



THE UNIVERSITY *of* NORTH CAROLINA  
**GREENSBORO**  
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# **RTH GRADUATE STUDENT HANDBOOK 2009 - 2010**

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

**School of Health and Human Performance**

**336-334-3797**

**[www.uncg.edu/rth](http://www.uncg.edu/rth)**



## Introduction

Welcome to the Department of Recreation, Tourism, and Hospitality Management. We hope your graduate education with us at UNCG will be a rewarding one. We are dedicated to meeting your needs and will try to exceed your expectations during your studies here. Please feel free to call upon any of us in the Department when you wish to discuss any aspect of this *Handbook* or have questions.

This manual has been designed to inform you of policy statements, guidelines, and information that will be helpful to you throughout your course of study. The intention is **not** to duplicate information provided in the *Graduate School Bulletin*. Please make certain that you read and understand relevant University *and* Departmental policies contained in both documents.

While the ultimate responsibility to complete degree requirements in accordance with Departmental and University policies is yours, we will do our utmost to assist you. We wish you the best of luck in your graduate studies and welcome you warmly to the Department.

Sevil Sonmez, PhD  
Professor and Department Head

August 24, 2009



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**The University of North Carolina at Greensboro**  
**Department of Recreation, Tourism, and Hospitality Management**  
**Master of Science (M.S.) Degree in Parks and Recreation Management**

**DESCRIPTION OF THE PROGRAM**

The graduate program is designed to prepare administrators, managers, planners, and other recreation, park, and tourism personnel for specialized or advanced responsibilities in public, quasi-public, private, and commercial agencies providing recreation, park, and tourism services. Program emphases are offered in: (1) Leisure Services Management, (2) Therapeutic Recreation, and (3) Travel, Tourism, and Commercial Recreation.

The general educational objectives of the M.S. degree in Parks and Recreation Management are as follows:

1. To analyze the historical and conceptual foundations of leisure and the physiological, sociological, and psychological factors influencing leisure behavior.
2. To develop management level competencies necessary to plan, deliver, and evaluate recreation, park, and tourism services designed to meet the needs of various user groups.
3. To understand the economic impact of leisure/recreation and the role of recreation, park, and tourism services in economic development.
4. To understand various research methods, including the use of statistical analyses.
5. To plan, conduct, critique, and utilize research pertinent to the recreation, park, and tourism services profession.
6. To assist public, quasi-public, private, and commercial agencies providing recreation, park, and tourism services for the total population.
7. To understand the behaviors of individuals and groups within the workplace and determine strategies to facilitate effective and efficient organizational function.

## GENERAL DEGREE REQUIREMENTS

1. The total number of hours required for the master's degree is **37**.
2. Of the 37 hours, at least 19 hours, or one half (1/2) the work credited toward the degree, must be in 600-level courses or above.
3. For the completion of the master's degree program, an overall average of a “B” (3.00 GPA) is required. No more than six semester hours of credit evaluated as “C” may be applied toward the minimum hours required for the master’s degree.
4. The amount of credit accepted for transfer taken at other institutions will be in agreement with The Graduate School policy. Among these policies are the following requirements (see the *Graduate School Bulletin* for a list of all regulations):
  - a. Transfer credit **may not exceed one-third** (12 credits) of the minimum number of hours required (37);
  - b. Transfer credits must be completed in the 5-year time limit;
  - c. A grade of a “B” (3.00 GPA) or better must be earned in all transfer courses;
  - d. Transfer courses must be approved by the Department of Recreation, Tourism, and Hospitality Management and the Dean of the Graduate School. (See advisor for application form).
5. For courses taken within The University of North Carolina at Greensboro, students may count a maximum of nine (9) credits taken before matriculation. The 5-year time limit begins with the first graduate course taken. Prerequisite courses completed before taking coursework toward the M.S. degree do not count toward the time limit.
6. *After discussing their career goals with their advisor*, students may choose either the thesis or non-thesis option. If the student selects the non-thesis option, the advisor will determine (based on amount of professional experience) whether the student should consider a project, or internship. For example, a student choosing the non-thesis option and having minimal professional experience in recreation, park, and tourism services will be encouraged to complete an internship.
7. Students are required to take three (3) research courses. One course is a statistics course, the second is a research methods course, and the third is a research applications course (RPM 612).

*Note: Petitions to appeal the above policies should be submitted in writing to the student’s Academic Advisor. The petition will then be reviewed by the Graduate Faculty.*

## MINIMUM COURSE OF STUDY

Typical semester of offerings is listed for Recreation, Tourism, and Hospitality Management

**A. Core Courses** (required of all RPM graduate students [10 hours])

RPM 610 -- Graduate Seminar in Recreation, Parks, and Tourism	1	Fall
RPM 611 -- Foundations of Recreation, Parks, and Tourism	3	Fall
RPM 613 -- Recreation, Parks, and Tourism Management	3	Spring
RPM 614 -- Organizational Behavior in Recreation, Parks and Tourism (prerequisites)	3	Fall

**B. Concentration Courses** (6-9 hours)

- **Therapeutic Recreation Program Track** (9 hours)

RPM 633 -- Professional Issues in Therapeutic Recreation	3	Fall
RPM 634 -- Advanced Procedures in Therapeutic Recreation (pre-requisites)	3	Spring (even years)
RPM 637 -- Advanced Facilitation Techniques in Therapeutic Recreation	3	Spring

- **Travel, Tourism, and Commercial Recreation Program Track** (6 hours)

RPM 626 -- Tourism Management	3	Spring
RPM 627 -- Conceptual Foundations of Travel and Tourism	3	Spring

- **Leisure Service Management Program Track** (9 hours)

RPM 645 -- Financial Trends in Recreation and Parks	3	Spring
RPM 646 -- Seminar: Leisure Services Management	3	Spring

Select one of the following:

PSC 520 -- The Urban Political System	3	
PSC 600 -- Public Administration Management	3	
PSC 613 -- Local Government Administration	3	
PSC 615 -- Public Personnel: Development and Evaluation	3	

**C. Research Techniques Courses** (required of all RPM graduate students [9 hours])

Research Methods:

ERM 604 -- Methods of Education Research <i>or</i>	3
ESS 611 -- Research in Physical Education I: Concepts of Inquiry <i>or</i>	3
SOC 616 -- Advanced Research Methods	3

Statistics:

ERM 517 -- Statistical Methods in Education <i>or</i>	3
ESS 610 -- Statistical Methods for Exercise and Sport Science	3

Note: PHE 604 -- Public Health Statistics can be substituted for ERM 517 or ESS 610

Research Applications:

RPM 612 -- Research Applications in Recreation, Parks, and Tourism (pre-requisites)	3	Fall
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**D. Electives for Line of Study Courses** (3-9 hours)

After consultation and approval of his/her academic advisor, the student selects 3-9 hours of 500-700 level course work that constitute a specialized knowledge base relevant (line of study) to the student's academic interests and goals.

**E. Capstone Experience** (6 credits) (check catalogue for prerequisites)

• RPM 697 -- Internship in Recreation, Parks, and Tourism	6	TBA
• RPM 698 -- Field Project in Recreation, Parks, and Tourism	6	TBA
• A Combination of RPM 697 (3) and RPM 698 (3)	6	TBA
• RPM 699 -- Thesis	6	TBA

Note: Above capstone options cannot be considered as "line of study" electives

**Departmental Elective Courses**

RPM 589 -- Experimental Course	3	TBA
RPM 695 -- Independent Study	3	Fall/Spring
RPM 696 -- Directed Readings	3	Fall/Spring
RPM 711 -- Experimental Course	3	TBA
RPM 801 -- Thesis Extension	1-3	Fall/Spring
RPM 803 -- Research Extension	1-3	Fall/Spring

Note: A student may not exceed a total of 6 credits of RPM 695 and/or RPM 696.

## PLAN OF STUDY

A **Plan of Study** for the master's degree must be outlined and signed by the student, the departmental advisor, and the Director of Graduate Study at the earliest practical time following the student's admission to The Graduate School, **but no later than 50% of the program's completion**. Typically, working with her/his advisor, a student will complete and submit a Plan of Study to the Graduate School in the student's second semester of study.

The plan must indicate all courses the student is expected to complete as a minimum requirement, including courses required for the major, supporting courses, number of elective hours, and courses recommended for transfer. Courses required by the department but not counted toward the degree, including prerequisite courses, must also be listed on the plan of study.

**No more than 6 semester hours of Independent Study and/or Directed Readings may be included in the Plan of Study** (and no more than 3 semester hours of credit for Independent Study may be earned in any one semester). In addition, students must submit a Permission to complete Independent Study and Directed Readings form to the Graduate School. See sample in appendix of this manual, **Form 1**. See the department secretary for actual form.

The capstone experience (RPM 697, 698, a combination of 697 and 698; and/or 699) must also be indicated. See **Form 2** in the appendix of this manual for sample Plan of Study. Downloadable forms are available on the RTH website ([www.uncg.edu/rth](http://www.uncg.edu/rth)).

Copies of the approved and signed Plan of Study must be filed in the student's permanent folder in The Graduate School, in the department's files, and with the student. It is the student's responsibility to submit a **final Plan of Study** to The Graduate School **with** the application for graduation.

Note: The deadline for these submissions is often within the first week of classes of the semester targeted for graduation. For example, to be approved to graduate in December, all materials must be submitted to the Graduate School no later than **August 31, 2009**. Similarly, the deadline for submitting a Plan of Study and Application to Graduate for the May 2010 graduation is **January 26, 2010**.

## **POLICY FOR CONTINUOUS ENROLLMENT**

According to the Graduate School, pursuit of a graduate degree should be continuous. Students pursuing a graduate degree in PRM should be enrolled each Fall and Spring semester, or one semester during the academic year in combination with Summer Session for coursework approved for their program of study. For example, one could be enrolled in Summer and Fall and not Spring, or Spring and Summer, but not Fall, etc.

The policy of continuous enrollment requires that normally a student be enrolled continuously, as defined above, from the time of entry into a graduate degree program through the completion of all required course work, including the required hours of the capstone experiences (RPM 697, RPM 698, RPM 699). This policy also reinforces the requirement of students enrolling in a credit course during the semester in which they are going to graduate from the university.

