

# 2019-20 THEM Doctoral Program Policies and Procedures

## Graduate School Policy

*“It is the responsibility of the graduate student to become informed and to observe all regulations and procedures required by the program s/he is pursuing. The student must be familiar with those sections of the Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of the major academic unit. Ignorance of a rule does not constitute a basis for waiving that rule.”*

**P.O Box 118209, Gainesville, FL 32611**

**P: 352-294-1661 / F: 352-846-6627**

## Table of Contents

<b>THEM PhD Program Policies.....</b>	<b>3</b>
General guidelines and expectations .....	3
4 Year Ideal PhD program roadmap .....	4
Expectations of All Ph.D. Students .....	4
Responsibilities of the faculty mentor .....	4
<b>THEM PhD Policies and Procedures .....</b>	<b>5</b>
Admission .....	5
Graduate Student Classifications .....	5
Advisors & Supervisory Committee .....	6
Minors .....	6
Annual Performance Report .....	6
Course Planning.....	6
Transfer of Credit .....	7
Research Courses .....	7
Qualifying Examination .....	7
Admission to Candidacy .....	8
Final Semester Registration.....	8
Dissertation and Final Examination.....	8
Graduation Requirements.....	9
Clear Prior.....	9
Leave of Absence.....	9
<b>Concentration-specific Information .....</b>	<b>10</b>
<b>Recreation, Parks and Tourism.....</b>	<b>10</b>
Graduate Faculty .....	10
Curriculum .....	10
Cognate .....	10
Qualifying Exam .....	11
Admission to Candidacy .....	11
Dissertation Proposal .....	11

# THEM PhD Program Policies

## General Guidelines and Expectations

The following milestones apply to all THEM Ph.D. students and are provided to give an overview of the program structure.

- The program requires a minimum of 90 semester credit hours beyond the bachelor's degree level.
- A minimum of a 3.0 grade point average is required to be maintained by all students.
- The supervisory committee consists of four members. With the help of the mentor, the student should form the supervisory committee no later than the fourth semester of study.
- Per graduate school guidelines, the supervisory committee should convene at least once per year and review student progress.
- All students must complete the annual student performance evaluations.
- A qualifying exam is required of all students. The mentor and supervisory committee will prepare and evaluate the exam.
- A proposal of dissertation topic and approval of the topic by the supervisory committee is required.
- Admission to candidacy for the PhD occurs after the qualifying exam is passed and a dissertation topic has been approved by the supervisory committee.
- All students are required to complete a written dissertation in accordance with the guidelines of the Graduate School. This document must be presented to the supervisory committee in advance of the final PhD defense.
- The student is strongly advised to check the published deadlines for all items related to the PhD defense. These deadlines are provided by the Graduate School, and are not the same from year to year.
- There is an expectation that students will be responsible for their progression in the program. This includes an awareness of policies and procedures that govern the University, the Graduate School, the College of Health and Human Performance, as well as the THEM program. The Graduate Coordinator and administrative staff will regularly provide information to students via email. Students are expected to read these emails and respond, or take action, when requested. The program handbook is updated annually. Students will be informed of these updates via email. The most recent version of the handbook can be found on the THEM website. Finally, the Graduate School catalog contains information on the rules that govern the granting of all graduate degrees and is a very useful reference tool.

## Expectations of All Ph.D. Students

During the period of doctoral study, the faculty expects Ph.D. students to:

- Work full time toward their academic pursuits avoiding secondary employment.
- Complete an Individual Development Plan<sup>1\*</sup> (IDP) with the advisor during first year of study.
- Attend any available seminar series talks.
- Attend the public portion of dissertation proposal meetings of other PhD students.
- Attend the public portion of dissertation final defense meetings of other PhD students.
- Join at least 1 professional organization.
- Submit at least 1 presentation proposal to a professional conference per year or attend one professional conference per year.
- Submit at least 1 first author manuscripts to a professional journal per year.
- Conduct themselves with the highest level of professionalism and scientific integrity.

## Responsibilities of the faculty mentor

This information is provided to give incoming students an idea of what can reasonably be expected from a faculty mentor in THEM. Please note that there may be significant variability in the approach utilized across the different research mentors. Some mentors will meet with their students on a day-to-day basis, and other mentors may take a more “hands off” approach encouraging students to work independently from the beginning of the training program. Both approaches can be highly successful.

Further, some mentors are actively involved with data collection, and others are not. However, both mentoring styles can be highly effective.

