CSRF 6307 Athletic Administration

Professor: Dr. Veronica Snow

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Office Hours: By appointment

Required Textbook and Supplies:
Athletic Administration, Sound Decision Making, Effective Problem Solving and Appropriate Risk Taking. 2013

Course Description:
This course allows students to professionally communicate with others. It will emphasize writing, speaking, and
listening skills that will benefit students in future career paths.

Student Learning Outcomes:
The class activities, experiences and assignments will provide opportunities for class members to:
  1. Acquire a basic understanding of various areas of athletics applicable to persons involved in
     athletic administration.
  2. Exchange thoughts and opinions relating to the practical, intellectual, philosophical and moral
     issues involved in administration.
  3. Utilize research to understand components of administration and to improve writing and
     speaking skills.
  4. Learn, develop, and improve in relation to your career goals and the expectations of the real
     world.
  5. Write a reflective/evaluative paper demonstrating understanding of social responsibility which includes
     the understanding of civic responsibility, making professional and responsible judgments based on
     ethical values, as well as demonstrating the purpose and value of community service in today’s society.

Graduate Institutional Learning Goals:
1. Master Knowledge and Skills
   Students will:
   · Demonstrate advanced knowledge, skills, and values appropriate to the discipline.
   · Demonstrate the ability to work as individual researchers/scholars as well as in collaboration with others.
   · Demonstrate the ability to be creative, critical thinkers with the ability to apply new technologies as
     appropriate to the discipline.

2. Master Communication and Dissemination
   Students will:
   · Be required to demonstrate advanced oral and written communication skills, as appropriate, to the
     discipline.
   · Demonstrate global perspectives appropriate to the discipline.

3. Master Leadership and Social Responsibility
   Students will:
   · Comprehend and practice the ethical principles appropriate to the discipline.
Understand and value individual differences and have the skills for working effectively in a diverse, changing world.

This course is designed to help future athletic administrators with myriad of difficulties, challenges and problems that confront them in the performance of their duties. It is also designed to address problematic and stressful situations.

COURSE REQUIREMENTS:
1. Reading assignments prepared to be discussed during class.
   a. Additional materials and readings will be identified and assigned throughout the semester.
2. Written and Oral Research Project
3. Midterm Exam
4. Write a reflective/evaluative paper Connect
5. Applied Experiences
6. Class Discussions
7. Portfolios
   a. All aspects of the course assignments are to be shared with classmates/colleagues as outlined during class. This assures that all students will benefit from the collaborative studies of their peers and provide the basis for a portfolio that is reflective of the work of the entire class.
8. Professional Development
9. Guests Lecturers will be announced in advance. Attendance is critical for these class periods.

EVALUATION AND GRADING:
✓ Oral presentation / Written research project 14%
✓ NCAA Rules Test 5%
✓ Applied Experiences / written reports/evaluations 25%
✓ Portfolios 10%
✓ Professional Development 11%
✓ Class Participation (discussions, class workgroup collaboration, handouts) 25%
✓ Connect! Partnership Experience (Including: Paper and Survey Completion) 10%

Final grade will be computed as a percentage of the total semester points. The percentage grade will be translated to a letter grade based upon:
90% or above = A
80% or above = B
70% or above = C
60% or above = D
59% or below = F
ASSIGNMENTS (tentative – subject to change – final schedule of assignments will be given in class)

1. Each student is expected to read the text and weekly preparation to lead/participate in class discussions will be expected. Find an article related to topic for class discussion and post this in Blackboard as a PDF for classmates to read. Handout prepared for class discussion also should be posted in Blackboard as well as brought to class for each person to read.

2. Applied Experiences: Interview an Athletic Administrator, Observe athletic administrators at sport events (basketball, baseball, softball and track), write a report of experiences for each.

3. Research Assignment Criteria: As a professional, you are expected to think, write and speak clearly. You will also be required to utilize those traits to effectively identify and analyze problems, then produce creative solutions. The administrator who can effectively meet these challenges will advance more quickly, and advance further, in his/her career. Therefore, the structure of this course is designed to enhance your ability to think, write and speak clearly. It is intended the student will learn by being engaged in research, with some of the research being shared with the entire class.

   a. Oral Presentations: A group project. This project will be on one an assigned topic in the field of athletics.

      i. Presentations will be a minimum of 12 ‘ but not greater than 15’ (not including Q & A).

      ii. Presentations should be well organized, thorough and supported by your research.

      iii. Presentations should be in power point format.

      iv. Presentations should include proper references (citations) according to APA guidelines.

      v. The presentations should not only be informative, but also be interesting enough to hold the audience’s attention (involvement of audience).

      vi. All students may be required to complete peer evaluations of the presentations however it is expected that all students will be actively engaged and prepare and ask questions.

   b. Written Research Project

      i. Athletic Department Manual – ( bound ) although you may use ideas from others you must have your own individual department name and mascot as well as all information in the manual must reflect you own unique department name/logo information. Make it your own.

         1. Vision Mission, and Value statements

         2. Code of Conduct

         3. Goals for Department

         4. Job descriptions

         5. Budget

            a. Forms

         6. Duties outlined

            a. Game administration

         7. Calendar

         8. Policies and Procedures for Department

            a. Travel

            b. Recruiting

            c. Gym/Field Use

            d. Weight room use

            e. Budget management

            f. Etc.


4. Portfolio
   a. The portfolio is your collection of artifacts from this course and will include (but not exclusively):
      i. A hard copy of your completed assignments
      ii. A copy of each of the assignments or summary briefs of each other students presented work/assignment
      iii. All other products of this course.

5. Write a reflective/evaluative paper demonstrating understanding of social responsibility which includes the understanding of civic responsibility, making professional and responsible judgments based on ethical values, as well as demonstrating the purpose and value of community service in today's society. (Professor will give you a sheet with directions and prompts to complete this assignment.)

Professional Development

Must attend a professional development activity and complete community service to receive this grade. Documentation in writing explaining what you did and learned from the experience required to be in your portfolio for credit. Also, must report to the graduate assistant in charge of the Professional Development Club.

See additional information on Graduate Learner Contract.

Attendance Policy

Unexcused absences will result in a drop in one full letter grade. Arriving to class late will result in a deduction from the final point total.

University Policies:

Academic Honesty

Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Department of Kinesiology and Coaching, Sport, Recreation and Fitness Program adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2011-2012) http://www.angelo.edu/content/files/17358-university-honor-code. The University "faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

Plagiarism

Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via
Students With Disabilities

1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”

2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.

Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

Student Absence for Observation of Religious Holy Days

“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.”

Incomplete Grade Policy (OP 10.11 Grading Procedures)

ASU policy is that incomplete grades be reserved for student illness or personal misfortune. Please contact me if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.