Students who have already enrolled in the maximum number of hours for their capstone experience, but who have not yet completed the requirements of these experiences are required to enroll in additional course work as described below:

- **RPM 801, Thesis Extension**  
Thesis students (RPM 699) must enroll in and pay tuition and fees for not less than one or more than three hours of continuing completion of thesis credit each semester, after consultation with, and approval by their faculty advisor. These hours will not count toward the degree. Students required to enroll in additional hours to complete their master's thesis will enroll in RPM 801, Thesis Extension.
- **RPM 803, Research Extension**  
Students completing a field project (RPM 698) or Internship (RPM 697) or the combination capstone of RPM 697/698 must enroll in and pay tuition and fees for not less than one nor more than three hours of continuing completion of capstone experience credit each semester. The number of hours for which a student will register must be determined with consultation and approval by the faculty advisor. These hours will not count toward the degree. Students required to enroll in additional hours to complete their master's thesis will enroll in RPM 803, Research Extension.

## DESCRIPTIONS OF CAPSTONE OPTIONS

A thesis or project involves a process in which the student is primarily concerned with applying expert knowledge to solve a problem. An internship involves a process in which the student is primarily concerned with gaining additional knowledge through participation and observation in a field setting. It is important to recognize that theses and projects may be completed in field settings; the distinction is in the *purpose* of the process the student follows.

1. *Thesis* (RPM 699) A 6-credit thesis involves carrying out research guided by a recognized research paradigm and producing a scholarly report of the process and its results. The student's work is guided by a committee of at least three faculty members. A final oral defense pertaining to the thesis is required.

Pre-requisites include RPM 610, RPM 611, RPM 613, the introductory course as well other courses in the student's concentration, the Research Methods as well as Statistics courses, and RPM 612.

2. *Project* (RPM 698) A 6-credit field project involves developing, implementing, and/or evaluating a focused initiative in a professional field setting. The student provides his/her knowledge as a resource to assist professionals in the field to design and/or evaluate these projects. A suitable project should have lasting value and make a contribution to the agency and/or field as a whole. The student's work is guided by a committee of at least two faculty members. A final oral presentation pertaining to the focused plan of action is required. Examples of acceptable projects include, but are not limited to, media/curriculum development, annotated bibliography, comprehensive program evaluation.

Pre-requisites include RPM 610, RPM 611, RPM 613, the introductory course as well other courses in the student's concentration, the Research Methods as well as Statistics courses, and RPM 612.

3. *Internship* (RPM 697) A 6-credit internship involves extensive, hands-on experience in a professional setting. The *professionals in the field* provide their understanding of the setting and their professional practices to assist the student in gaining practical experience. A written project is required within this experience (see RPM 697 manual at [www.uncg.edu/rth/fieldwork](http://www.uncg.edu/rth/fieldwork)). The student's work is guided and evaluated by one faculty member, in consultation with the supervisory professional(s) in the field.

Pre-requisites include RPM 610, RPM 611, RPM 613, the introductory course as well other courses in the student's concentration, the Research Methods as well as Statistics courses, and RPM 612.

4. *Project/Internship Combination* (RPM 697/698)

A 3-credit field project in combination with a 3-credit internship involves developing, implementing, and/or evaluating a focused initiative in a professional field setting as well as hands-on experience in a professional setting. The student's work is guided by a committee of at least two faculty members. A final oral presentation pertaining to the focused plan of action is required. Examples of acceptable projects include, but are not limited to, media/curriculum development, annotated bibliography, comprehensive program evaluation.

Pre-requisites include RPM 610, RPM 611, RPM 613, the introductory course as well other courses in the student's concentration, the Research Methods as well as Statistics courses, and RPM 612.

Examples of previous projects and theses include those below. Additional titles can be found on the departmental website at [www.uncg.edu/rth](http://www.uncg.edu/rth).

Lauren Duffy, M.S. 2009; Thesis Title: *The UNCG Study Abroad Students' Preparation for Participation in Sustainable Tourism* (Advisor, Dr. David A. Cardenas)

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Laura M. Freeze, M.S. 2009; Project Title: *A Staff Training Manual for Dementia Care Unit Including Best Practices* (Advisor, Dr. Linda L., Buettner)

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Oluwabunmi Sesay, M.S. 2008; Project Title: *Constraints in Family Recreation When Including a Child with a Developmental Disability* (Advisor, Dr. Charlesena F. Stone)

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Brandy Langley, M.S., 2006; Thesis Title: *Determinants of Physical Activity of Middle-School Overweight Girls: The Effects of a Wellness Program* (Advisor, Dr. Charlesena F. Stone)

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Suzanne Stroud, M.S., 2006; Thesis Title: *The Effects of Team Building Activities on Group Climate and Cohesion* (Advisor, Dr. Nancy J. Gladwell).

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Dana Evans, M.S., 2005; Project Title: *Postpartum Depression: The Emotional Needs of New Mothers and the Role of Female Friendships* (Advisor, Dr. Stuart J. Schleien)

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Karrie Bartlett, M.S., 2005; Thesis Title: *An Examination of Temporary Displacement of High Point Homeowners Due to the International Home Furnishing Market Event* (Advisor, Dr. Erick T. Byrd).

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San-Wong Jung, M.S., 2005; Project Title: *A Case Study of Destination Marketing in Hong Kong* (Advisor, Dr. Jerrie Hsieh)

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Rodney Wright, M.S., 2004; Thesis Title: *The Relationship of Motivation to Job Performance in Municipal Parks and Recreation Professionals* (Advisors, Dr. James Sellers and Leandra A. Bedini)

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Aimee Roy-Farrug, M.S., 2004; Thesis Title: *Certified Therapeutic Recreation Specialists' Attitudes toward Professionalism, Job Satisfaction, and Organizational Commitment and the Relationships among Them* (Advisor, Dr. Leandra A. Bedini)

## PROCEDURES FOR CHOOSING AND APPOINTING STUDENT GRADUATE COMMITTEES

The following procedures are designed to assure that master's thesis/project committees consist of the most appropriate members of the graduate faculty. Additionally, the intention is to ensure that the proposal approval process and the final oral examinations are open to maximize input from all faculty and graduate students.

1. Requests for appointment of faculty members to a master's thesis/project committee must be made no later than the end of the 2<sup>nd</sup> semester. It is the student's responsibility to formally invite each faculty member (preferably in writing) and submit these names to the Director of Graduate Study using **Form 3 (Recommendation for Master's Thesis/Project Committee Appointment) in Appendix**. This same procedure must be followed when replacing members or reconstituting committees.

For **Thesis committees**, two other committee members are required (totaling 3). In addition to the committee chair (advisor), the second member is from the RTH department. The third member can be from any department on campus. You will want to consider faculty with whom you feel comfortable and who also have expertise in your thesis topic.

For **Project committees**, only one committee member in addition to the chair (advisor) is required. The same considerations for choosing this member apply as noted above for thesis committees.

Typically, the student's Academic Advisor serves as the committee chair. Requests should be sent by the student to the Director of Graduate Study *after* consultation with potential committee members using **Form 3 (Recommendation for Master's Thesis/Project Committee Appointment)**. Approval of committee members rests with the Director of Graduate Study.

2. All master's graduate committee members must be formally appointed and give their approval to the proposal. It is *strongly encouraged* that one committee member be appointed from outside the Department of Recreation, Tourism, and Hospitality Management.
3. Occasionally, a student wishes to include as a committee member a professional who is not on faculty at UNCG. In these cases, the professional, if eligible, can be nominated for a 1 to 3 year appointment as Adjunct Faculty. To pursue this procedure, the student should consult with the Director of Graduate Study to determine eligibility of the individual as well as complete application materials for this appointment. Please note, process may take several months. Please plan accordingly.

## THESIS PROSPECTUS AND ORAL DEFENSE

The Thesis (RPM 699) requires two major phases.

**Phase I** is the **Prospectus**, whereby the student presents a formal proposal of the thesis to his/her entire committee. The proposal is open to the public and should be announced prior to proposals date.

The **Prospectus** must be approved by the committee as a whole before the student may proceed. A written copy of the Thesis Prospectus (with proposed timeline) must be submitted to all three committee members two (2) weeks in advance of formal **Prospectus Proposal** meeting.

The content of the **Prospectus Proposal** should include but is not limited to the following:

- a. Introduction
- b. Rationale/Background of Study
- c. Methodology
- d. Results
- e. Limitations
- f. Conclusions
- g. Recommendations

The format of the **Prospectus Proposal meeting** is as follows:

- a. Using Powerpoint, candidates will give a brief oral overview of their Prospectus at the beginning of the meeting (15 minutes).
- b. Committee members may examine the candidate on any aspect of the Prospectus document.
- c. The committee chair may provide an opportunity for anyone in the gallery to question the candidate or offer commentary after the formal committee has completed its questions.
- d. Finalization of the Prospectus Proposal will be agreed upon by the student and committee members. This will serve as a type of “contract” between the student and the committee whereby the committee can not ask more of the student at a later date. Likewise, the student cannot decide to delete something “if the going gets tough.” Any changes must be approved by all members of the committee and the student.
- e. Once the proposal is agreed upon, the candidate should establish a detailed timeline with his/her academic advisor.

Note: For research studies, an IRB should be submitted as early as possible. Research may not even begin without IRB approval. Please refer to <http://www.uncg.edu/orc/irb.htm> for forms and procedures.

**Phase II** is the **Oral Defense** of the Thesis. Final draft of completed thesis must be submitted to all committee members two (2) weeks before oral defense. Publication of time and place of the final oral defense will be made by the committee chair two weeks before the formal review. A 1-page summary (abstract) should accompany the announcement.

The content of the final oral defense meeting is as follows:

- a. Candidates will give a brief overview of their thesis/project from beginning to end (15 minutes) at the beginning of the meeting. It is customary, however, not required to use Power Point for this presentation.
- b. Committee members may examine the candidate on any aspect of the presentation, final document or other aspect of their graduate training.
- c. The committee chair may provide an opportunity for anyone in the gallery to question the candidate or offer commentary after the formal committee has completed its questions.

