



Idaho State
University

Master of Arts in
**ATHLETIC
ADMINISTRATION**

**2025-2026
PROGRAM HANDBOOK**

Department of Human Performance & Sport Studies



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Welcome to the Master of Arts in Athletic Administration Program!



Welcome to the Idaho State University Master of Arts - Athletic Administration (MA-AA) program. We believe you will find our program both challenging and rewarding. The Master of Arts - Athletic Administration (MA-AA) is aligned with COSMA professional standards to strengthen your understanding, knowledge, and skills of sport leadership and administration, including management, leadership and organization in sport, research in sport, legal aspects of sport, marketing in sport, sport business in the social context, financial management in sport, ethics in sport management, and field experience in sport management.

The MA-AA program is housed within ISU's Department of Human Performance and Sport Studies (HPSS). Our graduates go on to work in a variety of sports settings that include various roles in youth, high school, collegiate, and professional sport, recreation, and other fitness-related industries. Growth in related fields is projected to be 21% over the next decade. Examples of jobs this degree prepares students for include -

Athletic Director	Game Day Event Coordinator	Marketing Coordinator
Sport Sales Manager	Athletics Development Officer	Ticketing Manager
Facility Operations Manager	Athletics Compliance Officer	Coach
Recreation Director	Corporate Sponsorships Manager	Sports Agent
Media Relations	General Manager	Director of Operations

This MA-AA Graduate Student Handbook is intended to provide you with information relative to the program and its requirements. You are also encouraged to review the expectations of ISU's Graduate School by reviewing the [Graduate School website](#). Additionally, the [Department of Human Performance and Sport Studies website](#) can also be a valuable resource for information and downloadable form.

MASTER OF ARTS IN ATHLETIC ADMINISTRATION PROGRAM FACULTY & STAFF



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ATHLETIC ADMINISTRATION PROGRAM DESCRIPTION

The Master of Arts in Athletic Administration program is designed to strengthen the student's understanding, knowledge, and skills in the areas of leadership and administration as they relate to the management of athletic programs at the interscholastic, intercollegiate, recreational and professional levels. Our student learning objectives focus on [The Commission on Sport Management Accreditation \(COSMA\)](#) content standards. These standards recommend course content in eight specific areas: Management, Leadership and Organization in Sport, Research in Sport, Legal Aspects of Sport, Marketing in Sport, Sport Business in the Social Context, Financial Management in Sport, Ethics in Sport Management, and Field Experience in Sport Management.

The program also enables students to form and pursue unique course goals and career objectives via internship opportunities. All degree requirements can be completed in one calendar years' time (e.g., 12 cr. in the Fall, 12 cr. in the Spring, 9 cr. in the Summer).

MA-AA Student Learning Objectives

SLO #1: Content Knowledge. *Students will apply specific content knowledge to find solutions to complex organizational issues within the sport setting.*

SLO #2: Leadership. *Students will demonstrate socially responsible leadership grounded in the principles of diversity and inclusion, ethical decision making, and sustainable business practices.*

SLO #3: Scholarly Inquiry. *Students will exhibit the ability to gather relevant information and critically examine the information through multiple analytical approaches.*

SLO #4: Critical Thinking. *Students will display the ability to synthesize information and devise viable solutions in complex organizational contexts within the sport setting.*

SLO #5: Personal and Professional Growth. *Students will develop self-awareness and adaptability, flexibility, and curiosity in pursuit of personal and professional growth.*

SLO #6: Communication. *Students will demonstrate exemplary communication both individually and in groups across written, oral, and technological platforms.*

SLO #7: Ethical Behavior. *Students engage in ethical behavior, including social issues related to diversity and human dignity.*

Program Advising and Mentoring

Athletic Administration faculty serve as primary academic advisors for students assisting with curriculum related needs and providing career mentorship. Our faculty consistently meet one-on-one with students (either in-person, by Zoom, or by phone), including with prospective students and transfer students. Supplemental program and institutional process advising (e.g., admission to the program, financial aid, registration for courses, application for graduation) is provided to all COE graduate students through the College of Education's Graduate Program Office (Brooke Bolinger, Graduate Program Director).



MA-AA PROGRAM OF STUDY

The MA-AA program consists of 33 credits. Course delivery varies from course to course. It may be synchronous or asynchronous, online or in-person. Most students choose to complete the program in one calendar year; however, this is not a requirement.

Fall Classes:

HPSS 6605	Leadership in Athletics	3 credits
HPSS 6615	Philosophy of Athletics	3 credits
HPSS 6625	Advanced Sport Marketing	3 credits
HPSS 6640	Research and Writing	3 credits

Spring Classes:

HPSS 6631	Athletics and the Law	3 credits
HPSS 6634	Sport Finance	3 credits
HPSS 6635	Management of Athletics	3 credits

Summer Classes (asynchronous; each class meets for 4-weeks):

HPSS 6610	Advanced Sport Psychology	3 credits
HPSS 6612	Advanced Sport Sociology	3 credits

Additional Required Courses (asynchronous)

HPSS 6650	Thesis (Fall, Summer, Spring)	6 credits
<u>or</u> HPSS 6651	Master's Project (Fall, Spring)	3 credits
HPSS 6655	Internship (Fall, Summer, Spring)	3 credits

Most Athletic Administration courses in the Fall and Spring are taught synchronously in the evenings (M-Th) via Zoom. An in-person option (Pocatello) is available for some classes. Class attendance is expected. Contact course instructors with questions.

HPSS 6651 serves as the comprehensive exam for the degree and should be taken during the last fall or spring semester of program enrollment.

Minimum Grade Requirements

Students are required to maintain a minimum cumulative of 3.0 GPA. Any course grade below B- is considered failing at the graduate school level. Students whose cumulative GPA falls below 3.0 may be blocked from registering for additional classes and/or may be dismissed from the Athletic Administration program. Students who receive a course grade below B- may be required to retake the course.

Registration Restrictions for Independent Study Courses

Registration for independent study courses (e.g., HPSS 5580, 5585, 6648, 6650, 6655) is blocked and requires instructor permission. Students should contact their advisor for permission to register for these independent courses).



Idaho K-12 Principal/Athletic Director Certification

The Master of Education (M.Ed.) in Education Administration with Athletic Administration emphasis combines existing coursework and current programs in Educational Administration and Athletic Administration. This emphasis will provide school districts with highly qualified principals who are also well-qualified to assume athletic administrator duties. This emphasis will provide education specifically designed to address the needs of current and future athletic administrators at the secondary level. Candidates can select from existing course options in Educational Administration and Athletic Administration.

Admission to this unique program is separate from the MA-AA program. **Students must be admitted to BOTH the MA-AA and M.Ed. programs.** Applicants must

- Meet the ISU Graduate School admission requirements;
- Hold a Bachelor's degree in education or a related field from a regionally accredited institution;
- Have a minimum of 3.0 GPA in upper division undergraduate coursework;
- Have at least one year of K-12 teaching experience or equivalent documented experience;
- Submit a letter of interest, stating why the applicant is interested in the M.Ed. in Educational Administration;
- Submit a current resume, including names of and contact information for at least 2 professional references.

