Welcome

• Dr. Michael Sagas, ED.D.
  Professor and Chair
  Department of Tourism, Recreation and Sport Management

*Ed.D. in Sport Management, Texas A&M University (2001)*
*M.S. in Sport Management, Texas A&M University (1999)*
*B.S. in Exercise and Sport Science, University of Utah (1996)*

300B Florida Gym
352 294-1640

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Presentation time breakdown

• Information for ALL graduate students 2:00-3:00
  – Break 5-10 min
• 3:10-3:30 information for Graduate Assistants only
ACADEMIC PROGRAMS INFO

• Department of Tourism, Recreation and Sport Management
• Faculty profile
• Degrees
  – Specializations
  – Certificates
  – Electives
Faculty profile and research interests
Graduate Program
Contact Information:

Dr. Kyriaki Kaplanidou, Ph.D.  
Graduate Coordinator  
190C Florida Gym  
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Ms. Casey Phillips  
Interim Graduate Program Assistant  
330D Florida Gym  
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http://trsm.hhp.ufl.edu
Academic Opportunities in TRSM

- **Master of Science in Tourism and Recreation Management**
  - Thesis, non-thesis
  - No concentration or concentrations and specializations available

- **Master of Science in Sport Management**
  - Thesis, non-thesis
  - No concentration or concentrations and specializations available
Something to think about for MSc students

○ Work with your advisor to decide on elective course selection

○ Study Abroad
  ○ TRSM offers multiple study abroad opportunities during the Spring and Summer semesters. Please visit UFIC for additional information: [www.ufic.ufl.edu](http://www.ufic.ufl.edu)

○ Exchange Program
  ○ German Sport University-Cologne
    ○ Please see Dr. Sagas [msagas@ufl.edu](mailto:msagas@ufl.edu) for more information.
Doctoral students
PhD in Health and Human Performance

• **Doctoral Degree Concentrations**
  – Tourism (RPT)
  – Natural Resource Recreation (RPT)
  – Sport Management (SPM)

• **Key components of doctoral program**
  – Advisors & Supervisory Committee
  – Qualifying Exam
  – Admission to Candidacy
Orientation: administration logistics

• Orientation: Purpose to “orientate” the student to the department policies and procedures

• Point of Contact
  – Graduate Coordinator-
    Policies/Procedures/Grievances
  – Advisor-Academic Advisement
  – Program Assistant-Policies/Procedures
General Information

• Acceptance: Final Official Transcript
• Conditional Acceptance: Conditions to be met
• UFID: 8 digit identification number
• Gator 1 Card: Official UF picture ID card
• Graduate Student E-Mail Listserv, GatorLink Account, myUFL portal
  – CanNOT opt out of graduate e-mail listserv
  – MUST check e-mail regularly
  – Must use @ufl.edu email account
• Parking: Decal required on campus
• Graduate catalog: http://gradcatalog.ufl.edu/
Who is My Advisor?

- Your advisor’s name can be found on your letter of acceptance.
- Be careful about obtaining peer advising
- Typically your de-facto Supervisory Committee Chair, but can be changed if necessary

What is a Supervisory Committee?

- Consists of 2-4 faculty members that will help guide you through your graduate experience.
  - Serves as additional support; checks and balances
- MS-Completed Committee form due: end of 1st semester, no later than 2nd semester
  - 4+1: Due end of 1st semester
- PhD-Completed committee form due: end of 1st year, no later than 2nd year
- Form is required before Transfer of Credit can be completed
Transfer of Credits

- PhD: Due no later than end of first year
- 4+1: Due no later than end of first semester

