

# **Physical Education - Master's Degree Program Graduate Program Orientation Handbook**

## **Department of Sport Management, Wellness, and Physical Education College of Education University of West Georgia**

### **Introduction**

The faculty and staff are pleased that you have selected the University of West Georgia (UWG) for the pursuit of your graduate education. The Department Sport Management, Wellness and Physical Education is housed in the College of Education (COE) at the University of West Georgia, and is home to the graduate degree program in Physical Education. We are committed to helping make this a positive educational, personal, and professional growth and development experience for all students. The information provided in this handbook includes various statements about the program, the expectations for completing the program, and other important information.

### **Mission Statement**

The Sport Management, Wellness, and Physical Education department fosters a transformative learning environment where students can engage in research, service, and experiential activities that empower them for success in a dynamic, diverse, and global environment.

### **Vision Statement**

The Sport Management, Wellness, and Physical Education department aspires to be recognized for preparing exemplary professionals who provide leadership in their respective fields and serve diverse populations.

### **Diversity and Inclusion Statement for the College of Education**

The College of Education (COE) embraces diversity across dimensions, including, but not limited to, age, religion, creed, education, ethnicity, gender expression, national origin, physical and cognitive ability, race, sex, sexual orientation, socioeconomic class, and veteran status. Building on these identities, we support empathy, social and environmental justice, and an ethical framework for our actions. In accordance with the

University of West Georgia and all of our departments, the COE denounces institutional and systemic racism and other forms of biases and is committed to taking actionable steps toward dismantling these systems and working toward equity and inclusion. The full COE Diversity and Inclusion Statement may be viewed on the website homepage of the College of Education.

### **Student Responsibility**

The statements set forth in this brief handbook are for informational purposes only and should not be construed as the basis of a contract between a student and the University of West Georgia. While every effort will be made to ensure accuracy of the material stated herein, the Department of Sport Management, Wellness and Physical Education reserves the right to change any provision listed in this handbook, including but not limited to academic requirements for graduation and availability of courses and programs of study without actual notice to individual students. Every effort will be made to keep students advised of such changes.

University of West Georgia students are provided a myUWG e-mail account. The University considers this account to be the official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email on a regular basis.

Information regarding academic requirements for graduation will be available in the office of the Registrar (<https://www.westga.edu/student-services/registrar/>) and the graduate school (<https://www.westga.edu/academics/gradstudies/graduate-admissions/index.php>). It is recommended that students regularly visit the appropriate sites to identify dates for class registration, class schedules, fee payment schedules, and graduation application deadlines. More specifically, the registrar website provides information related to registration, graduation information, transcripts, and other important dates and deadlines; the graduate school website provides information related to admissions requirements, deadlines, program cost, update forms, transfer credits, and other information.

## **The Physical Education Graduate Degree (M.Ed.) Program**

This section includes content related to a) contact information for various individuals contributing to the program, b) program overview and classes, c) various UWG helpful resources, d) financial aid information, e) other services (non-academic) at UWG, f) frequently asked questions, and g) memorandum of understanding.

### **A. Contact Information**

For program and related academic information, please communicate with the department chair of the Department of Sport Management, Wellness, and Physical Education or the graduate program coordinator of the program. Visit the department website for additional information (<https://www.westga.edu/academics/education/smwpe/index.php>).

## **B. Program Overview and Courses**

*Student Learning Outcomes.* Having satisfied the requirements of the program, students will be able to:

1. develop an advanced knowledge of physical education disciplinary content and apply the content knowledge into teaching practice (SHAPE America Advanced Standard 1)
2. design and conduct appropriate learning experiences that facilitate and enhance the growth of learners (SHAPE America Advanced Standard 2)
3. demonstrate skills to further their own professional development and use their newly acquired knowledge to contribute to the physical education profession (SHAPE America Advanced Standard 3).

*Assessment of Student Learning Outcomes.* An integral part of all of our degree programs is the ongoing assessment of student learning outcomes. In order to achieve this goal, key assessments across the curriculum are linked to learning outcomes. Data is entered in the appropriate learning platform (the Assessment and Data Management System) in which all students must participate.