Program of Study for M.Ed in Educational Administration – Athletic Administration

Core Requirements (9 credits)

HPSS 6640	Research & Writing (3 credits) <i>Fall only</i>
<u>or</u> *EDUC 6601	Research & Writing (3 credits)
HPSS 6615	Philosophy of Athletics (3 credits) <i>Fall only</i>
<u>or</u> *EDUC 6602	Theories of Learning (3 credits)
*EDUC 6610	Applied Educational Statistics (3 credits)
<i>*These EDUC courses are offered every semester</i>	

Administrative Concentration (18 credits)

HPSS 6605	Leadership in Administration (3 credits) <i>Fall only</i>
<u>or</u> EDLA 6608	Organizational Leadership & Education Administration (3 credits) <i>Summer only</i>
EDLA 6609	Principalship (3 credits) <i>Fall only</i>
EDLA 6612	School Law, Governance, & Ethics (3 credits) <i>Fall only</i>
EDLA 6614	Curriculum, Instruction, & Assessment (3 credits) <i>Spring only</i>
EDLA 6615	Supervision of Instruction (3 credits) <i>Spring only</i>
EDLA 6642	School Communications & Public Relations (3 credits) <i>Summer only</i>

Field Experience Requirements (3 credits)

EDLA 6657 Internship (3 credits; 180 hours)
Internship registration requires successful completion of two of these three courses: EDLA 6608 or HPSS 6605; EDLA 6612 or EDLA 6615; Three credits of initial enrollment are required and then 1 credit of continuous enrollment each semester until all of the internship requirements are met.

Capstone Experience (1 credit)

EDLA 6651 Case Study (1 credit)
**Must be completed in student's last semester of the program.*



Athletic Administration Emphasis (11 credits)

HPSS 6635	Management of Athletics (3 credits) <i>Spring only</i>
HPSS 6631	Athletics and the Law (3 credits) <i>Spring only</i>
HPSS 6625	Advanced Sports Marketing (3 credits) <i>Spring only</i>
HPSS 6655	Internship (2 credits; 90 hours)

Internship can be taken at any time, but student must meet with an advisor to obtain pre-approval.

*For additional information on this program, please contact the **Department of School Psychology and Educational Leadership** at 208-282-2783.*

ADMISSIONS REQUIREMENTS & STATUS

Applying for Admission

Application for admission to the Master of Arts in Athletic Administration Program is completed through the [Idaho State University Graduate School](#). Students are encouraged to contact [Dr. Brooke Bolinger](#), College of Education Graduate Program Director, for assistance.

Admissions Requirements

Generally, we accept all applicants to the Master of Arts in Athletic Administration program if their cumulative GPA over their last 60 credits is above 3.0. Applicants whose GPA is below that mark are considered on a case-by-case basis (experience, academic history). If they are accepted, they are accepted with performance requirements attached (must maintain 3.0 GPA over the first 9 credits and are limited to 6 credits in their initial semester). Students who are denied admission may complete a standardized exam (GRE or MAT) and be reconsidered based on their results. Students who are granted admission to the MA-AA Program with Performance Requirements identified may be dismissed from the program if performance requirements are not met.

To be considered for admission to the ISU Graduate School and the Master of Arts in Athletic Administration program, students must have completed an undergraduate program of study at an accredited institution of higher education and earned the following GPA over their last 60 credits of study:

GPA	Admission Requirements
3.25 to 4.0+	No standardized test is required for Classified admission
3.0 to 3.244	No standardized test required but Classified admission based on a case-by-case basis. Admission might include Performance Requirements* but no standardized test is required.
2.5 to 2.99	Standardized test (GRE or MAT) is required for admission consideration. Students admitted will have Performance Requirements*. GRE admission requirements: Combined Verbal + Quantitative score of 300+; MAT admission requirements: 45 th or greater percentile.
Below 2.499	No admission.

Students who are granted admission to the MA-AA Program with Performance Requirements identified may be dismissed from the program if performance requirements are not met.



Classification of Graduate Student Admissions

Classified

The Graduate School holds minimum requirements for Classified admission to Idaho State University. Individual programs may have individual requirements that may meet or exceed the minimum Graduate School requirements. One of the following requirements must be met to be eligible to be admitted to Classified status in graduate master's programs:

1. Graduates of regionally accredited institutions who have earned a grade point average (GPA) of 3.0 or higher, with an undergraduate degree-seeking GPA or the last 60 credits taken at the undergraduate level. Official scores for the GRE/GMAT/MAT may be required for individual programs.
2. Graduates of regionally accredited institutions who have earned a grade point average (GPA) of 2.5-2.99, with an undergraduate degree-seeking GPA or the last 60 credits taken at the undergraduate level and upon submission of appropriate GRE/GMAT/MAT scores.

Classified with Performance Requirements

Classified with Performance Requirements (w/PR) status is a transitional status and is not a valid status for a student to graduate. In order to graduate, a student must have obtained fully Classified status and met all PRs.

A Department/College/Division may, at its discretion, recommend admission for graduate students in a degree program with Classified (w/PR) status to ascertain their ability to do graduate work within a particular curriculum. Students admitted to Classified (w/PR) status are those who may not have satisfactorily met all admission requirements.

Classified with Performance Requirements status also may be recommended by a Department for students whose credentials do not meet specific departmental requirements. **NOTE:** *Students admitted to **Classified with Performance Requirements** status should ascertain their eligibility for federal financial aid. Such students are **not** eligible to receive Idaho State University graduate assistantships or non-resident tuition waivers. MA-AA program faculty cannot answer questions about financial aid. These questions should be directed to ISU's Financial Aid Office or the Office of Graduate Studies.*

Changing from "Classified with Performance Requirements" to "Classified"

The following criteria are used to determine if a student is eligible to change her/his admission status from Classified (w/PR) status to Classified:

1. The student must complete at least nine graduate credits and maintain a 3.5 GPA or higher (this may include specific course curriculum);
2. If the GRE/GMAT/MAT was not taken by the student prior to admission to Classified (w/PR) status, and the student is required to do so, the student must take the GRE/GMAT/MAT specified in the Admission notification.

Upon completion of either of the above two criteria, a request to change the student's status to Classified may be submitted to the Dean of the Graduate School. The academic program may require the completion of both criteria in order to meet Classified status. The following steps must be followed to accomplish this change:

1. At any time after meeting either of the above criteria, a student may initiate a request for an *Approval for Change of Student Status* in the Graduate School. The Department/College/Division may also initiate the change and should do so by written request when the student has met the required criteria.
2. The change from Classified (w/PR) to Classified status must be approved by the Dean of the Graduate School.



If a student admitted to Classified (w/PR) status fails to meet the conditions for admission stated on the Admissions notification, the student's admission may be revoked.

Unclassified

Individuals holding a bachelor's degree who desire to take courses for graduate credit for personal or professional enrichment but who do not want to pursue a graduate degree are eligible to apply for admission to Unclassified (non-degree seeking) status. Students who are admitted to Unclassified status are allowed to register for a maximum of 9 graduate credits per semester. Since an Unclassified status student is not seeking a degree, course and/or program advising, except on an informal basis if requested, will not be provided.

Non-Resident Tuition Waivers

As an Online Program, non-resident tuition waivers are available to students who reside in the United States but outside of Idaho. Please contact the ISU Graduate School for more information.

