of the Study is one semester prior to the graduation date. See the **Deadlines & Procedures for Graduation** for exact deadline dates for submission, which can be downloaded at <http://gradschool.wsu.edu/current-students/formsfordegree.html>.

#### ***Step 5: Fulfillment of Course Requirements***

A master's degree must be completed within six years of the date of the earliest course applied to the student's degree. All courses must be finished with satisfactory study and research, which will be evaluated continuously throughout the program by the student's committee chairperson. See Course Requirements for a complete listing of needed coursework.

#### ***Step 6: Final Examination***

A final written comprehensive examination is required of all Ed.M. candidates. This examination tests the candidate's ability to interpret and integrate materials from coursework in the core areas, supporting areas, and research.

The Master's Comprehensive Examination will be offered twice a year, during the fall and spring semesters only. See Office of Graduate Studies for specific dates.

- a. Contact the Graduate School for an **Application for Degree** during the semester before the written examination is to be taken. This form is available online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>. Please note that the Program of Study must be approved in the Graduate School in order to obtain an Application for Degree.
- b. Notify the Department and your committee chair of your intention to take the exam prior to scheduling.
- c. Pay the Graduation Fee of \$50.00, which should be paid at the Controller's Office prior to taking your final examination.
- d. The **Final Exams Scheduling Form** must be submitted to the Graduate School after filing the Application for Degree. This form is available from the Graduate School online at <http://gradschool.wsu.edu/current-students/formsfordegree.html>. Complete the form and have your committee members sign it. Submit the signed original form to the College of Education Office of Graduate Studies. They will collect the Department Chair's signature and forward the form to the Graduate School. The form must be to the Graduate School at least 10 working days before the examination date.

- e. Register for two (2) credits of Ed Ad 702 (Master's Comprehensive Examination) at the beginning of the semester in which the final examination is to be taken.

## Course Requirements for Ed.M. in Sport Management (35 credits)

RESEARCH (3 credit minimum)		
Course	Course Name	Credits
Ed Psy 505	Research Methods	3
Ed Psy 508	Educational Statistics	3
Ed Ad 536	Qualitative Research	3

THEORETICAL & SOCIAL FOUNDATIONS (3 credit minimum)		
Course	Course Name	Credits
Ed Psy 502	Theoretical Foundations of Learning & Instruction	3
Ed Ad 503	Values & Ethics	3
Ed Ad 507	Social Foundations of Education	3

SPORT MANAGEMENT (15 credit minimum)		
Course	Course Name	Credits
SpMgt 540	Current Issues in Sport Management	3
SpMgt 573	Philosophical Perspectives in Sport & Physical Activity	3
SpMgt 574	Social & Cultural Issues in Physical Activity & Sport	3
SpMgt 575	Administrative Concepts in Sport Organizations	3
SpMgt 576	Marketing Sports Events & Programs	3
SpMgt 577	Law & Risk Management in the Sport Industry	3
SpMgt 578	Sports in Society	3

### **ELECTIVES (12 credits) (subject to advisor approval)**

Selected courses from Business, Communication, Counseling Psychology, Education, History, Psychology, or Sociology.

### **MASTER'S COMPREHENSIVE EXAM (Ed Ad 702 – 2 credits)**

## Financing your Graduate Education

Washington State University offers several options for students seeking financial assistance. Most of these include teaching and research assistantships, which are administered through the degree program itself. This is one reason why it is imperative that students submit application materials to both the Graduate School and to an individual Department. Over 80% of graduate students at WSU are funded on either Research or Teaching Assistantships.

### Assistantships

As aids to graduate education, Washington State University offers teaching, research, and staff assistantships to qualified graduate students who have been admitted to the University.