### Key Assessment Plan

There are 12 key assessments used throughout the program, 9 of which are course-based assignments. Program faculty regularly analyze the data received from student submitted key assessment work for overall examination of student learning and continuous improvement of the program. The 12 key assessments include the following:

- Pre-test Content Exam (completed before the first class)
- Curriculum Project (PHED 7610)
- Mini Prospectus (PHED 7665)
- Teaching Portfolio (PHED 6665)
- Sociological and Psychological Project (PHED 7626)
- Policies and Procedures Document for Health, Safety Protocols, and Inclusion (PHED 7630)
- Scientific Foundations Summary Project (PHED 7620)
- Assessment Article (PHED 6630)
- Professional Growth Plan (PHED 7614)
- Whole School Whole Child Logic Model (PHED 7660)

- Final Comprehensive Exam (PHED 7670 – 0 credit course)
- Exit Survey (completed prior to graduation from the program)

*Advisement.* Students will be advised by the graduate program coordinator upon admission to the program and receive initial advisement during orientation. Students must attend the introductory orientation session prior to beginning classes in the program. This orientation includes the overall program expectations, the scheduled program of study, and other related content. Students must also complete the Pre-Content Exam before beginning any classes in the program.

All students in the program transition through each course collectively as a group. Elective classes are not offered, but all students in the M.Ed. program in Physical Education take the same classes offered each semester. Students take the appropriate courses in a specific order, dependent upon the semester of admission.

Students are encouraged to communicate with the graduate program coordinator related to any advisement issues. This includes questions related to the projected schedule of classes, information about the final comprehensive exam, and other issues. Because changes periodically occur, it is the responsibility of students to check their official UWG email address for any notice of change.

*Transfer Credits.* A maximum of 6 semester hours of appropriate graduate credit may be transferred from another academic institution upon approval of the graduate program coordinator and program faculty. However, credit transfer is not guaranteed and the following conditions must be met:

- Coursework credited toward awarding another degree cannot be transferred.
- No course older than 7 years will be accepted for transfer credit
- Work must have been for graduate degree credit
- Transfer courses must meet the student learning objectives for the courses they replace. A transfer credit request form is available in the department office and must be signed by the appropriate parties.

*Course Evaluations.* Prior to the end of each semester, students are asked to anonymously evaluate each course and instructor through the Student Evaluations of Instruction (SEI). This is a University-wide online evaluation process. The purpose of this evaluation is to provide the instructor with constructive feedback related to future teaching opportunities for the course, teaching style, and interpersonal skills. The department chair of Sport Management, Wellness, and Physical Education also has access to the completed SEI evaluations. Additionally, students may, at any time, communicate to any faculty member their needs, observations, or appraisal.

Other evaluation opportunities for the program include the Exit Survey (also used as a key assessment).

*Course Syllabi and Coursework.* Course syllabi contain descriptions of course objectives, learning activities, evaluation criteria, and other general, but important information. They may be accessed via individual faculty profiles; and, syllabi for the upcoming/current semester will be available in Course Den. The graduate program coordinator will also be able to inform students of the projected class schedule throughout the program. For the best success, it is important that students closely adhere to the course syllabi for each class.

Courses are 100% online and include a wide variety of instructional resources, instructor-based lectures, written and video assignments, online discussion boards, synchronous chats, and other related content. Students should regularly monitor their UWG email account, review information posted in Course Den, and communicate with faculty members as needed. Most courses do not require the purchase of a textbook, but learning materials are provided by the faculty, in addition to individual student research and learning experiences. All submitted work must demonstrate graduate level work and adhere to the current APA guidelines.

For more information about the nature of the program and the types of assignments required in various classes, students are encouraged to view a nationally published article by four of the program faculty members (Brooks, Stoeper, Mosier, & Heidorn, 2021). The article can be found using this link: [The Development and Delivery of Online Professional Development in Physical Education](#).