Additionally, for students in residence on the Pocatello campus, ISU'S MA-AA program is a proud member of the Western Regional Graduate Program (WRGP). The WRGP is an agreement among WICHE 16 member states and territories, through which participating Western public universities allow WICHE-region students to attend select out-of-state graduate certificate, master's, and doctoral programs – and pay up to 150 percent of resident tuition. Since public-university nonresident tuition rates are typically much higher than resident rates – sometimes by 300 percent or more–WRGP increases affordable higher education options for students and minimizes student loan debt. If you are not an Idaho resident but do reside elsewhere in the WICHE region (AK, AZ, CA, CO, CNMI, Guam, HI, MT, NV, NM, ND, OR, SD, UT, WA, WY), you may be eligible for a non-resident tuition waiver. Please contact the ISU Graduate School to learn more at 208-282-2150.

GRADUATE TEACHING ASSISTANTSHIPS

Applying for Graduate Teaching Assistantships in HPSS

Every year, HPSS awards several Graduate Teaching Assistantships to students pursuing graduate degrees. Graduate students pursuing a MA in Athletic Administration degree will have priority consideration. Our GTAs teach BengalFit (BFIT) activity courses, assist with Sport and Exercise Science labs, assist HPSS faculty with various instructional and research needs, work in the department's equipment room, and assist with various other departmental tasks. In return for their service, GTAs are provided with a tuition and fee scholarship plus an additional monthly stipend throughout the Fall and Spring semesters. *Summer aid (including tuition/fee assistance) is **not** provided to GTAs. All GTAs must be enrolled as full-time graduate students (minimum of 9 credits per semester). To be considered for a GTA, students must have already been accepted into the MA-AA program with "Classified" status and no Performance Requirements attached to program admission by the time the application is reviewed (February/March). See description below for more information on Classification of Graduate Students.*

To apply for a GTA position, candidates should submit a letter of interest (cover letter), resume, unofficial copies of the student's academic transcripts, and verification of acceptance into the MA-AA program along with three letters of recommendation. Applications will be accepted after January 1 and are due by February 15th for positions that will begin the following Fall semester. We will not consider applicants who have not applied for acceptance to the Graduate School.



Interviews with qualified GTA applicants are administered in March and successful candidates will be notified in April.

For more information on the GTA position or to apply, please contact Kolby Cordingley, Department Chair, at kolbycordingley@isu.edu.

PROGRAM BASICS & REQUIREMENTS

Graduate Student Orientation

Graduate school demands a great deal of time and attention. Often, the transition from undergraduate studies can feel overwhelming for students. Prior to or at the start of every semester, the ISU Graduate School sponsors an orientation for all new graduate students. Please contact the [ISU Graduate School](#) for orientation schedules and to register.

ISU Computer Account

Instructional materials are posted electronically to ISU's course management system ("Canvas"). Students will use their ISU Computer Account and Bengal ID to access the Canvas system. Students wishing to get a student ID card should visit the student ID kiosk the Pond Student Union Building (adjacent to the food court).

Degree Works

Students are encouraged to use the university's Degree Works system to track course and program completion. Degree Works can be accessed by logging into [MyISU](#) on the ISU website.

Minimum Grade Requirements

A 3.0 GPA is required for any graduate degree or certification at Idaho State University. Additionally, a grade of C+ or below is essentially failing at the graduate level. Any graduate student receiving a grade of C+ or below in one or more graduate courses during his or her program, or whose cumulative GPA falls below 3.0, will be blocked from registering for additional courses. Additionally, the student may be dropped from the MA-AA program. The student may petition the MA-AA Graduate Program Director to have this block removed and/or to appeal any decision made by the MA-AA graduate faculty that the student be dropped from the MA-AA program.

Semester Credit Limits

The maximum number of credits a student may register for in a single semester is 16. This includes courses that a student may be taking at the undergraduate level. In a summer semester, a student may earn a number of credits equal to the number of weeks enrolled plus two, and the total number of summer semester credits may not exceed 12 (e.g., a student taking classes for eight weeks may earn up to 10 credits). Graduate Assistants may register for no more than 12 credits per semester. All exceptions for credit overloads must be approved in writing by the student's advisor, the MA-AA Graduate Program Director (or Meridian MA-AA Coordinator), the Department Chair, and the Dean of ISU's College of Education. Then, the request will be submitted to the Dean of ISU's Graduate School who ultimately will authorize the overload registration block.





Partnership with Lewis-Clark State College

Our MA-AA program is proud to partner with Lewis-Clark State College (Lewiston, ID) to provide students with the opportunity to start their MA-AA degree in Lewiston. LCSC students can earn and transfer up to 12 credits towards the MA-AA degree:

LCSC Course	Satisfies ISU Requirement for
KIN 510 Advanced Sport Psychology	HPSS 6610 Advanced Sport Psychology
KIN 520 Coaching Comp Ethics	HPSS 6615 Philosophy of Athletics
KIN 591 Sport Coaching Internship	HPSS 6655 Internship in Athletics
KIN 563 Applied Sport Physiology	Counts as an elective

Transferring Credits from Another Institution

All graduate credits must be earned as Idaho State University resident credits except for the following:

1. In all degree programs a total of nine semester credits may be transferred from an accredited institution.
2. Transfer of residence credits from an accredited institution is acceptable only if the courses are specifically approved by the advisor, by the Graduate School Office, AND the Department of Human Performance and Sport Studies (Department Chair). Students wishing to have credits transfer should complete the [Graduate School's Transfer Credit Approval form](#).

Official sealed transcripts to be used for transfer of credits in a degree program must be IN the Graduate School office, with the Transcript Evaluator, before the application for a degree will be approved. Additionally, the final official transcript must be sent to ISU Graduate School for any credits earned outside of ISU before the degree will be posted.

MBA in Athletic Administration

Students pursuing a Master of Business Administration (MBA) degree at ISU may complete an emphasis in Athletic Administration by completing nine (9) credits of Athletic Administration coursework on top of prescribed MBA requirements.

Time Limits

Graduate students who have been admitted to ISU's Graduate School may enroll for graduate classes by registration without further application activity if they enroll within two years from the beginning of the term for which they were accepted. Graduate students who fail to enroll during the two-year period, or more restrictive period of the department, must reapply for admission, and pay a processing fee.

All credits applied to a master's degree at ISU must have been taken *within 8 years immediately prior to granting of the degree* unless it can be shown that the course work taken more than 8 years earlier covers material that has not changed substantially during the intervening time or that the student has been able to remain current in the topics covered in the course. If a student feels this is the case, he/she must petition the MA-AA program faculty. Evidence that the older course work is still appropriate must be supported and approved in writing by the student's advisor, HPSS Graduate Program Director, and the HPSS Department Chair. The student's petition will then be submitted to the Dean of the Graduate School for further consideration.



Graduate Workshops

ISU's Graduate School offers periodic workshops for graduate students throughout the school year. Additionally, **Writing Clinics** are sometimes available to assist students in person. Resources to help graduate students with APA formatting and writing style are also available. Contact the ISU Graduate School for more information or visit the [Graduate School's website](#).

Independent Study Courses and Credits

All Independent Study courses (including Internships, Coaching Problems, and Independent Study courses) have registration blocks. To register, each student must fill out the independent study form (including signature from on-site supervisor) and *then* gain course instructor permission. The documents must be signed by the independent study course instructor, the instructor must give a permission code in Bengal Web, and the student must then register in Bengal Web. Only then is a student able to register. Forms are available from the HPSS Department Administrative Assistant or may be downloaded on the [HPSS website](#).