Final Oral defenses of Thesis **must** occur no later than **November 23, 2009** (for December graduates) and **April 20, 2010** (for May graduates) and prior.

In addition, any revisions (written or oral) required of the thesis candidate after the oral defense that are not completed by **December 8, 2009** (for December graduates) and **May 5, 2010** (for May graduates) will result in an extension of the student's work into the next semester and students will not graduate until the semester after revisions have been successfully completed.

Remember, the Dean's conference room (HHP 400-B) must be reserved in advance. You may contact Mary Ann Sensebaugh (Dean's secretary) at [masenseb@uncg.edu](mailto:masenseb@uncg.edu) or 334-5744 for reservations.

## PROJECT PROSPECTUS AND ORAL DEFENSE

The Project (RPM 698) requires two major phases:

**Phase I** is the **Prospectus meeting**, whereby the student presents a proposal of the project to his/her entire committee. The Prospectus **must be approved by all committee members** before the student may proceed. A **written copy** of the Project Prospectus **and** a copy of a Proposed Timeline must be submitted to all committee members two (2) weeks in advance of formal **Prospectus Proposal** meeting.

The content of the **Prospectus Proposal** meeting is as follows:

- a. Candidates will give a brief oral overview of their Prospectus and timeline at the beginning of the meeting (15 minutes).
- b. Committee members may examine the candidate on any aspect of the Prospectus document.
- c. Finalization of the Prospectus Proposal will be agreed upon by the student and committee members. This will serve as a type of “contract” between the student and the committee whereby the committee can not ask more of the student at a later date. Likewise, the student cannot decide to delete something “if the going gets tough.”
- d. Once the proposal and timeline is agreed upon, the candidate may proceed with their project.

**Phase II** is the **Defense** of the Project. Final draft of completed project must be submitted to all committee members two (2) weeks before oral defense. The content of the final oral defense meeting is as follows:

- a. Candidates will give a brief overview of their project from beginning to end (15 minutes) at the beginning of the meeting. It is recommended, however not required, to use Power Point for this presentation.
- b. Committee members may examine the candidate on any aspect of the presentation, final document or other aspect of their graduate training.

Final oral defenses of Project **must** occur no later than **November 23, 2009** (for December graduates) and **April 20, 2010** (for May graduates) and prior.

In addition, any revisions (written or oral) required of the project candidate after the oral defense that are not completed by **December 8, 2009** (for December graduates) and **May 5, 2010** (for May graduates) will result in an extension of the student’s work into the next semester and students will not graduate until the semester after revisions have been successfully completed.

Remember, the Dean’s conference room (HHP 400-B) must be reserved in advance. You may contact Mary Ann Sensebaugh (Dean’s secretary) at [masenseb@uncg.edu](mailto:masenseb@uncg.edu) or 334-5744 for reservations.

## HELPFUL HINTS TO SURVIVING YOUR CAPSTONE EXPERIENCE WITH MINIMAL STRESS

1. Upon arriving in the graduate program, do a lot of listening, reading, and talking to other students, faculty, and professionals to get ideas for your capstone experiences.
2. Meet with your advisor frequently and keep her/him up to date on your thoughts. They might come up with ideas to help you as well.
3. Become a member of UGRO, the RTH's graduate student organization.
4. When enrolled in RPM 612, use it wisely. The final product you develop in this course will help you establish the foundation of your internship paper, project, or thesis and make life much easier as your progress.
5. Establish a reasonable timeline for your capstone experience. Work with your advisor to map out the tasks of your project or thesis from inception to the day after you finish your final edits. Do not expect to "knock off" a project or a thesis in one semester. Remember that Theses have shorter deadlines than Projects. Also, doing any type of research typically takes more time than you will estimate on paper. You will be working with real world situations and real people and they do not care about your timeline as much as you do. Allow for this and make your timeline "generous" for each task.
6. Think ahead for IRB approval. The Institutional Review Board (IRB) approves use of human subjects. This process requires approximately 4 weeks. You are not allowed to collect any data or talk to any subjects without this approval. If your research will require IRB approval (and most do), you should begin this process well in advance. In some cases, you can submit your IRB for approval before your proposal date and make amendments if needed after the IRB is approved. Consult with your advisor regarding your particular study. Be mindful when learning about this in RPM 612, and make sure to factor it into your timeline. Please note: your IRB application must be complete and correct or it will be sent back to revise and resubmit. More information about IRBs procedures, deadlines, and forms can be found on pages 20-21 of this document as well as on the IRB website <http://www.uncg.edu/orc/irb.htm>.
7. When you have "down time" (waiting for surveys to come back, waiting for potential subjects to return calls, etc.) work on your literature review, formatting, etc. This is the stuff that gets tedious later on and frustrating if you get in a time crunch. Work on it early, let your committee review your drafts, and get the bulk of it finished.
8. Use your resources. You will have your Academic Advisor, your committee members, your classmates, professionals to consult. In addition, use helpful references (see next page) to give you guidance.
9. Seek funding through HHP Scholarships. See page 27 of this manual or go to [www.uncg.edu/hhp](http://www.uncg.edu/hhp)

## HELPFUL REFERENCES FOR THESIS AND PROJECT WORK

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Cronk, B. C. (2004). *How to use SPSS: A step by step guide to analysis and interpretation* (3<sup>rd</sup> Ed.). Los Angeles: Pyrczak Publishing. ISBN: 884585558.

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Kember, D. (2001). *Reflective teaching and learning in the health professions: Action research in professional education*. Wiley-Blackwell. ISBN: 0632057394.

Krathwohl, D. R. (1988). *How to prepare a research proposal* (3<sup>rd</sup> Ed.). New York: Syracuse University Press. ISBN: 815681119

Ling Pan, M. (2004). *Preparing literature reviews* (2<sup>nd</sup> Ed.). Los Angeles: Pyrczak Publishing. ISBN: 884585566

Madsen, D. (1991). *Successful dissertations and theses: A guide to graduate student research from proposal to completion* (2<sup>nd</sup> Ed.). Jossey-Bass: (Jossey-Bass Higher and Adult Education Series). ISBN: 1555423892

Malkin, M. & Howe, C. (1003). *Research in therapeutic recreation: Concepts and methods*. State College, PA: Venture Publishing, ISBN: 0-910251-53-3.

Morgan, S. E., Reichert, T., & Harrison, T. R. (2002). *From numbers to words: Reporting statistical results for the social sciences*. Boston: Allyn & Bacon. ISBN: 80133280X

Pyrczak, F. (2000). *Completing your thesis or dissertation: Professors share their techniques and strategies*. Los Angeles: Pyrczak Publishing. ISBN: 884585213

Van Wagenen, K. (1990). *Writing a thesis: Substance and style*. Prentice Hall. ISBN: 0139710868

## INSTITUTIONAL REVIEW BOARD USE OF HUMAN SUBJECTS

**The Institutional Review Board (IRB)** is in place to ensure that human subjects involved in research are adequately protected and that the institution remains in compliance with the regulation. Prior to the initiation of any research efforts that involve human subjects the IRB review is required (UNCG's Office of Research Compliance, 2009).

Students proposing research for thesis or project must complete an IRB proposal for the use of human subjects. The faculty The Institutional Review Board reviews all plans for the use of human subjects in research prior to the beginning of the research project. Students, staff, and faculty may not proceed with research involving human beings without prior approval of this IRB. The University's Policy on the [Protection of Human Participants in Research](#) serves to protect the rights of human subjects involved in biomedical and behavioral research.

Students proposing research for thesis or project must have a faculty sponsor. The faculty sponsor is responsible for ensuring that the procedures for review and conduct of the study are followed appropriately. Faculty members who assign or supervise research conducted by students are responsible for the scientific integrity of the study, and for safeguarding the rights and welfare of subjects in the research.

The Institutional Review Board (IRB) must review and approve all plans for the use of human participants in research *prior to the beginning* of the research. The IRB must also review all revisions to research protocols before the changes are implemented. This process is typically requires a minimum of four weeks, sometimes longer, so plan accordingly.

### Confidentiality Agreements

Confidentiality Agreements, research records and signed consent forms from human research participants must be retained in a secure location for at least three years after completion of the study. **Faculty sponsors should retain records from research conducted by students.** The Confidentiality Agreements, records and consent forms must be available for review by the IRB or the Office of Research for data safety and compliance monitoring.

### Procedures for Obtaining IRB Approval for New Research Involving Human Participants

1. Obtain a copy of the Application for the Use of Human Participants in Research and the Checklist, available at <http://www.uncg.edu/orc/irb.htm>. **Since the application form is updated regularly, the current version should be used each time an application is made.**
2. Both student and faculty investigators must complete the Human Subjects Protection for Research Teams web-based program ([http://www.irb.cornell.edu/training/menu\\_soc.html](http://www.irb.cornell.edu/training/menu_soc.html)) and attach a copy of the certification of completion to application. Investigators must retain the original.
3. With the help of your advisor, Principal Investigators must submit the **original and one copy** of

the IRB Application, Checklist, and evidence of education on protection of human subjects to ORS directly **to the ORC** at least one month prior to the date that data collection is planned. Principal Investigators are advised to keep a copy of the application for their records. **NO DATA CAN BE COLLECTED OR PARTICIPANTS RECRUITED PRIOR TO RECEIVING AN APPROVAL FORM FROM THE IRB.**

4. All research with human participants conducted by students, faculty, or staff at UNCG must be reviewed initially by a member of the University's Institutional Review Board, whether or not requests for outside funding are involved. An IRB Reviewer determines the category of review appropriate for the study and reviews the application for completeness and compliance with federal regulations, University policy, and IRB procedures. If Full Committee Review is necessary, the University IRB considers the application at a regularly scheduled meeting. Criteria for expedited and full committee review are available at:

<http://www.hhs.gov/ohrp/humansubjects/guidance/expedited98.htm>

5. Researchers should use the appropriate forms to provide information about the application. The application is provided in Word format, and researchers should insert their responses to the Application Prompts in the cells provided. Researchers should create additional space for their responses as necessary. Templates for other forms, including Consent Forms, are available on the Office of Research Compliance website: <http://www.uncg.edu/orc>

6. The Office of Research Compliance will inform faculty members regarding the disposition of their applications. Students may not serve as Principal Investigators and do not receive direct notification of IRB disposition of proposals on which they are listed as Student Researchers. Instead, communication regarding the project will be addressed to the Faculty Principal Investigator who is supervising the research. Any changes in research protocol that affect human participants must be approved by the IRB prior to implementation, unless the changes are necessary to eliminate apparent immediate hazards to the participant. Any unanticipated problems involving risks to participants or others must be promptly reported to the Office of Research Compliance.