*Course Descriptions.* The program includes 10 courses plus the final comprehensive exam. Courses include the following:

PHED 6630 Assessment and Program Evaluation in Health and Physical Education

This course provides an opportunity for in-depth analysis of assessment and program evaluation in health and physical education. Students will gain a deeper understanding of lesson and unit assessment, the development of course-based rubrics for measuring learning outcomes, grading in health and physical education, and overall program evaluation, including curriculum and related content.

PHED 6665: Methods of Teaching K-12 Health and Physical Education

This course provides a comprehensive overview of advanced pedagogical skills and knowledge related to teaching for student learning in health and physical education. The course develops an in-depth understanding of standards-based curriculum content and research-based effective teaching skills for K-12 programs. Content also includes the school health index, coordinated school health programs, and teaching resources for

health. This course requires advanced analysis of teaching experiences, focusing efforts on effective planning, teaching, and video-based reflection of K-12 student learning outcomes.

PHED 6675 Current Issues and Trends in Health, Physical Education, and Sport

Students will examine strengths, weaknesses, opportunities and threats related to health, physical education, and sport programming. In addition, the course provides opportunities to explore current and new technologies for student learning, advocate for effective curricula and related needs, and seek methods for programmatic growth and improvement

PHED 7610: Curriculum Development in Health and Physical Education

This course provides an in-depth examination and interpretation of curriculum, instructional models and assessment, and current program design and instructional trends in health and physical education. Students will acquire the tools necessary for developing a comprehensive health and/or physical education curriculum with an emphasis on reducing health disparities and promoting a physically active lifestyle

PHED 7614: Organization and Administration of Health, Physical Education, and Sport

This course provides an extensive review of the administrative theories and functions for quality health, physical education and physical activity programs. Students will explore the management process, including a variety of leadership and organizational roles in K-12 settings, in addition to advocating for and meeting the needs of all students.

PHED 7620: Scientific Foundations of Exercise

This course is focused on the primary factors affecting human performance and the physiological modifications that occur during exercise. Students will explore how the body produces energy during exercise, including the modifications within the cardiovascular, respiratory, and muscular systems throughout exercise sessions. The design of advanced training fitness programs based on scientific research will be reviewed

PHED 7626: Sociological and Psychological Aspects of Health and Physical Education

This course is designed to help students develop a working knowledge of the influences for participation in physical activity. Students will analyze the social and psychological factors contributing to the perspectives, beliefs, and practices in health and physical education. Examples include economics, education, environmental factors, social and community contexts, and access to health care, activity spaces, and educational programs

PHED 7630: Legal Issues in Health, Physical Education and Sport

Students in this course will examine the legal system in the United States, including statutes, standards, and case studies pertaining to the fields of health, physical education, and sport. Students will explore and review laws, national/state policies, academic language, and legal foundations.

PHED 7660: Developing the Whole Child for 21st Century Learning

This course provides an in-depth review of the principles and evidence-based practices associated with improving students' cognitive, physical, social, and emotional development. The course is focused on strategies for developing, implementing, and evaluating school programs for a positive impact on individual and community health.

PHED 7665: Analysis of Research on Teaching in Health and Physical Education

Students in this course will learn to review and analyze professional literature in health, physical education, and physical activity. Critical reasoning skills and statistical analysis of research will be a significant focus. Students will engage in scholarly discussion and writing to reflect advanced reasoning and inquiry.

*Final Comprehensive Exam.* A final comprehensive exam (PHED 7670 – 0 credit course) comprised of two parts (written and oral) will be administered no sooner than the students' final semester. Each student will have at least one month to complete the comprehensive exam. Students cannot successfully complete and graduate from the program without successful completion of the comprehensive exam, regardless of the students' cumulative GPA. Additional information will be provided to each student prior to the final semester of the program.

*Schedule of Classes.* Classes are currently offered in this order identified below, dependent upon when the student enters the program (fall, spring, summer admission terms). To remain on schedule for a timely graduation, students must take two courses each semester (fall, spring, summer). Classes in the fall and spring semesters are offered in 8-week sessions (students take one course at a time). Class in the summer semester are offered in 4-week sessions (students take one course at a time – taking one course in Session III and one course in Session IV). All classes are 3-credit hours and are 100% online.