The courses listed below are variable credit courses. Students are responsible for ensuring the credit load is accurate when registering. The system defaults at 1 credit in many cases. Students must manually change the credit load to requested number. In general, 1 credit = 45 hours of independent work.

HPSS 5580 Coaching Problems (1-3 credits)

Athletic control, eligibility, new coaching techniques, finances, safety measures, public relations, duties of coaches, managers and officials. May be repeated for up to 4 credits.

HPSS 5585 Independent Problems (1-3 credits)

Individual work under staff guidance. Field and/or library research on specific physical education problems. May be repeated up to 6 credits. Prerequisite: Permission of Instructor.

HPSS 6648 Problems (1-3 credits)

Individual and/or group study of problems in the areas of health, physical education or athletic administration. May be repeated up to 6 credits.

HSS 6650 Thesis (1-6 credits)

Master's Thesis. May be repeated. Requires Permission of Faculty Advisor and Committee Approval. *Note:* SIX total credits are required to satisfy graduation requirement. Students typically spread these credits out over 1 to 4 semesters.

HPSS 6655 Internship (1-3 credits; may be repeated up to 16 credits)

Administration, supervision and operation of HPSS or athletic programs. Students work under the direction of a graduate faculty member and practicing administrator. May be repeated up to 6 credits. Prerequisite: Approval of advisor and/or Department Chair. *Note:* THREE total credits are required to satisfy graduation requirement.

Internship Requirement

Athletic Administration students are required to complete at least three credits (135 hours) of internship. Internships are critical to overall student success because students can apply their classroom learning in professional environments, can gain exposure to their chosen field, can establish critical networking connection, and can gain coveted work experience. Often, these internships provide students with much-needed work experience prior to entering the job market. Thus, **STUDENTS SHOULD CHOOSE THEIR INTERNSHIPS WISELY and dedicate a substantial commitment to the opportunity.**



Faculty advisors can help connect MA-AA students with internships with the ISU Athletics Department (e.g., compliance, marketing, sports information, development, academic advising, equipment operations, coaching, strength and conditioning), local school districts, youth sport programs, and outdoor recreation programs. Students are also encouraged to seek coveted regional and national internships. Numerous sport organizations including (but not limited to) the NFL, NBA, MLB, MLS, NHL, NCAA, NAIA, NJCAA and various USOC National Governing Bodies (NGBs) offer competitive internships annually.

All internships must be pre-approved by the student's faculty advisor. Only after the Internship application has been completed (and signed by onsite internship supervisor) will registration blocks be lifted.

Continuing Enrollment Requirement

Graduate students who have registered for one or more credits of master's project, master's thesis or doctoral thesis or dissertation must be registered for at least one graduate credit during subsequent semesters, including each summer semester, until they have completed their degrees. Students who, for compelling reasons, wish to interrupt work on projects, theses, or dissertations may request, in writing, a leave of absence from the Graduate School.

Graduate students who fail to meet the continuing registration requirement will be judged to have dropped out of their programs and will no longer have access to university resources, including the library and computer facilities. In order to regain access to university resources, students will be required to reapply to the Graduate School and be readmitted.

A corollary of this requirement is that a graduate student must be registered for at least one graduate credit to take a final oral examination or be processed for graduation. Any student who registers for the required credit and then subsequently drops the credit, will be considered in violation of this policy.

Petitions

A student may petition the Dean of the Graduate School for exceptions to the rules and procedures stated in the Graduate Catalog or for consideration of problems not covered by the stated procedures. Petition forms for graduate students are available only from the Graduate School; *undergraduate petition forms will not be accepted.*

[Petition to accept a grade of C+ or lower to meet degree requirements](#)

[Request to accept a class from another institution to satisfy ISU requirements](#)

[Grad Council Form to substitute a course requirement](#)

Petitions are also available for other individual circumstances such as -

- Withdrawal from courses after the deadline for withdrawal as stated in the University Calendar;
- Use of credits more than eight (8) years old to count towards a master's degree;
- Transfer of credits from unclassified to classified status;
- Transfer of more than nine credits from another institution to a master's degree program at Idaho State University;
- An extension of the maximum time (eight years) allowed for completion of a master's degree or educational specialist degree;
- An extension of the maximum time (five years) allowed for completion of a doctoral degree after comprehensive examinations have been passed;
- Correction of errors or inaccuracies on the student's official transcript; or



- Any other deviation from Graduate School policy.

Petition forms may not be used for appeals of a grade or of dismissal from a program. See the section on "Appeals and Dismissals" in this Catalog; substitutions of courses within degree requirements or waivers of degree requirements. (Exceptions to degree requirements are requested as a part of the approval process for the Program of Study.)

INTERNSHIPS

Overview of the Internship Requirement

Internships provide a pivotal step towards securing a future in sports administration. While being mentored by industry professionals, interns can develop new skills and apply classroom learning in a real-world environment. Internships allow students to gain valuable experience while simultaneously being evaluated as a source of future employment. In many instances, the internship experiences a student has can be the most impressive and important listing on their resume.

The Department of Human Performance and Sport Studies at Idaho State University requires that each Athletic Administration graduate student complete a minimum of three (3) credits of Internship (HPSS 6655) to meet the requirements for a Master of Physical Education in Athletic Administration degree. The Internship is offered as a variable credit course with 45 hours counting towards one credit (135 hours = 3 credits). Students may repeat the course up to 16 credits. The internship can be completed at various sites/organizations and students must apply and register for each organization at which an internship is completed.

Athletic Administration students may complete an internship in a sport setting/organization at the local, state, regional, national or international levels. Experiences must include leadership responsibility. Students may choose to focus on youth, recreational, high school, collegiate, or professional sports environments. A student may choose to focus on areas such as student-athlete support services, coaching, compliance, development, facility or game operations, finance, logistical operations, marketing, outdoor recreation or sports information. Students are encouraged to seek internships that pertain to their own particular interest in sport administration as these experiences are intended to provide valuable work experience that may assist a student when applying for future jobs. Permission is required by the student's MA-AA Faculty Advisor prior to registration.

As stated, the primary goal of the internship is to provide the student with practical leadership experience needed for success in a competitive job market. The experience will build on knowledge and skills learned in the classroom and provide enhanced learning opportunities through hands-on experiences. The learning abilities of the student will be maximized by working closely with a site supervisor. The internship is also designed to allow the student to grow professionally, to identify strengths and weaknesses, to apply theory to practical situations, and to gain an appreciation of the role, duties, responsibilities, and nature of the work that he/she has chosen as a potential career.

When looking for an appropriate internship, students should seek organizations staffed by qualified professionals with positions that provide the opportunity to play an integral role in the day-to-day operations and/or long-term growth of the organization. The selection of a site supervisor will be required. Students should focus on professionals that will allow students the opportunity to build on his or her professional skills in the field while providing strong professional guidance and insight into the sports industry.



Top sports internships can be highly competitive. It is in the student's best interest to apply for internships early and have a back-up plan if the preferred internship cannot be secured.

Internship Goals and Objectives

The primary goal of the Internship is to provide students a valuable work experience in the sport administration setting. Students will be asked to

- Apply sport management core content and theory to hands-on practice.
- Receive professional, trained supervision and guidance.
- Enhance their understanding, ability and knowledge of the sport management industry to develop skills that can directly translate to a future career in sport.
- Clarify their own career goals.
- Develop relationships with sport industry practitioners.
- Provide employment and networking opportunities.