IRB approval is valid for no more than a 1-year time period. Before the end of one year, the ORS will send the PI (or faculty sponsor, for student research) a renewal application. The renewal application must be completed and approved by the IRB before the expiration date for research activities to continue. The IRB will review applications for renewal in accordance with OHRP guidelines (see <http://ohrp.osophs.dhhs.gov/polasur.htm>). A study may be renewed up to five times, after which a new application must be submitted. If the research is completed, the PI (or faculty sponsor,) must indicate this on the renewal application and return it to ORS.

### **Recommendations for Facilitating IRB Approval:**

1. Attach all supplementary materials specified in the application. ***Do NOT submit additional appendices (proposals, summaries, and abstracts) not specified in the application;***
2. Allow for sufficient time for the approval process;
3. Be sure to sign and date your application where required.

## GRADUATE INTERNSHIP - OVERVIEW

RPM 697, Internship in Recreation, Parks, and Tourism, is designed to provide students with an opportunity for practical application of theory in professional work. RPM 697 is typically offered only during the summer sessions; therefore, students should plan accordingly. The major objectives of the Internship may be summarized as follows:

To provide the student with an orientation to the management level of the field of Recreation, Parks, and Tourism.

To provide the student an opportunity to gain practical experience, under professional supervision, in realistic situations.

To supplement the student's classroom experience and allow for adjustment or redirection of knowledge, skills, and abilities.

To provide the student an opportunity to develop leadership and supervisory skills in a practical setting.

To assist the student in understanding his/her own capabilities and select areas for specialization for future course work or for possible employment.

To assist the student regarding future employment by providing professional experience, job contacts, personal references, and other forms of assistance.

The student, University faculty supervisor, and agency supervisor involved in the Internship should all share in the responsibilities of the experience. The student should acquire experience in program planning, development, and supervision, public relations, personnel and budget management, and other related supervisory techniques. Students should consult the fieldwork link for RPM 697 on the RTH website: [www.uncg.edu/rth](http://www.uncg.edu/rth)

The University of North Carolina at Greensboro provides this type of experience in cooperation with agencies/institutions providing recreation, park, and tourism services in selected sections of the United States. A brief description of the Internship follows.

1. Graduate Internship in Recreation, Parks, and Tourism, for which students receive **3 or 6 semester hour credits**, is designed to provide students the opportunity to relate theory to practice through observation and experience. Students are assigned on an individualized basis to approved public, private, and commercial agencies. The 6-credit internship is a full-time placement requiring a minimum of 480 clock hours over a minimum of 12 weeks. A 3-credit internship requires a minimum of 240 hours over the course of a minimum of six (6) weeks and is paired with a 3-credit Project (RPM 698).

Note: *Therapeutic recreation students should note that a minimum of twelve (12) weeks and 480 hours are required for certification through NCTRC and well as licensure with the*

*North Carolina Recreational Therapy Licensure Board.*

Some participating agencies/institutions may require more than 12 weeks and/or 480 clock hours. Students are expected to follow the rules, regulations, and policies of the agency as an employee. Students may be paid during their internship experience.

Students should understand, however, that financial compensation is not guaranteed, nor is it a major consideration in determining internship locations. A letter grade of an “S” or a “U” will be assigned for RPM 697.

2. The student and agency representative will formulate measurable goals and objectives for the internship to be submitted to the university faculty representative for final approval.
3. Regular contact will be maintained between student and University faculty supervisor by phone, fax, e-mail, and/or site visits.
4. The agency will assign a staff member qualified by professional credentials, education, and/or experience to supervise the internship and be given a time allotment for these responsibilities. Additionally, the staff member will describe the type of internship experience the agency can provide the student, supervise the field project, and submit evaluation reports on the student’s performance at mid-term and during the final week of the internship. Please note, therapeutic recreation student’s agency supervisor must be a Certified Therapeutic Recreation Specialist (CTRS) to be eligible for certification with the National Council for Therapeutic Recreation Certification. In addition, if completing an internship in the state of North Carolina, the student’s supervisor must also be licensed in the state as a Licensed Recreation Therapist.
5. The student will participate in planning the internship, submit required reports to the agency and the University faculty supervisor, have periodic conferences with agency and University supervisors, complete a field project, and participate in mid-term and final evaluation conferences.
6. The agency and the University will jointly agree upon placement of a student in the agency after consultation with the student, and in consideration of the needs of the student in relation to what the agency could provide. Prior to selection of the agency for placement and acceptance of the student by the agency, a general plan for the student’s internship should be developed.
7. The student should gain experience in the following areas:
  - a. Management. The student should observe and have hands-on opportunities regarding the policies and practices of the agency. This would include legal and legislative foundations of the agency, board relations, financial budgeting and record keeping procedures, personnel and supervisory practices, general staff relations, and techniques of dealing with the public and the agency constituency in a courteous and effective manner.

- b. Program. The student should help plan and implement a broad program of activities and services characteristic of the agency involved. The student should prepare program/activity plans in a systematic manner and help to carry out various types of programs and appropriate documentation.
- c. Areas and Facilities. The student should gain theoretical as well as practical experience in physical facility planning and operation. This may include experience in long-range planning as well as lay-out and operation of various types of areas and facilities. Involvement related to maintenance, equipment, and supplies is essential.
- d. Treatment/Clinical Experiences. If the internship involves a therapeutic/clinical situation, the student should gain experience/exposure in developing recreation therapy protocols, individualized treatment plans, assessments, grand rounds, in-services, charting procedures, and other matters pertaining to the treatment/care of individuals undergoing therapy. Involvement in staff and patient meetings is strongly encouraged.
- e. Public Leisure Service Settings. If the internship involves a public Recreation, Parks, and Tourism experience, the student should gain experience in dealing with public relations, attend board/commission and other community meetings, work with committees, visit individuals in the agency and community, and receive broad agency/community experiences during his/her Internship. The internship should help the student to understand the total concept of the agency through the discussion of actual problems and situations in the operation of the agency.
- f. Profit Organizations. The general criteria for the internship apply equally to public and profit-oriented organizations. The student should gain experience in as many aspects of the business as possible. Because of the diversity of such businesses, it is difficult to detail the types of experiences which will best meet the needs of the student; however, the internship application should specifically outline the experiences which the student will receive (e.g., marketing, food services, group sales, concessions operations).

Note: The above outline should serve merely as a guide to assist supervisors in developing quality internship experiences. It is assumed that the material will be adapted to the characteristics of the agency or business. Supervisors should feel free to incorporate additional appropriate and useful information.

## **GRADUATE INTERNSHIP POLICIES AND PROCEDURES**

### **Eligibility Requirements**

To be eligible for an internship, graduate students must have earned a minimum of 24 semester hour credits with a 3.0 or better cumulative GPA.

### **Liability Insurance**

All students in must have liability insurance during the internship experience. Some agencies cover students under agency policies, some agencies make available insurance for a minimal charge, and some agencies make no provision for insurance coverage. Students must show proof of insurance coverage prior to beginning the internship experience. The Department assists students in obtaining liability insurance coverage. Students should obtain an application form from the Departmental Office, Room 420 J, Health and Human Performance Building; complete the application form; and return it along with a personal check to cover insurance costs to the Departmental Secretary for processing. Students not showing proof of insurance coverage prior to beginning the internship experience could be dropped from the course without notice.

### **Completion Requirements**

Students must complete two major written and two progress reports. Additionally, each student will be evaluated by the agency supervisor at the mid-term and final point of their practical experience. Please consult the RPM 697 Graduate Internship Manual which can be found under “Fieldwork” in the RTH webpage: [uncg.edu/rth](http://uncg.edu/rth) for specifics.

### **INITIAL INTERNSHIP REPORT**

An Initial Internship Report should be completed by the internship student, in conjunction with their agency supervisor, and returned to the University supervisor no later than the last day of final examinations for the spring semester. Students not completing the Initial Internship Report as indicated above will be dropped from the course without notice.

### **PROGRESS REPORTS**

It is recommended that the student keep a log of her/his own progress. The student is not required but encouraged to share these entries with their supervisor. The student should briefly outline the nature and scope of his/her activities during the designated period. Emphasis should be placed on an analysis of learning experiences rather than a specific, detailed listing of activities.

## WRITING COMPETENCY

As part of the requirements for completion of RPM 697, each student must complete a project that demonstrates competency in writing. Details and options should be discussed and agreed upon with your advisor prior to beginning your internship experience.

## MID-TERM EVALUATION

The mid-term evaluation serves as a major communication link between the student, agency supervisor, and University faculty supervisor. The student is responsible for providing a copy of the mid-term evaluation to the agency supervisor during the second week of the internship experience. The agency supervisor will complete the mid-term evaluation, review it with the student, and submit it to the University supervisor during the fourth to sixth week of the internship experience. Visits occur at all different times (sometimes due to budget).

## FINAL STUDENT REPORT

The student, upon completion of the internship experience, is required to submit a final report to the University. The final student report should be mailed to the University within seven (7) calendar days after the end of the internship experience. The student should make one copy of the report for his/her personal files.

## FINAL AGENCY EVALUATION REPORT

The final agency evaluation report, in conjunction with faculty observations and student products, will be used to determine the student's grade for the internship experience. The student is responsible for providing a copy of the final evaluation report to the agency supervisor during the eleventh week of the internship experience. The agency supervisor will complete the final evaluation report, review it with the student, and return it to the University supervisor within seven (7) days after the end of the internship experience.