At a minimum, the primary mentor should:

- Review coursework and progression towards graduation at least once per semester.
- Approve Individual Development Plan\* (IDP) during first year of study and review annually.
- Meet with the student to review progress at least once per month.
- Work with the student to form a supervisory committee during the first year.
- Provide extensive mentoring and guidance as the student develops a research proposal.
- Provide detailed guidance regarding how to organize and write the PhD thesis.
- Provide opportunities for interactions with visiting scholars and presentation of data at local and/or national meetings.
- Provide career guidance and advice as the student moves through the program.

---

\* See Appendix A for Individual Development Plan.

# THEM PhD Policies and Procedures

## Admission

- A recognized baccalaureate, graduate or professional degree from a regionally accredited U.S. institution or a comparable degree from an international institution.
- A minimum grade point average of B (3.0), calculated from all grades and credits after the semester where the applicant reached 60 semester hours or 90 quarter hours.
- Satisfactory scores on the Graduate Record Examination (GRE).
  - GRE scores are required for admission to the Department of Tourism, Hospitality and Event Management.
  - GMAT scores will not be accepted for PhD applications.
  - All international applicants seeking admission must score at least 140 on the GRE verbal section.
- For applicants from countries where English is not the official language, UF requires proficiency in spoken and written English and accepts the results of the Test of English as a Foreign Language (TOEFL) the Michigan English Language Assessment Battery (MELAB) or the International English Language Testing System (IELTS).
  - Minimum scores acceptable for admissions are:
    - TOEFL: 550 (paper test); 80 (internet based)
    - IELTS: 6
    - MELAB: 77
  - International applicants are exempt from the English proficiency requirement if enrolled for one academic year in a degree-seeking program at a recognized/regionally accredited university or college in a country where English is the official language prior to your anticipated term of enrollment at UF.

## Graduate Student Classifications

Graduate students who have earned a master's degree or who have earned 36 or more credits while seeking a graduate degree and have not been admitted to doctoral candidacy are classified as 8HH. PhD students who have been "admitted to candidacy" are reclassified as 9HH.

## Advisors & Supervisory Committee

Prior to registration, it is highly recommended that all incoming doctoral students have identified and received approval of a graduate faculty member in the Department who is willing and available to supervise the student. The respective faculty is usually the academic advisor and the Chair of the supervisory committee. The supervisory committee for a candidate for the doctoral degree shall consist of no fewer than four members selected from the Graduate Faculty and must be selected no later than the conclusion of the student's fourth semester

At least two persons (including the chairperson) must be from the Department recommending the degree, and at least one member will be drawn from a different academic discipline. The supervisory committee will include at least one person selected from the Graduate Faculty from outside the discipline of the major

(external member). “Special Appointment” committee members do NOT count as the core four committee members, nor to represent minors.

## Minors

A representative from each minor sought by the student must be selected for the committee. The first minor representative committee member may also be the external member; however, any additional minors must have their own represented committee member in addition to the required four.

## Annual Performance Report

Students should keep track of all accomplishments (presentations, papers submitted, research proposals submitted, etc.) achieved each year. Performance reports will be completed annually during the spring semester and reviewed by the supervisory committee chair and the graduate coordinator. All PhD students will receive a written evaluation of their annual performance.

## Course Planning

Students will work closely with their mentor to determine course selection, an individual development plan (IDP), and timeline for academic milestones. Curriculum includes core Departmental, College, and University course requirements and recommended courses. In summary, doctoral students must pass a comprehensive written and oral qualifying examination upon completion of all coursework, maintain a satisfactory academic record, submit an approved dissertation topic, and receive the supervisory committee’s opinion of ability for advancement to candidacy. Upon completion of the dissertation, the student must successfully complete an oral examination pertaining to the dissertation research.

Course requirements for doctoral degrees vary from field to field and from student to student. In all fields, the Ph.D. degree requires at least 90 credits beyond the bachelor’s degree. All master degree credits that are counted towards the PhD must have been earned in the last 7 years. The supervisory committee is responsible for using established criteria to ensure the academic integrity of coursework before accepting graduate transfer credits. Acceptance of transfer of credit requires approval of the student’s supervisory committee and the Dean of the Graduate School.

## 4 Year *ideal* PhD program roadmap

Year 1: Admission, coursework selection, committee selection, research

Year 2: Coursework, committee selection (if not completed), research

Year 3: Qualifying examination, dissertation proposal, admission to candidacy, research

Year 4: Research Dissertation completion and graduation

## Transfer of Credit

No more than 30 credits of a master's degree from another institution will be transferred to a doctoral program. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the academic unit petitions the Dean of the Graduate School. All courses beyond the master's degree taken at another university to be applied to the Ph.D. degree must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be graduate-level, letter-graded with a grade of "B" or better and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee no later than the third term of Ph.D. study. The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45, and in all cases, the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate credits earned at UF (e.g., a master's degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the Graduate School. The petition must show how the prior coursework is relevant to the current degree.