Further, the following skills and dispositions will be targeted by students throughout and after the Internship:

- Test field knowledge, skills and leadership styles, as well as gain first-hand experience in supervision and administration.
- Develop professional behaviors under the guidance of a professional.
- Reflect on strengths and weaknesses in their performances.
- Demonstrate technology, software and computer skills, as required for the chosen career path.
- Demonstrate networking, negotiating, learning and team building skills.
- Demonstrate effective verbal and written communication skills.
- Demonstrate ethical decision-making skills.
- Demonstrate flexibility and adaptability while performing their assigned duties.
- Complete assignments without direct supervision.
- Demonstrate their ability to work in various capacities with diverse populations.
- Determine the degree of commitment to the field, as well as their personal career planning skills.
- Develop professional behaviors under the guidance of a professional.
- Reflect on their own strengths and weaknesses.

Responsibilities of the Student, Supervisor, and Faculty Advisor

The **Responsibilities of the Student** will include:

- Researching, applying and securing a practical experience for the internship.
- Becoming acquainted with the structure, operation, functions, and policies of the cooperating organization and abide by all regulations of the agency.
- Submitting all required internship forms and documents (see "Setting Up and Registering for the Internship" section below) and obtaining final approval for the internship prior to beginning the practical experience.
- Understanding the expectations and all information explained throughout the internship manual to ensure the student understands what is required to receive credit.
- Understanding the expectations and responsibilities required by the hosting agency/organization including work hours, behavior, attire, travel, etc.
- Regularly communicating with the Internship Supervisor and Faculty Advisor.



- Representing the internship's organization in a professional manner, including being on-time and dressed professionally while working.
- Representing Idaho State University and the Department of Human Performance and Sport Studies in a positive and professional manner.

Students are expected to adhere to all rules set forth by the Internship Supervisor and the expectations set forth by their organization. The student may be terminated by the Internship Supervisor if performance is unsatisfactory. Failure to obtain an unsatisfactory performance evaluation and/or complete all tasks assigned by the Faculty Advisor may also result in failure of the HPSS 6655 course.

The **Responsibilities of the Internship Supervisor** will include:

- Clearly defining the student's role and responsibilities within the organization.
- Assisting the student's professional development, especially as it pertains to their identified goals.
- Explaining expectations regarding expected work schedule, behavior, attire, etc.
- Communicating with the Faculty Advisor regarding issues or concerns that may arise.
- Regularly providing constructive feedback to the student to assist in their professional growth.
- Completing a formal evaluation of the student's performance at during the internship, as requested by the Faculty Advisor.

The **Responsibilities of the Faculty Advisor** will include:

- Assisting the student in securing a practical experience in the student's best interest.
- Helping the student develop personal objectives and goals for their internship and creating a plan to achieve them through the internship experience.
- Reviewing the prospective internship site and Internship Supervisor and approving or disapproving the student's internship application.
- Contacting and communicating with the student's Internship Supervisor and with the student as needed on issues of relevance.
- Conducting periodic telephone, electronic and/or site evaluations.
- Evaluating and grading the student based on established criteria.
- Serving as a resource for the cooperating agency, site supervisor and student.

Setting Up and Registering for the Internship

Steps to Take

After consulting with their HPSS Faculty Advisor, each student is expected to arrange their own internship experience. To do this, the student is required to complete the following steps:

1. Identify and contact the potential Internship Supervisor to discuss the possibility of placement and identify specific duties to be performed/goals to achieve during the internship.
2. Complete the [Internship Goals Worksheet](#) and submit it to the Faculty Advisor.
3. Once the student's internship goals have been identified, the student should provide a copy to their Internship Supervisor who can then review it.
4. After reviewing the student's goals, the Internship Supervisor will determine if he/she can provide an appropriate "fit" for the student and if so, *sign off* to accept the placement ([Internship Application Form](#)). Subsequent discussion between the student and the Internship Supervisor should focus on what specific responsibilities/duties/tasks the student will have during the internship and what the work schedule for the student will be.
5. After discussing the internship obligations with the Internship Supervisor, the student



should complete an [Internship Application Form](#). The completed form (including appropriate signatures) should then be submitted to the student's HPSS Faculty Advisor for final approval.

6. The Faculty Advisor will review and approve the internship application and lift the course registration block so the student can register for HPSS 6655.

*This course has variable credits. Registration on Bengal Web may default to **one** credit. It is the student's responsibility to identify and insert the appropriate credit number. Failure to do so may result in the course needing to be repeated in subsequent semester.*

After the Internship is Completed

Internship Assignments

Internship Log Sheet

Students are expected to perform the agreed-upon duties assigned by the Internship Supervisor. During the internship, each student must keep an accurate [Log Sheet](#) of all hours worked. The log sheet should include (a) day and hours worked (including the number of hours), and (b) summary of activities completed each day. The student's Faculty Advisor/course instructor may ask for periodic progress reports from the student and/or the Internship Supervisor. It is the student's responsibility to notify their Faculty Advisor immediately about any extraordinary event or problem that may occur during the internship that prevents the student from completing their assigned tasks. The Faculty Advisor may ask to review "in progress" log sheets during the internship experience.

Internship Reflection

Following the completion of internship hours, each student must

- Complete the [Internship Reflection Worksheet](#) to summarize their professional experience(s). Students will be asked to describe the how their internship experience
 - Applied Athletic Administration core content and theory to hands-on practice.
 - Enhanced the student's understanding, ability and knowledge of the sport industry to develop skills that can directly translate to a future career in sport.
 - Helped them to develop professional behaviors under the guidance of a professional.
 - Offered networking, negotiating, learning and team building skills.
 - Implored effective verbal and written communication skills.
 - Challenged them to exhibit ethical decision-making skills.
 - Required them to be flexible and adaptable.
 - Offered them an opportunity to complete assignments without direct supervision.
 - Demonstrated their ability to work in various capacities with diverse populations.

Students will also be asked to

- Reflect upon their own professional strengths and weaknesses.
- Network with other industry professionals.
- Provided the student with employment and networking opportunities.
- Describe how the experience reinforced their own career goals.

Internship Evaluation Form

The Internship Supervisor will be asked to complete the [Internship Evaluation Form](#) and place it in a sealed envelope and return it to the student. The student should then return it to their Faculty Advisor.



Internship Grading

Academic credit will be awarded to those students who successfully complete their internship. Grades will be assigned by the Faculty Advisor based on (a) the Internship Supervisor's evaluation, (b) on-time completion of all required assignments, and (c) completion of required hours and duties assigned.

Internship grades issued are Satisfactory/Unsatisfactory (S/U). Students who fail to complete their required internship hours, do not complete the assigned tasks, or do not successfully complete their assigned duties (as identified by their Internship Supervisor) will receive an Unsatisfactory (failing) grade.