- PHED 7610 Curriculum Development in Health and Physical Education
- PHED 6665 Current Issues in Health, Physical Education, and Sport
  
- PHED 6665 Methods of Teaching K-12 Health and Physical Education
- PHED 7665 Analysis of Research on Teaching in Health and Physical Education
  
- PHED 7626 Sociological and Psychological Aspects of Health and Physical Education
- PHED 7630 Legal Issues in Health, Physical Education, and Sport
  
- PHED 7620 Scientific Foundations of Exercise
- PHED 6630 Assessment and Program Evaluation in Health and Physical Education

- PHED 7614 Organization and Administration of Health, Physical Education, and Sport
- PHED 7660 Developing the Whole Child for 21st Century Learning

*Academic Standing and Retention.* Grades are posted as letter grades of A, B, C, and F for graduate students. All students enrolled in the Physical Education graduate degree program must maintain a cumulative graduate-level GPA of 3.0 or higher to remain in good academic standing. A student cannot successfully complete the program and graduate without a cumulative GPA of 3.0 or higher.

If the cumulative GPA falls below a 3.0, the student will be placed on academic probation. If the student earns a term GPA below a 3.0 while on probation, the student will be suspended from the program. Upon reinstatement, if the student earns another term GPA below a 3.0, the student will be dismissed from the program. Once the cumulative GPA is at 3.0 or higher, the student will go back to good academic standing, but needs to remain above a 3.0 or the student will be dismissed (after suspension) or suspended (if previously on probation but did not get suspended).

Any student obtaining a grade lower than a C in a course must retake the course, regardless of the cumulative GPA, and obtain a grade of C or higher. Earning more than one F in the program will result in dismissal from the program.

### **C. UWG Graduate Information and Resources**

*Grading Policy.* Grading policies are outlined in each course syllabus and are in accordance with the Grading System for Graduate Students as outlined in the Graduate Student Handbook located at <https://www.westga.edu/academics/gradstudies/academic-policies.php>

*Academic Standards.* Academic Standards are described in the Graduate Catalog located at <https://www.westga.edu/academics/gradstudies/academic-policies.php>.

*Academic Appeals.* Students have the right to appeal a course grade. Policy for grade appeals may be found in the Graduate Catalog at <https://www.westga.edu/academics/gradstudies/academic-policies.php>.

*Assignment of Incomplete.* An incomplete (I) indicates that a student was doing satisfactory work, but, for non-academic reasons beyond his or her control, was unable to meet the full requirements of the course. An incomplete will be given only for illness, death in the family, or other instances deemed appropriate per the faculty. An incomplete must be removed by the completion of work within one calendar year; otherwise, the Incomplete (I) becomes a Failure (F). It is important that the student regularly communicates with the faculty member who assigned the Incomplete.



## **Graduation Information**

*General Graduation Requirements.* Students must have successfully completed the appropriate program of study with a minimum GPA of 3.0 and receive a passing score on the program's final comprehensive exam to be eligible for graduation. See <https://www.westga.edu/academics/gradstudies/academic-policies.php> for university policy related to graduation requirements. Students must apply for graduation at the appropriate time, according to the application schedule (see the Application for Graduation section below).

*Application for Graduation.* A student is required to submit an application for graduation with the Graduate Office. Directions for completing this process can be found at <https://www.westga.edu/student-services/registrar/graduation.php>. The deadline for submission of the graduation application is as follows:

### *Graduate Application Deadlines*

- Spring Graduation: October 1
- Summer Graduation: March 1
- Fall Graduation: August 1

*Graduation Regalia and Supplies.* Graduation supplies may be ordered online through the University Bookstore website <http://www.bookstore.westga.edu/>.

