COURSE NUMBER
CSRF 6322

COURSE TITLE
Special Events

CREDITS
Three Semester Credit Hours (3-0-0)

PRE-REQUISITE SKILLS
Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Coaching, Sport, Recreation, and Fitness Program. Computer access requirements are further delineated in the Undergraduate Handbook. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Undergraduate/ Graduate Student Handbook should be reviewed before taking this course.

COURSE DELIVERY
This class meets in CHP 205 on Thursday Evenings at 6:00 pm

BROWSER COMPATIBILITY CHECK
It is the student’s responsibility to ensure that the browser used to access course material on his/her computer is compatible with ASU’s Blackboard Learning System. The faculty reserve the right to deny additional access to course assignments lost due to compatibility issues. Students are responsible for reviewing the guidelines posted in this course regarding accessing Blackboard assignments. Problems in this area need to be discussed with faculty at the time of occurrence, either via a phone call (preferred) during posted acceptable hours for calling, or via email notification during times outside those posted for calls.

Be sure to perform a browser test. Select the “Support” tab from the Blackboard homepage (http://www.blackboard.angelo.edu) Select “Test your Browser” option.
FACULTY
Veronica Snow, DSM
Office: CHP 102 http://www.angelo.edu/content/files/23812-2016-2017-catalog-edited
Phone: (325) 486-6364
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Email: vsnow2@angelo.edu

OFFICE HOURS
By Appointment

COURSE DESCRIPTION
A course that addresses the competencies necessary to successfully plan, market, and implement special activities related to sport, fitness, and recreation. Emphasis will be on APPLIED experiences in program design in educational, sport, and recreation settings. This will include writing, designing, and producing finance, bidding, and budgeting packages, schedules, promotional publication, rules and risk management policies, concept development, and personnel development. Goals are to increase creativity abilities and thinking skills in relation to sport and recreation leadership for special event programming.

PROGRAM OUTCOMES
Upon completion of the program of study for the Coaching, Sport, Recreation, and Fitness Program, the graduate will be prepared to:

STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
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</thead>
<tbody>
<tr>
<td>By completing all requirements, students will be able to:</td>
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<tr>
<td>1) Students will understand leadership programming responsibilities in sport and recreation event management and administration.</td>
<td>Participate in all aspects of special events organization, management, and completion.</td>
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<tr>
<td>2) Students will know how to develop and utilize creative marketing strategies.</td>
<td>Create marketing and promo packages, budgets, schedules, personnel folders, facility usage charts, etc.</td>
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<td>3) Students will be able to design, implement, and evaluate special event programs in a variety of settings.</td>
<td>Program designs for special events in multiple markets, i.e. educational settings, youth sport, community, military, church, university, etc.</td>
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<tr>
<td>4) Students will attend/participate in a Professional Development activity/seminar/conference.</td>
<td>Actively participating in a variety of actual special event programs which engage the student and provide a professional experience related to field.</td>
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REQUIRED TEXTS AND MATERIALS

OTHER REQUIRED MATERIALS
*All graduate students will obtain a copy of Publication Manual of the American Psychological Association (APA), 6th edition for reference during their graduate studies as this is the writing style used in our profession. Failure to adhere to these standards will result in reduction of grades on assignments.

GRADING SYSTEM
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:
A = 90.00-100 points
B = 80.00-89.99 points
C = 70.00-79.99 points
D = 60.00-69.99 points
F = 0-59.99 points  (Grades are not rounded up)

EVALUATION AND GRADES
Graded assignments, activities and percent of the overall course grade:

1. Book Outline
2. Group Presentations
3. Various projects in class and out. This includes scholarly discussion in class.
4. Creating and running various events for the community.
5. Program designs
6. Creating marketing and promo packages, budgets, schedules, personnel folders, facility usage charts, etc.
7. Professional Development experience via actively participating in a variety of actual special event programs
8. Course Binder (Portfolio) -And Events REPORT Binder (Group Project)
9. All registered students are required to attend a professional conference/workshop within their field during the semester and be a member of a recognized professional field related association. Failure to do so will result in a 11% decrease in the final grade.
Grading Percentages

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Book Outline</td>
<td>10%</td>
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<tr>
<td>Class presentations</td>
<td>15%</td>
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<tr>
<td>Special Events</td>
<td>25%</td>
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<tr>
<td>Final Project (Including Report Binder)</td>
<td>20%</td>
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<tr>
<td>Professional Development</td>
<td>11%</td>
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<tr>
<td>Portfolio (Individual)</td>
<td>4%</td>
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<tr>
<td>Written Evaluation</td>
<td>10%</td>
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TOTAL COURSE GRADE 100%

TEACHING STRATEGIES
Lecture – Presentations
Applied projects – Events
Research and writing
Creative Designing Programming

Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

ASSIGNMENT/ACTIVITY DESCRIPTIONS
(SEE SCHEDULE)

GENERAL POLICIES RELATED TO THIS COURSE
All students are required to follow the policies and procedures presented in the following documents:

- Angelo State University Student Handbook located on the ASU website http://www.angelo.edu/student-handbook/
- ASU Undergraduate Catalog located on the ASU website https://www.angelo.edu/content/files/16795-201213-undergraduate-catalog
IMPORTANT UNIVERSITY DATES

January 15                    First Day of Class
January 18                    Last day to register or make changes
March 11-15                   Spring Break
March 29                      Spring Holiday EASTER
May 6-10                      Final Exams Week
May 10                        Spring Semester ends
May 11                        Spring Commencement

STUDENT RESPONSIBILITY & ATTENDANCE

COMMUNICATION

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

*Written communication via Blackboard:* It is an expectation of this class that you use formal writing skills giving appropriate credit to the source for your ideas. Follow APA (2010) 6th edition (2nd Printing or higher only) guidelines for referencing.

*Written communication via email:* All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes.

*Virtual communication:* Office hours and/or advising may be done with the assistance of the telephone.

*Use Good "Netiquette":*
  - Check the discussion frequently and respond appropriately and on subject.
  - Focus on one subject per message and use pertinent subject titles.
  - Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
  - Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
  - Cite all quotes, references, and sources.
  - When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
  - It is extremely rude to forward someone else’s messages without their permission.
  - It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(The "netiquette" guidelines were adapted from Arlene H. Rinaldi's article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)
ASSIGNMENT SUBMISSION
In this class, all assignments need to be submitted through the Assignments link in the Blackboard course site. This is for grading purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at Veronica.snow@angelo.edu and attach a copy of what you are trying to submit. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

LATE WORK OR MISSED ASSIGNMENTS POLICY

LATE WORK POLICY
The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Late assignments are not accepted without prior approval of faculty. Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

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 Archer College of Health and Human Services adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook http://www.angelo.edu/student-handbook/community-policies/academic-integrity.php. 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 Bb Safe Assignment or Turnitin. Resources to help you
understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept/writing_center/.

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.

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.

STUDENT ABSENCE FOR OBSERVANCE 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.” Please see ASU Operating Policy 10.19.

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.

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:

1. Learning to apply course material (to improve thinking, problem solving, and decisions)
2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
3. Acquiring skills in working with others as a member of a team
4. Learning how to find and use resources for answering questions or solving problems
5. Learning to analyze and critically evaluate ideas, arguments, and points of view

**This syllabus is not intended to be all inclusive and may be changed as circumstances dictate. End of syllabus.**