Internship To Do List:

Before Internship

- ☐ Meet with Faculty Advisor
- ☐ Read **INTERNSHIP MANUAL**
- ☐ Complete **INTERNSHIP GOALS WORKSHEET** and submit to Faculty Advisor
- ☐ Recruit and Meet with Internship Supervisor
- ☐ Complete **INTERNSHIP APPLICATION** and submit to Faculty Advisor
- ☐ Register for HPSS 6655

During Internship

- ☐ Work as directed and record daily hours/activities on **INTERNSHIP LOG SHEET**
- ☐ Complete a minimum of 45 hours of internship for each credit registered for (145 hours = 3 credits)

After Internship/End of Semester

- ☐ Complete **INTERNSHIP LOG SHEET** and submit to Faculty Advisor
- ☐ Complete **INTERNSHIP REFLECTION WORKSHEET** and submit to Faculty Advisor
- ☐ Bring sealed **INTERNSHIP EVALUATION** to Faculty Advisor

THE FINAL COMPREHENSIVE EXAMINATION PROCESS: MASTER'S PROJECTS & THESIS

About the Comprehensive Examination

All ISU graduate students must participate in and pass a comprehensive examination prior to being awarded their graduate (Master's) degree. In the MA-AA program, students may choose to satisfy this requirement by completing one of two options: (a) Master's Project (HPSS 6651), or (b) a Master's Thesis (HPSS 6650). Students wishing to complete a Thesis must have prior approval from their Graduate Program Advisor.

OPTION #1: MASTER'S PROJECT

The Master's Project consists of applied, written and oral components. HPSS 6651, Master's Project, serves as the graduate comprehensive exam required to evaluate students' professional skills, critical thinking abilities, and content knowledge related to the coursework they have completed in an applied setting. The Master's Project is a mentored opportunity for students to work on administrative, sport-related projects that are of particular interest to them. The goal is for students to synthesize, integrate and apply the skills and competencies they have acquired in the program while demonstrating their own leadership capabilities. The applied experience is intended to approximate a professional practice experience in a real-world sport setting.



Essentially, this is an applied thesis. It's something you DO... something you CONSTRUCT... a service you PROVIDE... with REAL tasks to complete and real people that benefit from what you do. The possibilities are endless. Just make sure you choose something that you are passionate about: This project will take considerable time and energy over a minimum of 12 weeks.

OPTION #2: THESIS

A thesis is an in-depth research paper on a specific topic within the field of sport or athletic administration. After selecting and proposing a research topic, students complete a comprehensive literature review and then collect and present data relative to the topic. A thesis represents a substantial piece of scholarly work demonstrating the student's mastery of the subject and their ability to conduct independent research.

Students who successfully propose a thesis must register for HPSS 6650, Master's Thesis, under his/her MA-AA program advisor's section number. Successful completion of a minimum of **SIX (6)** Thesis credits are required for graduation. Most students split these credits up over several semesters (thesis proposal stage; data collection/analysis stage; defense stage).

BE ADVISED: COMPLETING A THESIS TYPICALLY TAKES MORE THAN ONE SEMESTER. You MUST have permission of your MA-AA Program Advisor prior to selecting the thesis option.

1.	Select Thesis Topic and Obtain Guidance from MA-AA Program Advisor
2.	Work with Advisor to Prepare Formal Thesis Prospectus (Chapters 1-3 of Thesis: Introduction, Literature Review, and Methodology).
3.	Select Committee Members (MA-AA Advisor, second MA-AA graduate faculty member and GFR)
4.	Distribute Initial Draft of Proposal to All Committee Members
5.	Schedule Thesis Proposal Meeting with Committee Members and Obtain Formal Prospectus Approval
6.	Register for HPSS 6650, Master's Thesis (must take 6 total credits; repeatable semesters allowable per MA-AA Advisor recommendations)
7.	Obtain Human Subjects Approval for Research
8.	Complete data collection and analysis and write Chapters 4-5 of Thesis (Results and Discussion); refine Chapters 1-3
9.	Work with Advisor to obtain recommendations on Thesis draft and make all necessary edits of thesis.
10.	After obtaining authorization from MA-AA Advisor, schedule Committee for Formal Oral Defense. All Committee Members must be provided with a copy of the completed Thesis at least two weeks prior to the scheduled oral defense date.
11.	Defend Thesis. Check with HPSS Administrative Assistant on appropriate defense deadlines.

Thesis Committee/Graduate Faculty Representatives (GFRs):

The student's Thesis Committee will be comprised of (1) their graduate faculty advisor, (2) a second MA-AA graduate faculty member, and (3) a Graduate Faculty Representative, or GFR. The GFR is chosen by the student and is a very important member of each student's committee. The GFR is a graduate faculty member from outside the MA-AA program. They represent ISU's Graduate Faculty by ensuring that the exam is conducted fairly, professionally, and with the highest academic standards. Specifically, their roles are to



- ensure that the exam is conducted professionally and fairly;
- write an evaluation of the exam, noting any irregularities (e.g., inappropriate questions, insufficient time for adequate examination, etc.);
- distribute the ballots at the end of the exam (after the student has left the room) and make sure that each member votes and signs a ballot;
- announce the results to the committee and make sure that the student is informed of these results immediately afterward;
- return the ballot packet to the Graduate School as soon as possible.

Graduate students should use careful consideration when choosing a GFR. All GFRs must hold current graduate faculty status (full or allied) at Idaho State University. To see a list of all faculty who are eligible to serve as GFRs, please visit the following the [Graduate Faculty webpage](#):

The student is responsible for recruiting the GFR and coordinating and scheduling all committee meetings. A proposal meeting with all examining committee members is required before IRB submission and data collection can begin. All committee members are to receive a copy of the thesis proposal a minimum of two weeks prior to the proposal meeting. Final copies of the thesis should be distributed to all examining committee members a minimum of four weeks before the scheduled defense (must be at least five weeks prior to graduation).

If any member questions whether or not the substance or form of the thesis is adequate, the committee as a whole decides if the thesis is sufficiently prepared for final oral defense. The major advisor is responsible for reporting a grade to the registrar for all prior thesis registrations of the candidate when the oral defense has been successful, and the thesis has been approved by the examining committee (see detailed timeline attached).

Recruiting a GFR to Serve on a Thesis Committee

Students are advised to compile a list of potential GFRs and to politely contact each person directly (in person) to ask if they would be willing to serve as a GFR. GFRs being asked to serve on thesis committees will a great deal of work involved, including attending a proposal meeting, review of the written prospectus and of the completed thesis, and participation during the oral defense. When asking a graduate faculty member to serve as the GFR, students should respect that these professors are not required to perform this duty. Their participation is entirely voluntary and should be appreciated, as such. Here's a recommended text to use when requesting a GFR:

"Hello, this is (your name) and I am a graduate student in the Master of Arts in Athletic Administration program. I am planning to graduate in (semester and year) and I was hoping you might be willing to serve as the Graduate Faculty Representative on my Thesis Committee. The purpose of my thesis study is to [add your purpose statement]. The significance of my study is [add significance statement]. My faculty advisor is Dr. [name of advisor] and the other MA-AA graduate faculty member serving on my committee is Dr. [name of second professor]. If all goes well, I plan to complete my research and defend in (semester) of (year). I would be very appreciative of your help, and I would be happy to talk with you about it more if you have any questions before deciding. I can be reached at (your cell phone #). If this is something you would be willing to do, I will be sure to send you additional information as the date draws nearer. Thank you so much for your consideration! I appreciate your time!"



GRADUATION

Applying to Graduate

All students are required to “Apply to Graduate” prior to being awarded a degree. This process occurs the semester before you take your last classes. When you “apply to graduate”, the Graduate School initiates the process of reviewing your transcript to ensure all program requirements have been met. This process is separate from participating in the university’s graduation ceremony. Please see the [ISU Graduate School webpage](#) for application deadlines. You can apply to graduate on your MyISU page.