## **THE SCHOOL OF HEALTH AND HUMAN PERFORMANCE SCHOLARSHIPS**

### **The Dean's Student Advisory Council Scholarship**

- The Dean's Student Advisory Council Scholarship was established by donations from the students of the School of HHP. The purpose of the scholarship is to recognize and support a fellow HHP student who has overcome challenging circumstances in order to attend UNCG.

### **The Dr. Ron G. Morrow Graduate Fellowship**

- Entering or continuing graduate students studying in one of the departments of the School of Health and Human Performance.
- Outstanding academic qualifications.
- Intention to conduct research in the area of diversity, specifically issues related to sexual orientation (i.e., homophobia, heterosexism, safe/hate-free environments, pedagogical strategies) and/or women's health and wellness.
- Preference to North Carolina residents (all things being equal in the final evaluation).
- Financial need may be considered.
- Renewable: two years for master's student, three years for doctoral student.

### **The Theodore & Loretta Williams Research Fund for Arts Health**

- Graduate student from any department in the School of Health and Human Performance who plans to conduct a research project focusing on some aspect of arts health.
- Undergraduate student, if a special case presents itself.

## GUIDELINES FOR ACHIEVING IN-STATE RESIDENCY

Please be aware that you can and should begin demonstrating your intent to make NC your permanent residence as soon as you arrive in Greensboro.

In addition, because of the 12-month physical presence requirement, the earlier you move to Greensboro and sign a lease, the better.

Residentiary acts which will strengthen your application for in-state residency include the following:

1. Registering your vehicle in N.C.
2. Obtaining a N.C. driver's license
3. Registering to vote (and voting!)
4. Community involvement/volunteer activities NOT related to school activities (i.e., activities **other than** practicum, internship, course related volunteer activities).
5. Membership in a church/synagogue and involvement in its activities
6. Purchasing property (Note: You do not have to buy property to achieve residency)
7. Filing N.C. state tax forms

You need to begin completing the above residentiary acts immediately upon arriving in Greensboro. The application is very detailed and requires that you document the dates of the residentiary acts. The Provost's Office strongly suggests the acts be completed in a timely manner. Applications with residentiary acts dated late, even September 2010, may be turned down. It is best if these residentiary acts be completed no later than the end of the first week of classes. Sooner, however, is better.

An important part of the application is demonstrating financial independence from your parents. Please note that you can “claim” all income, including any tuition waiver, graduate assistantship, and any loans or other financial aid. In regards to your vehicle registration, it is important that only your name appear on the registration. If it is co-owned or co-leased by a parent in another state, this may count against you.

Although not a “residentiary act” per se, it is important to move your assets (e.g., bank account, belongings) to North Carolina, as you will have to declare this information also.

Dr. Schleien will meet with all out-of-state students in the early fall to provide additional information and answer any questions. We will then work with you to complete an initial residency application in early spring. The Department will also review your application with you before it is submitted for a decision.

The "**Residency for Tuition Purposes**" brochure provides a more detailed account of the process. You can also find more information on the Student Residency Classification Office website at <http://provost.uncg.edu/res/>.

**Note for International Students:** International students are not automatically disqualified from attaining instate residency, however, it depends heavily on your visa classification.

## **Guide to Vehicle Licensing & Registration in North Carolina for Incoming Out-Of-State Students Seeking Residency**

Welcome to North Carolina! As one step toward your NC residency application, you should plan on updating your driver's license and vehicle license plates and registration as soon as possible upon arriving in Greensboro. We hope you find the following information helpful.

### Insurance:

The first step is to have your auto insurance updated in North Carolina.

### Driver's License:

It is recommended that you obtain your driver's license prior to obtaining license plates.

### Office Locations:

2391 Coliseum Blvd.

(336) 334-5438

Monday – Friday, 8:00 a.m. to 5:00 p.m.

Directions from campus: Go South on Aycock St (turning left off of Spring Garden if coming from campus). Turn right at the next stoplight, Lee St. Follow to Coliseum Blvd and turn left at the light. The driver's license office will be on your left as you reach Freeman Mill Rd.

2527 E. Market Street

(336) 334-5745

Monday – Friday, 8:00 a.m. to 5:00 p.m.

Directions from campus: Go North on Aycock St (turning right off of Spring Garden if coming from campus). Take the Market Street exit. Follow Market St through and past downtown, the office will be marked on the left, not far past English St.

### What you'll need:

- Proof of liability insurance
- Proof of residency (apartment lease will suffice, or see DMV website for full list)
- Proof of full name, date of birth, and social security number
  - *If you have a middle initial on your current driver's license, you will need another form of ID to confirm your full name (e.g. passport or another photo ID with your full middle name(s))*
  - *See DMV website for full list of acceptable documents*

## What to Expect:

- Vision test
- Written test – Driver’s Handbook (PDF file for download)  
[http://www.ncdot.org/dmv/driver\\_services/drivershandbook/download/NCDL\\_English.pdf](http://www.ncdot.org/dmv/driver_services/drivershandbook/download/NCDL_English.pdf)
- They will keep your previous driver’s license

Estimated cost = \$20

**Note:** Out of state checks or credit cards are not accepted.

## License Plates:

### Office Locations

5551 W Market St  
(336) 856-1510

Monday – Friday, 8:00 a.m. to 5:00 p.m.

Directions from campus: Go North on Aycock St. (turning right off of Spring Garden if coming from campus). Take the Market Street exit. Follow West Market Street approximately 5 miles. You will pass Hollow Oak Lane on your left just before you reach North Carolina License Plate Agencies.

2248 Golden Gate Shopping Center  
(336) 379-7980

Monday – Friday, 9:00 a.m. to 5:00 p.m.

Directions from campus: Go North on Aycock St (turning right off of Spring Garden if coming from campus). Take the Market Street exit. Follow Market St to downtown. Turn left on to Elm Street, heading north. Follow Elm St to Cornwallis Dr. and turn right on to Cornwallis. Golden Gate Drive/Shopping Center should be to your left. The license plate office is in the corner of the “L” of the strip mall.

## What you’ll need:

- Proof of liability insurance
- Picture ID with current address (or have proof of residency)
- Vehicle registration card from previous state
- Proof of ownership
  - Title document from previous state, or
  - If you have a loan, a current statement including name/address of lien holder

What to Expect:

- You will be given an application for a North Carolina title, which you can mail in at a later date (for example if you do not have your title with you, or need to obtain documentation from your lien holder)
- You will be required to take your vehicle in for a state inspection – most gas stations, garages, and dealerships offer these for a set price (around \$30-\$40).

**Estimated cost = around \$200**

**Note:** Notary fee must be paid in cash, \$5 - \$10

Helpful websites:

DMV Website – Newcomer’s Guide (*Note: Greensboro is in Guilford County*)

Get help with getting your license, registering your vehicle, etc...

<http://www.ncdot.org/dmv/>

Social Security Office:

6005 Landmark Center Blvd  
(800) 772-1213 or (336) 854-1809  
Monday-Friday, 9:00 to 4:00

Directions:

Landmark Center Blvd is in the West Wendover Avenue area just west of I-40. Turn at Stanley Rd. just west of the I-40 and Wendover Ave. intersection. Stanley Rd will intersect with Landmark Center Blvd at the first intersection with a traffic signal.

Website:

<http://www.socialsecurity.gov/ssnumber/>

# Department of Recreation, Tourism, and Hospitality Management

## Faculty Biographies

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**Sevil F. Sonmez, PhD**  
**The Pennsylvania State University, 1994**

Dr. Sonmez is a Professor and Department Head of Department of Recreation, Tourism, and Hospitality Management. She has a diverse, interdisciplinary and multicultural background and experiences. Dr. Sonmez has held faculty posts at Arizona state University (tourism Management), Emory University School of Medicine (Infectious Diseases), European University of Cyprus, Cyprus (Business) and Zayed University, UAE (Communication). Her work examines: (a) health benefits and risks associated with tourism, recreation, and leisure, (b) promotion of health benefits/mitigation of health risks for destination sustainability, and (c) management of public health, sociopolitical, and ecological threats to the tourism sector's economic viability. Her work has appeared in journals of social and health sciences and edited books. She also has several edited books in her name, with her latest titled *Population Mobility and Infectious Diseases* (Springer, 2007).

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**Leandra A. Bedini, PhD, LRT/ CTRS**  
**University of Maryland, 1986**

Dr. Bedini is a Professor in the Department of Recreation, Tourism, and Hospitality Management. Her work focuses on therapeutic recreation services as well as gerontology. She is NCTRC certified and licensed in North Carolina as a Licensed Recreational Therapist and has worked as a recreation therapist with children and youth with physical, cognitive, and emotional disabilities in hospital, school, and community recreation settings. Her research interests include the relationship of leisure and health of family caregivers of older adults, and the leisure of girls and women with disabilities. She is the author of several book chapters and her research has been published in the *Therapeutic Recreation Journal*, *Annual in Therapeutic Recreation*, *Journal of Leisure Research*, *Leisure Sciences*, *Leisure Studies*, *Scholar: A Journal of Leisure Studies and Recreation Education*, *Tourism Management*, *Topics in Geriatric Rehabilitation*, and *Journal of Parks and Recreation Administration*. She was recognized in North Carolina as Outstanding Educator in Therapeutic Recreation as well as received the HHP 2003 Teaching Excellence for Graduate Faculty Award. She has also been the recipient of the Professional Research Award from the National Therapeutic Recreation Society and the Scholarly Achievement Award from the American Therapeutic Recreation Association. In addition, she is a Fellow of the World Demographic Association and was recently recognized by her alma mater, East Carolina University, as a Centennial Leader.

