CSRF 6307 Athletic Administration
Spring 2019
Dr. Veronica Snow

ANGELO STATE UNIVERSITY

Coaching, Sport, Recreation, and Fitness Administration Program

CSRF 6307
Administration of Athletics
Spring 2019
VERONICA SNOW, DSM
CSRF 6307 Athletic Administration

Professor: Dr. Veronica Snow

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Office Hours: By appointment

Required Textbook and Supplies:

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.

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. Applied Experiences
4. Class Discussions
5. 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.
6. Professional Development
7. Guests Lecturers will be announced in advance. Attendance is critical for these class periods.
8. NCAA Rules Test

EVALUATION AND GRADING:

- Oral presentation / Written research project 15%
- NCAA Rules Test 5%
- Applied Experiences 30%
- Portfolio/Professionalism 9%
- Professional Development 11%
- Class Participation (discussions, class workgroup collaboration, handouts) 30%

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.
2. Applied Experiences: Interview an Athletic Administrator, Observe athletic administrators at sport events, write a report of experiences, etc.
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 your own unique department name/logo information. Make it your own.
      1. Vision Mission, and Value statements
      2. Administration: Organization chart, national conference affiliations
      3. Athletic councils and committees: University athletics council; compliance committee, gender equity committee, SAAC, student appeals committee
      4. Fiscal Policies and Procedures
         a. Budget development
         b. Accounting procedures
         c. Athletics Financial Aid
         d. Grand in aids
         e. Travel
         f. Purchasing and Accounts payable
      5. Policies for operations
         a. Recruiting
         b. Gym/Field Use
         c. Weight room use
      6. Development and fundraising
      7. Personnel
         a. EEOC
         b. Employment
         c. Evaluations
         d. Code of Conduct
         e. Job descriptions
         f. Time off reporting
         g. Social media
      8. Compliance
         a. NCAA rules and Regulations
b. Admissions
c. Compliance committee
d. Title IX/Gender Equity
e. Liability waivers for interns student-assistant and Ga coaches and volunteers

9. Student-Athlete
   a. Prospective Student-athlete
   b. Academic guidelines
   c. Academic support services
   d. Life in the Balance
   e. Discipline
   f. Awards

10. Athletic Training
    a. Policies and forms

11. Appendices
    a. Organization Personnel Information
        i. Organizational Chart
        ii. Job Descriptions
        iii. Athletics Staff evaluation form
        iv. Time off reporting form
        v. Athletics sport listings
        vi. Sample employment letter
    b. Business Forms
        i. Purchasing guidelines
        ii. W-9 form
        iii. Expense report
        iv. Category codes
        v. Rental vehicle request
        vi. Check requires form
        vii. Tax exempt forms
        viii. Personal car agreement
        ix. Purchase order request
        x. Travel transportation request (bus/van/car)
    c. Policies and Procedures for Department
        i. Travel
        ii. Recruiting
        iii. Gym/Field Use
        iv. Weight room use
        v. Budget management
        vi. 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 what you have learned from this class and the experiences this semester and how it can benefit you in your future career.

6. 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 Integrity

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

The Archer College of Health and Human Sciences adheres to the Statement of Academic Integrity

All Students are responsible for knowing and abiding by all information in the following handbooks and catalog: https://www.angelo.edu/student-handbook/ and https://www.angelo.edu/catalogs/

Plagiarism

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. 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. 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 Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.
Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

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. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Incomplete Grade Policy (OP 10.11 Grading Procedures)

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Title IX Statement

Angelo State University is committed to the safety and security of all students. If you or someone you know experience sexual harassment, sexual assault, domestic or dating violence, stalking, or discrimination, you may contact ASU’s Title IX Coordinator.

SYLLABUS CHANGES

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

COURSE EVALUATION

Students are provided the opportunity, and are strongly encouraged to participate in a course evaluation at the end of the semester. Areas on the IDEA evaluation include:

i. Travel
ii. Recruiting
iii. Gym/Field Use
iv. Weight room use