Participating in Graduation Ceremonies.

Students who have completed all degree requirements are invited to participate in the university’s commencement ceremony (fall or spring). To order your graduation regalia, please visit the ISU Bookstore. The Master’s hood color for Athletic Administration students is **sage green**.

“Applying to Graduate” is entirely different than participating in the graduation ceremony. Students who are completing their Athletic Administration program of study in the summer may participate in the spring commencement ceremony, but they must declare a summer graduation date when they “apply to graduate.”

IDAHO STATE UNIVERSITY ACADEMIC MISCONDUCT POLICY

Academic Misconduct

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic misconduct in any form is unacceptable.

- I. Academic misconduct includes, but is not limited to, Cheating and Plagiarism.
- II. The term “academic” is synonymous with “scholastic” and refers to school-related endeavors, whether the school is vocational or academic.
- III. This policy applies to all forms of University educational activities, including but not limited to, classroom, lab, and online formats in various academic settings.
- IV. Instructors are encouraged to include specific information in the course syllabus on academic conduct guidelines specific to the course format and evaluation activities, as well as the link to this policy.
- V. Students should not assume that sharing any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

Idaho State University’s policy regarding Academic Misconduct is administered and supervised by Academic Affairs. The Instructor is responsible for addressing suspected incidents of academic misconduct within his or her respective courses. Deans serve as appellate officers when students challenge the findings and outcomes determined by the Instructors, and outcomes determined by the Dean may be appealed to the Student Conduct Board. In situations alleging procedural error by the University, an appeal may be made to the State Board of Education (SBOE).

Definitions of Academic Misconduct

Cheating is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work. Cheating includes, but is not limited to:



- Obtaining, providing, or using unauthorized materials or devices for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
- Acquiring examinations or other course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling an assignment or exam or providing any information about an examination in advance of the examination.
- Taking an examination in place of another person or arranging for someone else to take an examination in one's place.
- Writing a paper for someone else or having a paper written by or purchasing a paper from a third party.
- Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of the instructor.
- Fabricating or misrepresenting information for any report or other academic exercise.
- Fabricating or misrepresenting data.
- Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken the test. This includes using electronic devices to photograph and transmit restricted test materials.
- Removing the test instrument or test information from the testing room or other location without the instructor's explicit permission.
- Assisting another student without the instructor's permission.
- Deceiving instructors or other university officials about academic work.
- Altering grades on one's own or another student's work.
- Offering money or other remuneration in exchange for a grade.

Plagiarism is defined as presenting or representing another person's words, ideas, data, or work as one's own. Plagiarism includes, but is not limited to:

- The exact duplication of another's work or the incorporation of a substantial or essential portion without appropriate quotation marks and citations.
- The act of appropriating creative works or substantial portions in such fields as art, music, and technology, and presenting them as one's own.

The guiding principle is that all work submitted must properly credit sources of information. In written work, direct quotations, statements that are paraphrased, summaries of the work of another, and other information that is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

Students often associate the term with writers who copy entire passages from a book, magazine, encyclopedia, or other printed source and turn them into an instructor as their own work. Perhaps the most blatant form of plagiarism as well as the easiest for instructors to detect. After all, English instructors have spent years studying style, and they can usually recognize a passage lifted from Time magazine or other sources with distinctive styles. Instructors can usually recognize professional writing, even if they cannot immediately identify its source; they can, in fact, usually identify writing that is not the student's own, no matter what the source.

But plagiarism takes several forms. For instance, students plagiarize when they borrow ideas from other writers without giving them credit. In this case, students might not even use the other writer's language; nevertheless, they are stealing the writer's content. Students also plagiarize when they present another student's work as their own, including working off of another student's established file.



An increasingly common form of plagiarism is to download material from the Web and use it as one's own. However, with the sophisticated search engines now available, which can identify sources through key words and phrases, this form of plagiarism is also fairly easy to detect.

Because plagiarism is such a complex concept, we offer the following summary definition. Plagiarism includes:

- The literal repetition, without acknowledgment, of the writings of another author. All significant words, phrases, clauses or passages in a student's paper which have been taken directly from source material must be enclosed in quotation marks and acknowledged either in the text itself or in the endnotes.
- Borrowing without acknowledgment another writer's general plan, outline or structure of argument in the creation of one's own organization.
- Borrowing another's ideas and representing them as one's own. To paraphrase the thoughts of another writer without acknowledgment is to plagiarize.
- Allowing either another person or business to prepare the paper and then submitting it as one's own work.

An *instructor* as used in this policy is defined as a person who is responsible for the teaching of a class or laboratory or other instruction. These terms include professors regardless of rank, instructional staff, graduate assistants, visiting lecturers, and adjunct, affiliate, or visiting faculty.

Use of AI Resources

As you know, the use of AI is ever-evolving and changing in our world! AI is a powerful and exciting tool that, if used correctly and ethically, can help us access information, be more effective and efficient in our work, and enable our critical thinking and problem-solving skills. With this new tool, however, comes great responsibility. It is imperative that we use AI to **enhance** our academic work and learning, **not to replace** the effort that goes into doing this work and engaging in this learning. The point of the course assignments is for the student to think deeply, relate topics to their personal lives, and consider the impact on their professional lives. Inappropriate use of AI tools is academic dishonesty and will influence the student's grade, standing in the course, and/or enrollment at ISU.

Acceptable use of AI may include:

- Brainstorming
- Creating outlines
- Checking for minor grammatical and/or spelling errors

Unacceptable use of AI may include:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers.
- Completing individual sections of group work (or entire group work).

Writing assignments will be reviewed using a plagiarism detection tool. If AI is appropriately used, the AI tool used must be cited (in APA format). If work is submitted that is flagged for substantial AI use (20% or higher), the student will receive a zero on the assignment and must meet with the instructor to discuss the situation. The student must demonstrate how AI was appropriately used on the assignment to earn points back (we recommend keeping all drafts of your assignments, and documenting the steps you followed).

When in doubt, ask for clarification on what is or is not permitted.

NOTE: Using tools like Grammarly will likely show up as generative AI use in detection systems.



Procedures for Determination of Academic Misconduct and Imposition of Penalties

When an Instructor witnesses an incident of academic misconduct, has evidence of one, or is informed of one by a witness, the Instructor shall proceed as follows:

- The Instructor shall contact the Associate Vice President for Academic Affairs (AVP).
- If the Instructor and AVP feel that a penalty is warranted, the Instructor shall inform the student or students involved, in writing, of the evidence of academic misconduct and the penalty. When more than one student is involved in academic misconduct, the Instructor shall inform each student individually, in writing, and ensure that all students' FERPA rights are protected.
- The Instructor shall keep a copy of the documentation and send copies of the evidence of academic misconduct to:
 - the student,
 - the chairperson (or designee) of the Department in which the instructor holds an appointment,
 - the chairperson (or designee) of the Department in which the student is a major,
 - the Office of the Vice President for Student Affairs (AVP), and
 - the Office of the Registrar. A copy of the report shall be placed in the student's permanent file in that office.

For incidents that occur near the end of the semester, the Instructor will issue an incomplete grade to the accused student(s) while the resolution of the allegation continues. Once a decision and imposed penalty, if any, has been rendered, the grade will be updated.