**Joseph Brown, MA**  
**Johnson & Wales University, 2000**

Chef Brown an APT Assistant Professor in the Department of Recreation, Tourism, and Hospitality Management teaching in our Hospitality and Tourism Management program. He began working in foodservice at the age of 16, with no intention of making it his lifelong career. He worked his way up the ranks from dishwasher, to prep cook, to line cook, discovering a love for food and the foodservice industry which led him to attend Johnson & Wales University in Providence, Rhode Island. Upon his graduation, he embarked on a career as a professional chef which has included stints at various restaurants, catering facilities and hotels, often training front & back-of-the-house staff and developing the materials utilized for their instruction. These experiences led him to return to his alma mater where he received his Master of Arts in Teaching. Chef Brown has served as an instructor of culinary arts and foodservice management at Johnson and Wales University, The International Institute for Culinary Arts, North Carolina Central University and Durham Technical Community College. Most recently he served as Program Head for the Culinary Technology program at Vance-Granville Community College.

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**Linda L. Buettner, PhD, LRT /CTRS, F-GSA, F-AGHE**  
**Penn State, 1994**

Linda L. Buettner, Professor of Recreation, Tourism, and Hospitality Management, is a Gerontologist and Recreational Therapist who specializes in therapeutic programs for older persons. Originally from Upstate New York, she received her Ph.D. from Penn State University in 1994. Her credentials also include: Licensed Recreation Therapist in NC and Utah, Florida Dementia Trainer Level I and II, and Delta Society licensed Animal Assisted Therapy Instructor, AAT Instructor and Instructor & Team Evaluator for Pet Partners. Dr. Buettner was a member of the US Women's Soccer Travel Team in 1977, was the head coach of women's soccer and track & field at Ithaca College, and was inducted into the Soccer Hall of Fame this past fall (2008). Dr. Buettner is the author of *Therapeutic Recreation in the Nursing Home* and co-author of *Dementia Practice Guidelines for Recreational Therapy*, and co-author of the *N.E.S.T. Approach to Disturbing Behaviors in Dementia* (2009 release). She has served a board member for the American Therapeutic Recreation Association, Alzheimer's Association Early Stage Task Force in 2007, U.S. Senate Alzheimer's Study Group in 2008, and is the editor for the *American Journal of Recreational Therapy* as well as the *Activities Director's Quarterly*. She is on the editorial board of the *American Journal of Alzheimer's Disease*, *Journal of Gerontological Nursing Research*, *Journal of Non-Pharmacological Therapies in Dementia*, and a Fellow of the Gerontological Society of America, Fellow of the Association of Gerontology in Higher Education, and Fellow of the American Therapeutic Recreation Foundation. Dr. Buettner is the founding member of the international research group known Dementia Day Camp (DDC). Her program of research includes funding from the National Institute for Nursing Research and National Institute for Aging, National Institutes of Health, Retirement Research Foundation, Carter Caregiver Center, Delta Society, and the Alzheimer's Association.

**Erick T. Byrd, PhD**  
**North Carolina State University, 2003**

Dr. Byrd is an Assistant Professor in the Department of Recreation, Tourism, and Hospitality Management. He completed his PhD at North Carolina State University. The topic of his dissertation was stakeholder involvement in sustainable tourism development. As a practitioner Dr. Byrd has worked in the commercial recreation and travel and tourism industries. Dr. Byrd was the Visitors Service Manager at the Johnson County Visitors Bureau, North Carolina for three years prior to returning to academia. Using professional experiences, he links theory and concepts to practical application. His teaching focuses on event management, commercial recreation, and travel and tourism. His research interests include tourism marketing, sustainable development, community involvement, community understanding, host perceptions, barriers to development, and recreational behavior. Dr. Byrd has made presentations at the South Eastern Recreation Research Conference and at the Travel and Tourism Research Association Conference.

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**Bonnie M. Canziani, PhD**  
**Cornell School of Hotel Administration, 1988**

Dr. Canziani is an Associate Professor and the Director of the Hospitality and Tourism Management Program in the Department of Recreation, Tourism, and Hospitality Management. She has worked internationally in the design and implementation of management and tourism training for tourism and public service employees, including transit and police staff. She has been a research associate of the Instituto Sul Lavoro in Rome, Italy for study of stress in service employees and of the Norman Y. Mineta International Institute for Surface Transportation Policy Studies (MTI) at San Jose State University, California. She worked with Cornell University to create academic programs in various international locations, including Venezuela, Puerto Rico and France. As the first Director of Assessment at San Jose State University, Dr. Canziani prepared the university to better predict external and internal demand for information about San Jose State University as well as publicize the achievements of its students. Additional areas of interest include service systems analysis, multicultural issues, such as language and immigration and their impact on the hospitality industry, and most recently, the investigation of legal, political, and organizational influences on creating sustainable hotel, foodservice, and tourism enterprises. Her work includes multiple book chapters and articles published in the *Journal of Marketing Education*, *Hospitality Research Journal*, *the Cornell Hotel & Restaurant Administration Quarterly*, *International Journal of Service Industry Management*, *Journal of Health and Human Resources* *The International Journal of Hospitality Management*, and *The Journal of Foodservice Business Research*.

**David A. Cardenas, PhD**  
**North Carolina State University, 2004**

Dr. Cardenas is an Assistant Professor in the Department of Recreation, Tourism, and Hospitality Management. He completed his doctoral studies at North Carolina State University and the topic of his dissertation was involvement levels of doctoral students in leisure studies. David has worked in the food and beverage industry and the travel and tourism industry. His teaching focuses on event planning, tourism planning and sustainable travel and tourism. His research interests include tourism education, stakeholder involvement, and international sustainable tourism development. He is currently working internationally to develop and community-based tourism planned for Ayampe, Ecuador. Dr. Cardenas has made presentations at the Travel and Tourism Research Association Conference and National Recreation and Park Association Conference and has published articles in *Journal of Leisure Research*, *Scholar: A Journal of Leisure Studies and Recreation Education*, *Tourism and Hospitality Research*, *Journal of Extension*, *Journal of Sport Management*. He was the 2008 UNCG School of Health and Human Performance Teaching Excellence Award winner.

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**Catherine E. Dorwart, PhD**  
**North Carolina State University, 2007**

Dr. Dorwart is a Lecturer in the Department of Recreation, Tourism, and Hospitality Management. She completed her PhD at North Carolina State University. Her dissertation focused on exploring visitors' perceptions of the trail environment and their effects on experiences in the Great Smoky Mountains National Park. As a practitioner, Dr. Dorwart has held the following positions: Director of Youth Athletics and Director of Research for the Chapel Hill Parks and Recreation Department, as well as Assistant Director of Campus Recreation at the University of North Carolina at Chapel Hill in the Department of Exercise and Sport Science. In the classroom, Dr. Dorwart focuses on the integral link between practice and theory when applied to public and non-profit recreation, management, leadership, and policy. Her research interests include outdoor recreation behavior, specifically visitor perception, environmental policy, and recreation experiences. Dr. Dorwart has made presentations at NRPA's Annual Conference at the Leisure Research Symposium, at the International Symposium on Society and Resource Management, the Northeastern Recreation Research Symposium, and at the Southeastern Recreation Research Conference. Her research has been published in *Leisure Sciences*, *Proceedings of the Northeastern Recreation Research Symposium*, *Parks and Recreation*, and the *North Carolina Recreation and Park Review*.

**Nancy J. Gladwell, ReD, CPRP  
Indiana University, 1984**

Dr. Gladwell is an Associate Professor and the Director of the Recreation and Parks Management Program in the Department of Recreation, Tourism, and Hospitality Management. Prior to entering academia, she worked in municipal recreation, commercial recreation, and corporate recreation. She brings her experience as a professional practitioner into the classroom to demonstrate the linkage between theory and practice. Her teaching foci are management, commercial recreation, and organizational behavior. Her research interests focus on issues/factors that influence managerial decision making, the impact of family caregiving on leisure and pleasure travel, and financing of local governmental recreation and parks agencies. Current research involves the study of factors that impact the effectiveness of a multi-generational workforce, examining the role of leisure in improving caregiver's health and wellbeing, and determining the impact of family caregiving on the leisure travel of caregivers. Dr. Gladwell is on the National Recreation and Park Association (NRPA) National Forum and an ex-officio member of the Board of Directors for the Society for Parks and Recreation Educators (SPRE). She was also vice-chair and member of the National Recreation and Park Association's National Certification Board for six years. She is the recipient of the 2005 HHP Teaching Excellence Award. Her work has appeared in the *Journal of Travel Research*, *SCHOLE: A Journal of Leisure Studies and Recreation Education*, *Journal of Park and Recreation Administration*, *Topics in Geriatric Rehabilitation*, *American Journal of Recreation Therapy*, *Tourism Management*, *TRENDS*, *The North Carolina Review*, *American City and County*.

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**Yu-chin "Jerrie" Hsieh, PhD  
Purdue University, 2004**

Dr. Hsieh is an Assistant Professor in the Department of Recreation, Tourism, and Hospitality Management. Dr. Hsieh completed her doctoral studies at Purdue University in 2004. The topic of her dissertation was lodging managers' perceptions of work and personal life balance. Prior to her return to academia, Dr. Hsieh held managerial positions in the lodging industry, including Holiday Inn Crowne Plaza Hotel, Taipei, Lai-Lai Sheraton Hotel, Taipei, and Grand Hi-Lai Hotel, Kao-Hsiung. Her industry experience gives her a solid foundation for the integration of practical experience into her teaching. Her teaching will focus on hotel management and operations. Her research interests include hotel management, hospitality human resources, hospitality education, and team effectiveness. Dr. Hsieh has made presentations at the International Council for Hotel, Restaurant, and Institutional Education Conference and received the CHRIE 2004 Best Paper Award.