Registration

- Work with advisor each semester to verify best courses to take
- Student is responsible for individual registration each semester AND to meet the registration deadlines. **Late registration will result in $100 late fee penalty**, payable by the student.
- Pre-Registration: Register before Pre-Registration ends to prevent incurring fees
- Drop/Add Deadline: Fall/Spring—typically end of first week of class
  - Opportunity for student to “adjust schedule” without incurring fees, as long as they were previously registered BEFORE the end of Pre-Registration deadline
  - After Drop/Add ends, student is liable for a percentage of dropped courses
  - Delays by the student are NOT the responsibility of the department
- Submit special registration request contracts to the Graduate Program Assistant in a timely manner. **You MUST verify ALL holds are CLEARED** before submitting registration requests to her. Any delays or fees caused by NOT planning ahead by the student are NOT petitionable by the department.
PLAN AHEAD
Independent Study, Internship, & Practicum

- **SPM 6905/LEI 6905**: Directed Independent Study
  - Variable Credit (max 12 credits)
- **SPM 6947**: Graduate Internship
  - Variable Credit (3-9 credits, max 9 credits)
- **SPM 6948**: Advanced Practicum
  - Variable Credit (1-3 credits; max 6 credits)
  - Maximum combined
    - SPM 6947/SPM 6948 = 12 credits
- **LEI 6944**: Practicum in Leisure Studies
  - Variable Credit (1-6 credits; max: 6 credits)

Research

- **SPM 6971/LEI 6971**: Masters Research
  - Variable Credit (1-15 credits) S/U
  - 3 Credits required in final semester of Thesis program
- **HLP 7979**: Advanced Research (Prior to being admitted to Candidacy)
  - Variable Credit (1-12 credits) S/U
- **HLP 7980**: Research for Doctoral Dissertation (After admitted to Candidacy)
  - Variable Credit (1-15 credits) S/U

Graduate Contract must be filled out COMPLETELY and submitted to the Program Assistant for registration in these courses. Contract can be found under “Forms & Resources” [http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/](http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/)
One.UF

One Stop Shopping for all your UF Student Records

- Academic Holds (clear before able to register)
- Registration (sign up for classes you need)
- Financial Services (see your fees/pay them)
- Update Emergency Contact Information
- Keep local mailing address current
Criser Hall
Registrar (2nd Floor)/Financial Affairs (1st Floor)
Don’t Forget....

- Set up your GatorLink account by going to the help desk located at The Hub or through the web at: www.gatorlink.ufl.edu

- Submit all Final Transcripts and official test scores to the UF office of Admissions-IMMEDIATELY if you have not already, upon acceptance to UF.

  *Failure to do so will result in registration holds from the registrar’s office*

- Submit Transfer of Credit Request, before the end of your first semester: Transfer students/PhD/4+1
Steps to Fulfill Master’s & Doctoral Degree

• Complete Supervisory Committee Forms, different for PhD & MS
  • The forms can be found on our website, the link is at the bottom of this screen

• Transfer of Credits – need be submitted to Program Assistant during your first semester. Work with your advisor to determine transfer classes requested.
  – Includes 4 + 1, PhD, transfer students

• Scheduling, Dropping and Adding courses – all must have the permission of your faculty advisor.

• Comprehensive Exams-See your advisor

Forms can be found at [http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/](http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/)
FINAL TERM HINTS

- Be enrolled for a **minimum of 3 semester hours (2 hours Summer term)** during your final term. If you are a Master’s Thesis or PhD student, you **MUST** be registered in a research course your final semester.

- File Degree Application with Registrar’s Office, S222 Criser, by the deadline date (first few weeks of term you are graduating). [https://one.uf.edu/](https://one.uf.edu/)

- During pre-registration or first week of classes of final term, have a graduation check completed by the Graduate School to ensure compliance with GPA requirements for graduation, as well as hours required in major.

- Work with Advisor to remove any remaining “I” or “H” grades from records. You **CANNOT** graduate with these on your transcript.

- A petition **MUST** be submitted on your behalf for “U” or “E” grades. Please work with the program assistant before your final semester.