Penalties for Academic Misconduct

Any penalty imposed by an Instructor for academic misconduct shall be based on the Instructor's and AVP's professional judgment and wisdom and may include:

- Written warning
- Resubmission of work
- Grade reduction
- Fail the course

Penalties that may be imposed at the University-level by the Board, and are permanently recorded on the student's transcript are:

- Suspension from the University
- Expulsion from the University

Both an Instructor penalty and University-level penalty may be imposed. Withdrawal from a course does not exempt a student from penalties for academic misconduct. In no case should an Instructor recommend that a student withdraw from the course to avoid charges and/or penalties.

Procedures for Penalizing Students for Academic Dishonesty – Graduate School

When a faculty member suspects a graduate student of academic dishonesty, the instructor should present the evidence to the student and consider the student's response. If the instructor concludes after consultation with the student that academic dishonesty occurred, the instructor writes a letter to the Chair of the Department in which the student is seeking a graduate degree, describing the incident. The instructor should include with the letter any evidence used to draw the conclusion that academic dishonesty has occurred (e.g., copies of the student's written assignment, copies of documents thought to have been plagiarized, etc.), and should state clearly the penalty imposed within the course itself. The penalty should be in proportion to the severity of the offense. If the penalty is to be a failing grade, the instructor should first consult



with the Chair of the Department, and the Chair should meet jointly with the student and faculty member to review the incident. The student may appeal the penalty by following the procedures in the Graduate Catalog entitled "Appeal of a Grade."

The Department Chair may, in accordance with the policy and procedures of the Department, impose the penalty of dismissal from the program. A student may appeal the dismissal by following the procedures in the Graduate Catalog entitled "Appeal of Dismissal from a Graduate Program." The Chair of the Department should send a copy of the instructor's letter reporting the offense, along with any evidence submitted to the Chair, to the student, to the Dean of the academic College in which the student is seeking a graduate degree, and to the Dean of the Graduate School. A copy of the letter is to be placed in the student's file in the Department and in the Graduate School. If the student's appeal is upheld, the letter and all other records of the accusation of academic dishonesty are to be deleted from the student's files.

Procedures for Students' Appeal of Imposed Penalties

The student may appeal penalties for academic misconduct to the Dean (or designee) of the College in which the course was offered, no later than fifteen (15) business days after the student has received written notification of the Instructor's decision and penalties regarding academic misconduct.

When a student files an appeal, the Dean (or designee) shall set a date for a formal hearing to discuss the allegations and penalties. He/she shall chair and conduct the hearing and keep a written record of it. The hearing shall include the Instructor, the student, the chairperson (or designee) of the Department in which the Instructor holds an appointment, the chairperson (or designee) of the Department in which the student is a major, and the Dean (or designee) of the College in which the student is a major. In addition, the student may bring one (1) support person (faculty, staff, or student) but this individual does not participate in the hearing. Within five (5) business days following the hearing, the Dean shall issue a final determination, in writing, of responsibility or non-responsibility based upon a preponderance of the evidence.

If the formal hearing results in the student being exonerated of all charges of academic misconduct, the Dean (or designee) of the College in which the course was offered shall prepare a letter of memorandum stating that the student has been exonerated and requesting that all records about the alleged act of misconduct be destroyed, other than the Dean's own record of the hearing. The Dean (or designee) shall send copies of the letter of memorandum to:

- the Instructor,
- the Student,
- the Chairperson of the Department in which the Instructor holds an appointment,
- the Chairperson of the Department in which the student is a major,
- the Dean of the College in which the student is a major,
- the Office of the Vice President for Student Affairs, and
- the Office of the Registrar. This office shall remove all records about the alleged misconduct from the student's permanent file.

If the student is not exonerated of all charges, then the Dean (or designee) of the College in which the course was offered shall send copies of the written record of the formal hearing to the parties above. If the penalty is reduced as a result of the hearing, the Dean (or designee) of the College in which the course was offered shall direct the Registrar to make any changes in the student's grade. Penalties for academic misconduct may be appealed to the Board. Procedural errors may be appealed to the SBOE.

Charge and Scope of the Student Conduct Board (SCB)



The Board shall not hear general academic complaints that should be referred to a Dean or the Executive Vice President and Provost. Its decision is final, except for the student's ability to appeal procedural errors to the SBOE. The SCB shall operate under the following procedures:

- A student may appeal a Dean's decision.
- Notice from the Registrar to the Executive Vice President and Provost and the Vice President for Student Affairs that a student has received two "Fail the Course" penalties for academic misconduct violations also activates the Board.
- An Instructor, with the approval of his/her Dean, may ask the Board to consider suspension or expulsion when he/she deems the incident of academic misconduct to be significant and warranting a University-level penalty or if the student has multiple penalties for academic misconduct. All requests shall be in writing, include the reasons for recommending suspension or expulsion, and shall include supporting documents.

The Board is comprised of faculty, staff, and students that are trained to serve as adjudicators. Board members serve on a voluntary basis. The Board for the hearing will be composed of no less than three (3) and no more than five (5) members drawn from the larger pool of trained personnel.

Once the Board is constituted, the Office of the Vice President for Student Affairs shall give all documents, to the Board Chair. The Office of the Vice President for Student Affairs will notify the student, outline the procedures, inform the student that he/she may review the materials in the Vice President for Student Affairs Office, and allow the student a reasonable amount of time to present to that office any documents in his or her defense.

The Board Chair shall then set a date for a formal hearing, one that allows the student sufficient time to prepare a defense and allows Board members sufficient time to review all the materials held in the Office of the Vice President for Student Affairs, including any submitted by the student. The student may choose one (1) ISU student, staff, or faculty member to accompany him or her to the hearing. However, this person does not directly participate in the hearing. In addition, the person at ISU with the most knowledge of the case, shall be invited to give testimony, but is not required to appear. All members of the Board must be present at the hearing. However, neither the student nor the person who initiated the review need be present for the Board to act.

After the formal hearing, the Board will vote on, i) whether the misconduct occurred, ii) if the penalty is appropriate or if a different penalty should be imposed, and iii) in severe cases, whether to suspend or expel the student. A majority of the Board members must vote for suspension or expulsion for such an action to occur. The length of any suspension shall also be determined by majority vote.

The Board Chair will send a written record of the Board's decision to the Vice President for Student Affairs, who will be responsible for relaying the decision to the student, the Registrar, and the Executive Vice President and Provost. The Office of the Vice President for Student Affairs will hold all materials related to the case permanently. The Board's decision shall be implemented by the Executive Vice President and Provost (or designee).

When the Board imposes suspension, the Office of the Registrar shall record "Suspension for Academic Misconduct" on the student's permanent transcript. When the Board imposes expulsion, "Expulsion for Academic Misconduct" shall be recorded on the student's permanent transcript.



DEP'T OF HUMAN PERFORMANCE AND SPORT STUDIES CONTACTS

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Brooke Bolinger	<i>Director of Graduate Studies, College of Education</i>	brookebolinger@isu.edu	208-282-4244
Registrar's Office			208-282-2661
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Counseling Services			208-282-2130
International Programs Office			208-282-4320
Financial Aid Office		finaidem@isu.edu	208-282-2756
Cashier's Office (Fee Payment)		stufees@isu.edu	208-282-2900





"If you fail to prepare, you're prepared to fail."

-Mark Spitz, USA Olympian