- **Teaching assistantships** are available to qualified graduate students in most academic departments.
- **Research assistantships** are available in many departments, special programs, and on extramurally-funded research grants.
- **Staff assistantships** may be available for service in the following areas such as:
  - Student Recreation Center
  - Intercollegiate Athletics
  - Student Advising & Learning Center
  - Multicultural Student Services
  - Office of Student Affairs/Student Conduct
  - Campus Involvement
  - Financial Aid
  - Office of Grant Research & Development

These appointments are initiated by the departments and programs and inquiries should be directed to the relevant academic unit.

### Fellowships or Scholarships

**Fellowships** are available in some departments and programs through grants from government agencies and other private sources. Information is available from the Office of Grants and Research Development.

**Scholarships** are available through the Office of Scholarship Services. The College of Education provided approximately \$150,000 in scholarships to undergraduate and graduate students enrolled in College of Education degree programs for the 2008-2009 academic year. Students interested in any of the scholarships offered by the College of Education are encouraged to apply. This one application packet is all that is required for college and university scholarships and is available online at <http://www.finaid.wsu.edu/scholar/>.

## Frequently Asked Questions

**Q: Is the advisor I am assigned when I begin the program the advisor I'll have to keep through my whole program?**

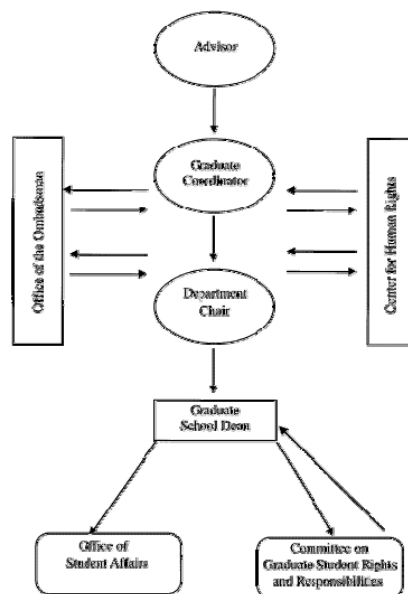
**A:** No, changing advisors is an easy process, and one that should be completed as you decide upon a research interest or find a member of the faculty with whom you would like to work. Obtain a **Committee Change** form (to obtain form, visit <http://gradschool.wsu.edu/current-students/formsfordegree.html>) or from the College of Education Office of Graduate Studies. You will need signatures for your new chair/advisor as well as signatures for any new committee members. After completion, return the form to the Office of Graduate Studies so they may obtain the remainder of the signatures needed.

**Q: What do I do if some of the courses I have on my Program of Study change?**

**A:** If you are unable to take certain courses that have been already approved on your Program of Study and need to take other courses, you need to file a **Change of Program Form** (to obtain form, visit <http://gradschool.wsu.edu/current-students/formsfordegree.html>) Make sure that any courses you replace on your Program of Study are allowable in the Handbook listings as well as approved by your chair/advisor.

**Q: What do I do if I have a complaint or grievance about something in the department or my program?**

**A:** WSU Graduate School has a grievance procedure (see <http://www.gradsch.wsu.edu/current-students/policy/grievanceprocedures.html> for more information). The diagram below illustrates the recommended process to follow when a grievance exists. If you have questions or concerns, contact the Graduate School at 335-9141.



## **Sport Management Program Faculty**

**Cathryn L. Claussen.** Associate Professor. J.D., Georgetown University Law Center. Specialization: Legal Issues in Sport, Ethics in Sport Management, Sport Sociology, Event Management, College Athletics.

**Tammy Crawford.** Clinical Assistant Professor. Ph.D., Washington State University. Specialization: Athletics in Higher Education, Student-Athlete Development, Sport Ethics, Sport Sociology.

**Yosuke Tsuji.** Assistant Professor. Ph.D., Texas A&M University. Specialization: Sport Marketing, Consumer Satisfaction, Sport Sponsorship, Virtual Advertising, Sport Finance.

**John Wong.** Assistant Professor. Ph.D., University of Maryland. Specialization: Organizational Theory and Politics in Sport, Policy and Decision Making, History of the Business of Sport, Event and Facility Management, Professional Ice Hockey.