**Stuart J. Schleien, PhD, LRT/CTRS, CPRP  
University of Maryland, 1982**

Dr. Schleien is a Professor and the Director of Graduate Study in the Department of Recreation, Tourism, and Hospitality Management. He has made a significant impact on recreation/leisure and physical activity programming in the United States and throughout the world. As a Licensed Recreational Therapist and Certified Therapeutic Recreation Specialist, he has developed best practices that have helped parents and professionals design inclusive recreation, physical activity and friendship, and volunteer programs for children and adults with diverse skills and abilities. He has specific expertise as a systems change agent for inclusive recreation services, helping agencies manage successful organizational change and development. Dr. Schleien has published extensively on recreation, and friendship skills development, and the social inclusion of individuals with disabilities in community settings. He has written seven books and over 125 journal articles and book chapters on these topics. He has presented his work throughout the U.S. and Canada, and in Australia, England, Germany, Israel, Spain, and Sweden. He recently received the 2008 Victor Hall Leadership Award from the Arc of Greensboro for exemplary leadership in the field of developmental disabilities. He was also recognized as the "Researcher of the Year" by the Minnesota Recreation and Park Association, and "Educator of the Year" by the Minnesota Association for Retarded Citizens and was the recipient of the "Theodore and Franklin Roosevelt Award for Excellence in Recreation and Park Research," the most prestigious award bestowed upon a researcher by the National Recreation and Park Association. Dr. Schleien made keynote addresses to the 5th Paralympic Scientific Congress for the Sydney 2000 Paralympic Games, and at the Lund University (Sweden) 2003 Conference on Inclusive Communities, as well as a presentation at the Sweden Paralympics Games in Stockholm in October 2003.

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**James R. Sellers, EdD  
University of Georgia, 1971**

Dr. Sellers is a Professor in the Department of Recreation, Tourism, and Hospitality Management. His work focuses on management in the public and private non-profit sectors of the leisure service delivery system. Jim has served as president of a park planning firm specializing in the planning, development, and management of recreation and park areas and has served as planning, design, and management consultant to numerous public and private non-profit recreation and park agencies. His research interests and professional expertise include the history and philosophy of recreation and parks, resource planning and development, site planning and design, budgeting and fiscal management. He has prepared numerous master plans, general development plans, book chapters, and technical reports. Jim is currently serving as the chair of the North Carolina Recreation and Park Society's Education Division. His work has been published in a variety of publications, including the *The North Carolina Recreation and Park Review*, *Parks and Recreation Resources*, *American City and County*, and *Journal of Park and Recreation Administration*.

**Charlsena F. Stone, PhD, LRT/CTRS,  
University of North Carolina - Chapel Hill, 1998**

Dr. Stone is an Associate Professor in the Department of Recreation, Tourism, and Hospitality Management. Her work focuses on therapeutic and special recreation services. She received her undergraduate degree from North Carolina A&T State University in Sociology. Her master's degree is in Recreation Administration from UNC-Chapel Hill, and her PhD is in Special Education from the same university. She has extensive experience in clinical and community therapeutic recreation settings at Duke University Medical Center, the University of North Carolina Hospitals, and Raleigh Parks and Recreation. She is actively involved with professional committee work in the National Recreation and Park Association and the American Therapeutic Recreation Association. Her research interests include the cultural competency of recreation, parks, and tourism professionals and educators, diversity training and the cultural impacts on a multi-generational workforce. She was the recipient of the School of HHP Teaching Excellence Award in 2000, and the North Carolina Recreation and Park Society's Best TR Instructor Award in 2003. Her work has appeared in the *Therapeutic Recreation Journal*, *American Journal of Recreation Therapy*, *Annual in Therapeutic Recreation*, *Journal of Park and Recreation Administration*, *SCHOLE*, and the *Journal of Leisurability*.

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**ADJUNCT FACULTY**  
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**Cherry Callahan, PhD**  
**University of North Carolina at Greensboro, 1987**

Cheryl (Cherry) M. Callahan, PhD, HDFS, is an adjunct faculty member and Associate Vice Chancellor for Student Affairs at The University of North Carolina at Greensboro. She holds adjunct faculty appointments in the Department of Curriculum and Instruction, the Department of Recreation, Tourism, and Hospitality Management and the Department of Human Development and Family Studies. She has specific expertise in the areas of leadership, student development and community service. She has served as an elected officer or board member in numerous community and civic organizations. She is a graduate of Leadership America/North Carolina, Leadership Greensboro, the BRIDGES program and numerous other leadership programs through the Center for Creative Leadership and the American Council on Education. Dr. Callahan has presented more than fifty programs at professional meetings and authored or co-authored several articles/chapters in various publications.

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**Suzanne Fitzsimmons MSN**  
**Binghamton University, 2000**

Suzanne Fitzsimmons, MSN, ARNP, is an adjunct faculty member in the Department of Recreation, Tourism, and Hospitality Management. She also holds an adjunct faculty appointment in the Department of Health, Physical Education and Recreation at Florida International University in Miami, FL. She is both a geriatric nurse practitioner and a recreational therapist. She has been involved in numerous research projects in the area of recreation therapy and cognitive impairments. Her research has been published in many healthcare journals and she is the co-author of the Dementia Practice Guideline for Recreational Therapy and several other books. Ms. Fitzsimmons has presented at numerous local, regional and national conferences.

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**Cynthia M. Hardy, MA**  
**Michigan State University, 1979**

Cindy Hardy is an Adjunct Lecturer in the Department of Recreation, Tourism, and Hospitality Management. Cindy has been Director of Campus Recreation at UNCG since 1994, overseeing its day-to-day and long-range operation. Prior to this appointment, Cindy served for 5 years as Director of Intramural and Recreational Sports at the University of Arizona in Tucson. She received her B.S. degree in Physical Education and Special Education in 1977 and M.A. degree in Intramural Sports Administration in 1979. Both degrees were from Michigan State University.

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**Donna A. Jeffers-Brown, CPRP, Med, MA**  
**Springfield College, 1979**  
**Rowan University of New Jersey, 2003**

Donna Jeffers-Brown is an adjunct faculty member and Assistant Director of Service-Learning at The University of North Carolina at Greensboro. She is a former parks and recreation director, with thirteen years of municipal recreation experience in Connecticut, Pennsylvania, and New Jersey. Donna has served as a full-time faculty members for a total of 9 years at Temple University in Philadelphia, The University of North Carolina at Wilmington, and The University of North Carolina at Greensboro. Her research interests and area of expertise included parks and recreation programming and administration, conducting community recreation needs assessments, and agency and program assessment. While in her current position at UNCG, Donna links faculty, students, and community partners together in an effort to create a campus culture of civic engagement, community service, and positive social change.

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**Daniel C. Maxson, MPA, CPRP**  
**University of North Carolina at Greensboro, 1989**

Dan Maxson is an adjunct faculty member in the Department of Recreation, Tourism, and Hospitality Management. His professional expertise includes the planning and management of parks and recreation facilities. He currently is a Division Manager with the Greensboro Parks and Recreation Department where he is responsible for the Bur-Mil Park, Lake Operations, Trails and Greenways, and long-range planning for the entire Department. He also served as the Manager of Greensboro's Gillespie and Bryan Parks. Prior to working in Greensboro, Mr. Maxson was the Assistant Superintendent of West Virginia's Pipestem Resort State Park. He graduated in 1975 with a B.S. degree from West Virginia and in 1989 with an M.P.A. degree from The University of North Carolina at Greensboro.

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**Pamela A. Wilson, MS, LRT/CTRS**  
**University of North Carolina-Chapel Hill, 1982**

Pam Wilson is an adjunct faculty member in the Department of Recreation, Tourism, and Hospitality Management as well as employed at Wake Forest University Baptist Medical Center since 1978 where she manages the Recreation Therapy and Child Life Department. She oversees service delivery to units such as Pediatrics, Psychiatry, Rehabilitation, Hematology/Oncology, Burn, Plastic Surgery, Renal, Geriatrics, and Trauma. She received her B.A. and M.S. degrees in Recreation Administration - Therapeutic Recreation emphasis from the University of North Carolina at Chapel Hill and is certified as a therapeutic recreation specialist. Pam has been active in several professional organizations and has served as Chair of the North Carolina Therapeutic Recreation Division and as President of the North Carolina Recreation Therapy Association. In addition, she has served as Treasurer of the Southeast Therapeutic Recreation Symposium since 1990 and President of the American Therapeutic Recreation Association during 1998/99. She has been the recipient of several awards including "Distinguished Alumni Award" from the Curriculum in Leisure Studies and Recreation Administration from the University of North Carolina at Chapel Hill; "President's Award," from the Southeast Therapeutic Recreation Symposium Board; "Presidential Award" and the "Distinguished Member Award," from the North Carolina Recreation Therapy Association; and the "Distinguished Individual Service Award," from the North Carolina Recreation and Park Society - Therapeutic Recreation Division.

**DEPARTMENT OF RECREATION, TOURISM, AND HOSPITALITY MANAGEMENT**

**M.S. COMPLETION FLOW CHART**

STEP 1: ADMISSION TO M.S. PROGRAM Date Accepted: \_\_\_\_\_

STEP 2: INITIAL ADVISEMENT AND COURSE WORK

\_\_\_\_\_ a. Selection of curriculum option (check one)

- 1. Thesis \_\_\_\_\_
- 2. Project \_\_\_\_\_
- 3. Internship \_\_\_\_\_
- 4. Project/Internship Combination \_\_\_\_\_

\_\_\_\_\_ b. Selection of course work to be completed and enrollment in course work.

STEP 3: Varies depending upon option from 2(a) above:

A. Thesis/Project Option

\_\_\_\_\_ In consultation with advisor, select additional faculty members to serve on thesis (2)/project committee (1).

*Form 1*

\_\_\_\_\_ File Form 1 -"Recommendation for Master's Thesis/Project Committee Appointment" with Director of Graduate Study, accompanied by a letter that gives the rationale for including each person on your committee.

\_\_\_\_\_ Register for thesis credits (thesis option only).

\_\_\_\_\_ Develop thesis/project proposal in consultation with advisor and committee members; write and rewrite as necessary. (See "Guide for Preparation of Thesis & Dissertation." Secure a copy through the Graduate School).

\_\_\_\_\_ Complete IRB (Cornell) training

\_\_\_\_\_ Complete IRB application with advisor (allow at least 4 weeks before data collection begins).

\_\_\_\_\_ Schedule thesis/project proposal approval meeting with committee.

\_\_\_\_\_ Give proposal to committee two (2) weeks prior to meeting.

\_\_\_\_\_ File copy of proposal in the Department two (2) weeks prior to committee meeting.