## **D. Financial Aid and Related Information**

*Financial Aid.* Information regarding Financial Aid can be found at the following web site: <http://www.westga.edu/finaid/>. Students must be enrolled in at least 6 credit hours (2 courses) to qualify for Financial Aid. At the beginning of the program, students can contact the Financial Aid personnel ([finaid@westga.edu](mailto:finaid@westga.edu)) to discuss strategies. Faculty members in the program are not qualified to discuss financial-related questions with students.

*Bursar's Website for Fees, Payments, and Cost of Attendance.* Information for fees and payments can be found at the Bursar's website: <http://www.westga.edu/bursar/>.

UWG Online provides excellent estimates of the cost of attendance in an online program like ours at <https://www.westga.edu/uwgonline/cost.php>. Tuition and fees may change, but these estimates are helpful for planning purposes. The University Bursar is still the authority on this.

*Scholarships.* Information about College of Education scholarships is located at the following link: <https://www.westga.edu/student-services/financialaid/scholarships.php>. Scholarship application deadlines are updated each year. All students are encouraged to view the scholarship portal for applicable scholarships.

## E. Frequently Asked Questions

*How many courses should I take each semester?*

Students need to enroll in two courses each semester. Taking two courses enables students to use financial aid if needed (direct such questions to [finaid@westga.edu](mailto:finaid@westga.edu)), and it helps students make appropriate progress through the program at the right pace for a timely graduation (five semesters, including summer). Students are not able to take more than two courses in any semester, as the program currently only offers two courses each semester. All physical education master's degree students take the same two classes each semester.

*When are courses offered?*

Two courses are offered each semester, on a five-semester rotation. To stay on track for a timely graduation, students should take both classes offered each semester, for five consecutive semesters. Missing one class in the rotation will significantly delay graduation.

*Are there program prerequisites and corequisites?*

The program does not include required specific prerequisite courses (one course taken before another course can be taken) or specific corequisite courses (two specific courses taken at the same time for strategic reasons). However, basically all semesters include “prerequisites” and “corequisites” as students need to take both classes offered each semester, and must take the classes offered in sequence.

A “prerequisite” of the program is that all students admitted to the program need to be certified as a health and / or physical education teacher (unless specific permission has been granted). Note: most students in the program have a Georgia Professional Standards Commission (GaPSC) renewable certificate in health and physical education (level 4).

*Where can I see what courses are being offered?*

The best place to look for an upcoming class schedule is the Class Bulletin: [https://westga.gabest.usg.edu/B540/hwwkbull.p\\_schedule](https://westga.gabest.usg.edu/B540/hwwkbull.p_schedule). Under “Classes Being Offered,” select “Schedule of Classes (Itemized Version)”. View the PHED graduate program listing.

*When are upcoming schedules released?*

On March 1 of each year, the schedule for the next summer, fall, and spring semesters is posted on the UWG Schedule of Classes.

*Does the program use a cohort model?*

All students admitted and enrolled in the program take the same two classes offered each semester. Students can graduate after successfully completed two classes each semester for five consecutive semesters, plus the final comprehensive exam. As students are admitted to begin the

program in a specific semester, all students initially admitted for that same semester are essentially on the same schedule.

*How do I register for classes?*

Once students have been admitted to the program, they can register for a given semester as soon as they are able. The Registrar's web site includes a tutorial for registration procedures: <https://www.westga.edu/student-services/registrar/registration-information.php#d16e667>.

Note: The above UWG Registrar tutorial tells students to contact their advisor. This is not need for the physical education graduate degree program. That message is geared towards a general undergraduate audience and not for online graduate students.

*What if a class I need is full?*

Students can receive an override for classes by contacting the graduate program coordinator via email. The program will ensure that admitted students are able to enroll in the classes they need to stay on schedule.

## **F. Other Services**

*Technical Support for Online Learning.* A primary service at the University of West Georgia that makes online learning possible is the excellent support provided by UWG Online. Students can find more information about the available services at <https://uwgonline.westga.edu/uwg-online-student-help.php>.