## Research Courses

Advanced Research (HLP 7979) is open to doctoral students not yet admitted to candidacy. Students enrolled in HLP 7979 during the term they qualify for candidacy will stay in this registration unless the academic unit elects to change their enrollment to Research for Doctoral Dissertation (HLP 7980), which is reserved for doctoral students admitted to candidacy. This requires a letter of petition from the major department. This change of registration is not required for a student, as both courses count towards the students' research credit requirement.

## Qualifying Examination

All Ph.D. candidates must pass a qualifying examination. Qualifying exams usually take place in the semester following the completion of PhD coursework, but before formal work on the dissertation proposal or data collection begins. The student must be registered during the term the qualifying examination is given.

The examination is prepared, evaluated and graded by the student's full supervisory committee and covers major and minor subjects. Except for allowed substitutions, all members of the supervisory committee must be present with the student during the oral portion of the exam. At the completion of the exam, the supervisory committee is responsible for deciding whether the student is qualified to continue progress toward completing a Ph.D. degree by initiating the dissertation process.

If a student fails the qualifying examination, the Graduate School must be notified. A re-examination may be requested, but it must be recommended by the supervisory committee and approved by the Graduate School. At least one semester of additional preparation is needed before the re-examination.

*Time Lapse: There must be at least two terms between the oral part of the qualifying examination and the date of the degree. The term the qualifying examination is passed is counted, if the examination occurs before the midpoint of the term.*

## Admission to Candidacy

A doctoral student becomes a candidate for the Ph.D. degree when the student is granted formal admission to candidacy. Such admission requires the approval of the student's supervisory committee, the department chair, the college dean, and the dean of the Graduate School. The approval must be based on:

1. The academic record of the student (all grades B- or higher with a minimum 3.0 GPA)
2. Passing a qualifying examination
3. A supervisory committee approved dissertation topic
4. The supervisory committee's opinion on overall readiness of the candidacy

The student should apply for admission to candidacy as soon as the qualifying examination is passed and a dissertation topic is approved by the student's supervisory committee. An "Admission to Candidacy" form should be signed by all committee members after passing the oral examination. A student may not register for HLP 7980 (Research for Dissertation) until he or she is admitted to candidacy for a doctoral degree.

## Final Semester Registration

Students are required to be registered for a minimum of 3 credits (Fall/Spring) or 2 credits (Summer) during their final semester (more if on assistantship/fellowship). PhD students MUST register for HLP 7980: Advanced Doctoral Research during their final term regardless if the required credits have been met. This request is only necessary if a student registers for HLP 7979, and then is admitted to candidacy prior to the mid-point of the semester, and intends to graduate the following semester consecutively. Changes to registration are not automatically processed. Students must request a petition from the department in order to change course registration after the add/drop period.

## Dissertation and Final Examination

Every candidate for a doctoral degree is required to prepare and present a dissertation that shows independent investigation and is acceptable in form and content to the supervisory committee and to the Graduate School. Dissertations must be written in English and must be acceptable in form and content to the supervisory committee and to the Graduate School. The work must be of publishable quality and must be in a form suitable for publication, using the Graduate Schools' format requirements.

**Dissertation First Submission:** When first presented to the Graduate School Editorial Office, the dissertation should be near-final (not a draft), completely formatted, and printed on plain paper (do not print double-sided). The Graduate School Editorial Office reviews dissertations for acceptable format and to make recommendations as needed. Students should be completely familiar with the format requirements and should work with the ETD lab to troubleshoot their files before printing out their submission for the Graduate School Editorial Office.

After the submission of the dissertation and the completion of all other prescribed work for the degree, but in no case earlier than six months before the conferring of the degree, the candidate will be given a final oral examination by the supervisory committee through a meeting on campus. All supervisory committee members must be present with the candidate at the oral examination. The candidate and the entire

supervisory committee must be present at the defense. The defense should be no more than six months before the degree is awarded.

All required forms should be signed at the dissertation defense. The candidate and the supervisory committee chair will sign the ETD Rights and Permission form; and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If dissertation changes are requested, the supervisory committee chair may hold the Final Examination Report until satisfied with the dissertation. Satisfactory performance on this examination and adherence to all Graduate School regulations outlined above complete the degree requirements for the doctoral degree. *All work for the doctoral degree must be completed within five calendar years after successful completion of the qualifying examination or the qualifying examination must be repeated.*

## Graduation Requirements

It is the responsibility of the student to make sure they have met the requirements below for graduation.