- \_\_\_\_\_ File notice of meeting time/place and proposal abstract in the Department two (2) weeks prior to committee meeting.
- \_\_\_\_\_ Hold proposal approval meeting. Date: \_\_\_\_\_
- \_\_\_\_\_ If necessary, make needed proposal revisions and resubmit to committee.
- \_\_\_\_\_ Informally meet with committee members for guidance as you conduct thesis/project.
- \_\_\_\_\_ Distribute final draft of thesis/project to committee at least three to four (3 - 4) weeks before defense.
- \_\_\_\_\_ File final thesis/project draft in the Department two (2) weeks prior to committee meeting.
- \_\_\_\_\_ File notice of meeting time/place and thesis/project abstract in Department two (2) weeks prior to committee meeting.
- \_\_\_\_\_ Check with the Graduate School to see if your file is up to date.
- \_\_\_\_\_ Final oral examination of thesis/project. Date: \_\_\_\_\_
- \_\_\_\_\_ Make needed revisions.
- \_\_\_\_\_ Thesis Students only: Have title page of thesis signed by committee.
- \_\_\_\_\_ Thesis/Project Students: File Form 2 -"Completion of Thesis/Project/ Oral Defense" in the Department.
- \_\_\_\_\_ Thesis Students only: The Graduate School must approve final thesis for current formatting (remember, they may approve your copy, yet miss some details which they will ask you to fix later). Plan to spend two (2) weeks on this process. Be prepared to spend a good deal of money finalizing your thesis -- copies needed: Graduate School (2); Committee (3); and the number you would like -- these should be bound.
- \_\_\_\_\_ Thesis Students only: Pay library binding fees in the Graduate School.

Form 2

B. Internship or Internship/Project Combination Option

- \_\_\_\_\_ In consultation with your advisor, determine what type of internship experience would be most appropriate for you.
- \_\_\_\_\_ Determine several potential internship sites. The files in the RTH Department can guide you in your search.
- \_\_\_\_\_ In consultation with your advisor, contact appropriate personnel at prospective sites. Schedule interviews as necessary.

\_\_\_\_\_ Select an appropriate internship site.

- Letter mailed to internship site
- Contractual agreement signed with agency
- Review content of RPM 697 Internship Manual (available on-line)

\_\_\_\_\_ If selected site is not on the RTH Department's Fieldwork website, submit an Agency Profile application to the RPM Fieldwork Coordinator (upon completion of the form by the agency).

\_\_\_\_\_ Register for internship credits (3 or 6 credits)

\_\_\_\_\_ Complete all insurance paperwork prior to beginning internship

\_\_\_\_\_ File reports

- Initial Report (before beginning internship)
- Progress Reports (student)
- Written Competency Project
- Mid-term Supervisor Report
- Final Report (student)
- Final Agency Report

#### STEP 4: APPLY FOR GRADUATION

\_\_\_\_\_ Obtain "Application for Graduation" form in the Graduate School, or online at [uncg.edu/grs](http://uncg.edu/grs) and file it in the Graduate School. This must be done by the published date (very early in the semester you plan to graduate).

\_\_\_\_\_ Complete Final Plan of Study with advisor and submit to Graduate School.

#### STEP 5: PAY GRADUATION FEES

#### STEP 6: GRADUATE Congratulations!!



# Form 1 Independent Study Form



## PERMISSION TO REGISTER FOR INDEPENDENT STUDY



Today's Date: \_\_\_\_\_ Full Legal Name: \_\_\_\_\_  
First Middle Last

Student ID #: \_\_\_\_\_ E-Spartan E-mail Address: \_\_\_\_\_

Course: \_\_\_\_\_  
Term CRN Dept. Abbreviation Course Number Section Instructor Sem. Hrs. Credit

Research Topic: \_\_\_\_\_  
*Form will not be accepted without topic.*

**All signatures are required:**

\_\_\_\_\_  
Instructor Date Dean/Department Head Date

\_\_\_\_\_  
Graduate Dean (Graduate Students Only) Date

White—University Registrar's Office      Yellow—Department      Pink—Instructor

UNIVERSITY REGISTRAR'S OFFICE • 180 MOSSMAN BUILDING, UNCG • PO Box 26170, GREENSBORO, NC 27402-6170 • 336/334-5946 • (FAX) 336/334-3649

UROCC 01/2006



**Form 2**  
**Sample Plan of Study**  
 (can be downloaded from [www.uncg.edu/rth](http://www.uncg.edu/rth))

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Degree: \_\_\_\_\_ Major: \_\_\_\_\_  
 Concentration: \_\_\_\_\_

**MASTER'S (M.S.) PLAN OF STUDY**

Summary of Hours Required for Degree:    UNCG: \_\_\_\_\_    Transfer: \_\_\_\_\_    Total \_\_\_\_\_

**MAJOR AREA OF STUDY:**

<u>Course</u> <u>Number</u>	<u>Course</u> <u>Title</u>	<u>Credit</u> <u>Hours</u>	<u>Semester/</u> <u>Year Taken</u>
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**RESEARCH:**

<u>Course</u> <u>Number</u>	<u>Course</u> <u>Title</u>	<u>Credit</u> <u>Hours</u>	<u>Semester/</u> <u>Year Taken</u>
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**SUPPORTING COURSES:**

<u>Course</u> <u>Number</u>	<u>Course</u> <u>Title</u>	<u>Credit</u> <u>Hours</u>	<u>Semester/</u> <u>Year Taken</u>
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**COURSES REQUIRED BUT NOT COUNTED TOWARD DEGREE** (include prerequisites):

<u>Course</u> <u>Number</u>	<u>Course</u> <u>Title</u>	<u>Credit</u> <u>Hours</u>	<u>Semester/</u> <u>Year Taken</u>
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**COURSES RECOMMENDED FOR TRANSFER FROM:** \_\_\_\_\_

(Name of institution. Attach final, official transcript.)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Semester/ Year Taken</u>
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**CAPSTONE EXPERIENCE TO CONSIST OF:**

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Semester/ Year Taken</u>
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**ADDITIONAL REQUIREMENTS:**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by Committee:**

Major Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Study: \_\_\_\_\_ Date: \_\_\_\_\_

**Form 3**

Department of Recreation, Tourism, and Hospitality Management  
The University of North Carolina at Greensboro

**RECOMMENDATION FOR MASTER'S THESIS/PROJECT COMMITTEE  
APPOINTMENT**

Submit this form to the Director of Graduate Study by the end of second semester.

Name: \_\_\_\_\_ Degree: \_\_\_\_\_ Concentration: \_\_\_\_\_

Tentative title of thesis/project (circle one):

The following graduate faculty members are requested as master's thesis/project committee members for the above-named student and each one has agreed to assume this responsibility:

Graduate Faculty Status  
(Member, Assoc., Adjunct)

Chair: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Director of Graduate Study: \_\_\_\_\_ Date: \_\_\_\_\_

***Director of Graduate Study:*** Return a copy of this form, with your signature, to the student. File a copy in student's departmental file.



**Form 4**

Department of Recreation, Tourism, and Hospitality Management  
The University of North Carolina at Greensboro

**COMPLETION OF THESIS/PROJECT/ORAL DEFENSE**

Date: \_\_\_\_\_

TO: Department of Recreation, Tourism, and Hospitality Management

FROM: \_\_\_\_\_  
Name of Student

\_\_\_\_\_ Oral exam in defense of thesis/project/dissertation satisfactorily completed

Title:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Advisor

Members of the Committee:  
\_\_\_\_\_, Chair  
\_\_\_\_\_  
\_\_\_\_\_



**The University of North Carolina at Greensboro**  
**The Department of Recreation, Tourism, and Hospitality Management**  
**Graduate Degree Audit Checklist**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Advisor: \_\_\_\_\_

<u>Dept. Requirement - 9 Hours</u>	<u>Research Requirements - 9 Hours</u>	<u>Program Track - 6-9 Hours</u>
RPM 610 _____	<p><i>Research Methods:</i></p> <ul style="list-style-type: none"> <li>• ERM 604 _____</li> <li style="text-align: center;">Or</li> <li>• ESS 611 _____</li> <li style="text-align: center;">Or</li> <li>• SOC 616 _____</li> </ul>	Choose one of these:
RPM 611 _____		LSM ___ TR ___ TTCR___
RPM 613 _____		RPM 6____ _____
RPM 614 _____		RPM 6____ _____ _____ _____
 <u>Dept. Electives (no minimum)</u>	<p><i>Statistics:</i></p> <ul style="list-style-type: none"> <li>• ERM 617 _____</li> </ul> <p><i>Applications:</i></p> <ul style="list-style-type: none"> <li>• RPM 612 _____</li> </ul> <p><u>Electives-Specialized Line of Study (3-9) hours (500-700 level course work)</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>Capstone</i></p> <p>Select one from:</p> <ul style="list-style-type: none"> <li>• RPM 697 Internship (6) or</li> <li>• RPT 698, Project (6) or</li> <li>• A combination of RPM 697 (3) and RPM 698 (3) or</li> <li>• RPM 699 Thesis (6)</li> </ul>
RPM 589 Experimental Course _____		
RPM 695 Independent Study _____		
RPM 696 Directed Readings _____		

Prerequisites (circle appropriate courses):

RPM 231 241 332 HTM 261

(Over)

Final Defense (Thesis/Project)

Passed/Date: \_\_\_\_\_

Student Graduate Committee Members (3 for thesis; 2 for project)

RPM Chair: \_\_\_\_\_

RPM Member: \_\_\_\_\_

RPM Member: \_\_\_\_\_

*OR*

Other Member: \_\_\_\_\_

Notes:

1. Number hours required = 37.
2. Minimum of 18 hours (1/2 of work credited toward degree) in 600-level or above.
3. Overall "B" average (3.0 GPA) required for graduation.
4. Transfer credit may not exceed 12 hours (1/3 of work), and "B" grade or better.
5. May count only 9 hours before matriculation at UNCG.
6. 5-year time limitation beginning with first graduate course taken.

August 24, 2009  
Av