University Student Services

• **Ombuds:** The Office of the University Ombuds helps students resolve problems and conflicts in an unbiased way by working to achieve a fair resolution and works to protect the rights of all involved parties.
  – Located: 31 Tigert Hall 352-392-1308 www.ombuds.ufl.edu

• **Career Resource Center (CRC):** The CRC offers FREE services, including career planning, internship and job search, resume critiques, workshops, career/job fairs and interview skills.
  – Located: 1st Floor J. Wayne Reitz Union 352-392-1601
  www.crc.ufl.edu/grad

• **Counseling and Wellness Center:** Confidential and professional service at no charge for personal and educational concerns.
  – Located: 3190 Radio Rd 352-392-1575 http://www.counseling.ufl.edu

• **Student Health Care Center (SHCC):** Outpatient clinic for general health care needs. Please CALL FIRST to be seen
  – Located: 280 Fletcher Drive 352-392-1161 http://shcc.ufl.edu

• **University Writing Studio:** One-on-one tutoring and writing help for both undergraduate and graduate students. Examples include: papers written for classes, theses or dissertations. 30 minute sessions.
  – Located: 302 Tigert Hall
  – 352-846-1138
  – Evening: 3rd floor Library West www.writing.ufl.edu
Financial Assistance

- Scholarships
  - The College of Health and Human Performance has numerous merit-based scholarships awarded annually to HHP students. Applications are due in the Spring terms; Scholarships are awarded in the Fall terms. [http://hhp.ufl.edu/index.php/current-students/prospective-students/graduate/graduate-student-funding-opportunities/](http://hhp.ufl.edu/index.php/current-students/prospective-students/graduate/graduate-student-funding-opportunities/)

- Recreational Sports [http://www.resports.ufl.edu/home.aspx](http://www.resports.ufl.edu/home.aspx)

- University Athletic Association
  - Contact each individual unit [http://gatorzone.com/employment](http://gatorzone.com/employment)

- Stephen C. O’Connell Center
  - [http://www.oconnellcenter.ufl.edu/contact/contact.aspx](http://www.oconnellcenter.ufl.edu/contact/contact.aspx)

- J. Wayne Reitz Union [http://union.ufl.edu/staff/](http://union.ufl.edu/staff/)

- Office of Student Affairs [http://www.ufsa.ufl.edu/aboutufsa/abutsa/shtml](http://www.ufsa.ufl.edu/aboutufsa/abutsa/shtml)

- Career Resource Center [http://www.crc.ufl.edu/](http://www.crc.ufl.edu/)

- Financial Aid [http://www.fa.ufl.edu/bursar/](http://www.fa.ufl.edu/bursar/)
HHP/TRSM Clubs and Organizations

- Gator Sport Management Club (GSMC)
  - Please see Dr. Bopp with questions tbopp@hhp.ufl.edu or on Facebook

- TRSM Graduate Club
  - Includes social group activities, community service, Department socials
  - Contact Casey Phillips for more information caseymphillips@ufl.edu

- College Ambassadors

- College Council

- www.studentinvolvement.ufl.edu
So....how are we doing?
Quiz

1. Where do I go to clear my registration holds?
   A. One.UF

2. Name 1 recurring registration hold.
   A. Update Emergency Contact Info; Registration Preparation

3. How often do I need to clear my holds?
   A. Every semester

4. How many credits do I need to be registered for, during my final term?
   A. 3 Fall/Spring, 2 Summer

5. When do I submit my Transfer of Credit request?
   A. MS-First Semester
   B. PhD-First Year

6. When do I create and submit my Supervisory Committee Form?
   A. MS-First Semester; PhD-First Year

7. When do I submit my final transcript and test scores to admissions?
   A. Immediately

8. How do I know who my advisor is?
   A. Found on my acceptance letter
Questions?
I DON'T ALWAYS IGNORE YOUR EMAILS

BUT WHEN I DO IT'S BECAUSE THE ANSWER IS IN THE HANDBOOK
Today’s Department Social

• PLEASE JOIN US AS WE GET TO KNOW EACH OTHER!