*Online Orientation for Online Students.* UWG Online also provides an online student orientation at <https://uwgonline.westga.edu/online-student-guide.php>. It is recommended that students read all information on this website. Experienced online students will move through it quickly, and new students may take longer, but it will help all students to anticipate their upcoming experience, as well as teach students about the specific environment in which they will be working.

*Accessibility Services.* One important service noted in the Online Student Orientation relates to Accessibility Services. If you think you may require accommodations, please carefully read that section of the guide, and visit and read this page: <https://www.westga.edu/student-services/counseling/accessibility-services.php>. Then, begin the process of reaching out to the relevant offices on campus to make arrangements. Students needing accessibility services should not wait until class starts to see if they “really need” services.

*Counseling Services.* Students in the program are eligible for services provided by the Counseling Center (<http://www.westga.edu/counseling/index.php>). Students are also eligible for the services of an online counselor who can be reached at 678-839-6428. With the advent of COVID-19, the counseling department has expanded its services, making it more online-friendly. Students can visit <https://www.westga.edu/student-services/counseling/online-counseling.php> for information about online counseling.

*Health Services.* Students in 100% online programs are not automatically eligible for using UWG's Health Services. However, they may access them by paying the health fee. UWG Health Services provides medical, pharmacy, advocacy and health education services to students who have paid the student health fee. The health fee is charged to students taking on campus classes, but exclusively online students may elect to pay the health fee and receive services. The medical team at Health Services, composed of a physician and three nurse practitioners, delivers comprehensive, high quality healthcare in an efficient, caring and confidential manner.

A number of the medical services offered at the Student Health Center are fully covered by the student health fee that is paid as part of tuition and fees. Services not covered by the health fee are available for a minimal charge and may be billed to the student's account. The Health Center pharmacy offers free over-the-counter medications and prescription medications are available for a minimal charge.

For more information regarding the hours of operation and the available services, visit <https://www.westga.edu/health/>

### **Additional Resources**

*Banweb.* Read about it, and then log in and explore its features.  
<https://www.westga.edu/its/banweb-for-students.php>

*Wolf Watch* (aka DegreeWorks). Read about Wolf Watch at <https://www.westga.edu/student-services/registrar/wolf-watch.php>. Students can access Wolf Watch through MyUWG at <https://myuwg.westga.edu/> (Banweb-->Wolf Watch).

*Registrar's Scoop.* Keep track of important semester deadlines related to such things as registration, fee payment, and application for graduation by reading each semester's Scoop at <https://www.westga.edu/student-services/registrar/the-scoop.php>

*UWG Graduate Student Orientation.* Hopefully, students have already worked through this, but the links are handy throughout your program.  
[https://www.westga.edu/gradstudies/new\\_student\\_orientation/](https://www.westga.edu/gradstudies/new_student_orientation/)

*Graduate Catalog.* This document provides information on university policies and procedures for graduate students. <https://www.westga.edu/student-services/registrar/course-catalogs.php>

*Writing Resources.* This page provides additional information related writing, research, citations, data searches, graduate level writing resources, and plenty of other content. Writing Resources: [https://www.westga.edu/academics/university-college/writing/writing\\_resources.php](https://www.westga.edu/academics/university-college/writing/writing_resources.php) and Online Tutoring: <https://www.westga.edu/academics/coah/writing/online-writing-tutoring.php>

*The USG TAP Program* (only for employees of the University System of Georgia). Info for TAP Students. [https://www.usg.edu/hr/benefits/tuition\\_assistance\\_program](https://www.usg.edu/hr/benefits/tuition_assistance_program)

## **G. Memorandum of Understanding**

All students are required to complete the Memorandum of Understanding (MOU) prior to beginning the first class in the program. The MOU is here:

[https://docs.google.com/forms/d/1cIJbr74SPhAYA1dG9w8igsLRzhBVQi\\_9GpSgXKSI\\_IE/edit?ts=61eabffe](https://docs.google.com/forms/d/1cIJbr74SPhAYA1dG9w8igsLRzhBVQi_9GpSgXKSI_IE/edit?ts=61eabffe)