- Submit a degree application in the term you plan to graduate, before the mid-point of the semester. Failure to submit this application may result in graduation being delayed.
- Obtain a 3.0 GPA overall and in major courses.
- Register for the minimum requirements.
- Resolve any financial or academic holds.
- Check transcript for any I, C-, D+, D, D-, E or U grades. These grades must be resolved prior to the midpoint of your final semester and may require a petition from the department.
- Verify that the Final Exam Form has been submitted in GIMS. (This is the final paperwork signed by your committee at your defense.)
- Verify degree and committee information in GIMS prior to the midpoint of your final semester in which you plan to graduate.

## Clear Prior

Clear Prior status is only possible for thesis and dissertation students who have **met all published deadlines** for the current term *except* Final Submission and/or Final Clearance from the Graduate Editorial Office. No other students are eligible. Clear Prior permits students to be exempt from registration for the term in which the degree will be awarded. To find out if you qualify for Clear Prior status, please contact the Graduate School Editorial Office.

## Leave of Absence

Any student who does not register at UF for a period of more than 1 semester needs prior written approval from the supervisory committee chair for a leave of absence for a specified period. This approval remains in the student's departmental file. The student must reapply for admission on return.

# Concentration-specific Information

## Recreation, Parks and Tourism

### Graduate Faculty

- [Dr. Angelica Almeyda Zambrano](#)
- [Dr. Heather Gibson](#)
- [Dr. Jin-Won Kim](#)
- [Dr. Andrei Kirilenko](#)
- [Dr. Lori Pennington-Gray](#)
- [Dr. Svetlana Stepchenkova](#)
- [Dr. Brijesh Thapa](#)

### Curriculum

**Core:** 12 credits

**Concentration:** 18 credits

**Research Methods:** 21 credits

**Data Analysis:** 9 credits

**Cognate:** 15 credits

**Dissertation Research (HLP7980):** 15 credits

**Total:** 90 credits minimum

### Cognate

With the approval of the supervisory committee, a student may choose one or more cognate fields. Academic work may be completed in any department, other than the major department, approved for masters or doctoral degree programs as listed in the Graduate Catalog. The collective grade for courses included in a cognate must be "B" or higher. If one cognate area is chosen, the representative of the respective department on the supervisory committee shall suggest 15 to 24 credits, at the 5000 level or higher, as preparation for qualifying examination. A part of this background may have been acquired in the master's program.

If two cognate disciplines are chosen, each must include at least 8 credits. Competence in the cognate field must be demonstrated through written and oral examinations conducted by the representative of the external department on the committee. Coursework in the cognate field at the doctoral level need not be restricted to the courses of one department; provided that the minor has a clearly stated objective and that the Graduate School approves the combination of courses representing the minor. This procedure is not required for a departmental minor.

## Qualifying Exam

The qualifying exam should be taken by the end of the last semester of coursework. The examination, prepared and evaluated by the full supervisory committee or the major and minor academic units, is both written and oral, and covers the major and minor subjects. Except for allowed substitutions, all members of the supervisory committee must be present with the student at the oral part. At this time, the supervisory committee is responsible for deciding whether the student is qualified to continue to work toward a Ph.D. degree. Grading format is PASS or FAIL. Failing written or oral can lead to dismissal from the program.

**Written Component:** The exam is to take place over a five-day period, allowing for four hours of writing each day. The five content areas are to include:

1. Core
2. Concentration
3. Research Methods
4. Data Analysis
5. Cognate

**Oral Component:** The oral exam must be scheduled within two weeks of successfully completing the written portion of the exam. Except for allowed substitutions, all members of the supervisory committee must be present with the student at the oral part. At this time, the supervisory committee is responsible for deciding whether the student is qualified to continue to work toward a Ph.D. degree. It is important that students allow plenty of time to schedule the oral exam and it is recommended that this be done in conjunction with the scheduling of the written exam. The length and content of the exam is determined entirely by the supervisory committee.

## Admission to Candidacy

When students pass the qualifying written and oral exam, they are considered “admitted to candidacy.”

## Dissertation Proposal

A dissertation proposal is required and must be submitted in writing to the supervisory committee chair at least 5 weeks prior to the scheduled defense (presentation) date and 3 weeks prior to the full supervisory committee meeting.