• Location: Ballyhoo Grill  3700 W. Univ. Ave –INSIDE
  – In front of Regal Royal Park movie theaters

• Time:  5:00- 7:00 pm
  – Appetizers and non alcoholic beverages
Enjoy your time in the Department of Tourism, Recreation and Sport Management!

GOOD LUCK!
Department of Tourism, Recreation & Sport Management

Graduate Assistant Orientation

2016
General GA Guidelines

• Payroll: Once hired, payroll runs bi-weekly. (see handout for dates)
• Registration Requirements: When on appointment, you MUST be registered for 9 credit hours during the Fall/Spring semesters.
  – Summer Registration: Depends on teaching assignment
    • Summer A: 3 credits (in Summer A or C)
    • Summer B: 3 credits (in Summer B or C)
    • Summer C: 6 credits (in Summer A & B or C)
• Tuition Waiver/Fee
• Salary: Discrepancies and comparisons
• Holidays: Entitled to holidays on which the University is officially closed.
  – Allowed 5 sick days/semester; not cumulative across semesters
  – Extended leave requires written notification and approval no less than 30 days prior to event, and no less than 24 hours for emergency, from the research advisor and Graduate Coordinator. Continued stipend support is up to the discretion of the Department Chairperson.
GA Housekeeping

• **Office Assignment:** 200 Hallway, Yon Hall, or 3rd Floor
  – Key responsibilities and security
  – Office set-up: Phone/Printer shared; respect for office mate
  – Do not place ANY items in the hallways

• **Mailbox located in FLG 300 lobby**
  – Available M-F, 8am-5pm
  – Check regularly

• **Faxing:** Conducted through email. Department no longer has a machine.

• **Office supplies:** see JoAnn Smolen (FLG 330)
  – When leaving University-all supplies provided by UF/Department remain in office or returned to JoAnn
  – 1 toner/3 reams of paper each fiscal year (July 1-June 30)

• **HHP Email:** Source of communication with students/department administration/college announcements for GA’s
  – [Albert@ufl.edu](mailto:Albert@ufl.edu)
  – [Albert@hhp.ufl.edu](mailto:Albert@hhp.ufl.edu)

  – Evaluations: Conducted annually with your supervisor
GA Resources

• GatorGradCare: Health insurance plan for Graduate Assistants
  – [http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/](http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/)
• Graduate Assistants United (GAU)
• Travel-send email to trsm-travel@hhp.ufl.edu
• Business Cards-template in GA Handbook
• FERPA/Sexual Harassment Training
• Exit checklist & survey required when leaving university or GA position
TA Guidelines

• Copy Requests (TA’s)-see JoAnn Smolen (FLG 330)
  – Notate WHO for, Quantity, WHEN needed, Front/Back unless otherwise stated, stapled or not
  – 24 hr minimum notice

• Final Exams: Under NO circumstances can a final exam be administered on reading days!

• Grade Deadlines-Monday following grades open, 11am
  – “E” grades
  – Grade Change Forms: see Casey (FLG 301)

• English Language Speaking Proficiency: must meet minimum requirements if English is your second language, before you are permitted to teach
Teaching Tools

- Syllabi send to JoAnn Smolen - Deadline each semester
- Professional Development Award - template in GA Handbook
- TA teaching seminars
  - [http://www.teachingcenter.ufl.edu/ta_development.html](http://www.teachingcenter.ufl.edu/ta_development.html)
- Accessing Canvas
- Course syllabus review
- Teaching enhancement (class visit; evaluation)
- Loading class roll into system from student admin
- Entering scores/grades; Submitting grades/final grades in student admin
Professionalism as a TA

• Classroom dress
• Challenging students
• Office hours
• Grading challenges
• Cancelling class
• Technology issues (call the number listed in your classroom)
• Correspondence with students (remember all written emails serve as documentation and will be forwarded)

• Be sure to take advantage of the UF resources (campus leaders, faculty, local business leaders)
In response to a particularly stupid question, my professor ripped off his shirt in the middle of lecture...