Instructor: Dr. Veronica Snow
Email: vsnow2@angelo.edu
Phone: 325-486-6354
Office: CHP 102
Office Hours: By Appointment: Wednesday and Thursday

Course Information

Course Description
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 Credits
Three Credit Hours (3-0-0)

Prerequisite and Co-requisite Courses
None

Prerequisite Skills
Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Athletics Administration Course.

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

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.

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### Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
</table>
| Acquire a basic understanding of various areas of athletics applicable to persons involved in athletic administration. | Read textbook and articles then, participate in classroom discussions. Observe an administrator and Interview an administrator. Read NCAA manual and pass a NCAA Rules Test. Participate in sport events shadowing an administrator. | • 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.  
| Exchange thoughts and opinions relating to the practical, intellectual, philosophical and moral issues involved in administration. | Read textbook and articles then, participate in classroom discussions. | • Be required to demonstrate advanced oral and written communication skills, as appropriate, to the discipline.  
  • Demonstrate global perspectives appropriate to the discipline.  
  • 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. |
| Utilize research to understand                                                        | Present orally and prepare a written paper over an                                               | • Be required to demonstrate advanced oral and written communication skills, as appropriate, to the discipline.  
|                                                                                       | assignment                                                                                       |                                                                                                                                                           |
### Student Learning Outcome

By completing all course requirements, students will be able to:

<table>
<thead>
<tr>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>components of administration and to improve writing and speaking skills.</td>
<td>communication skills, as appropriate, to the discipline.</td>
</tr>
<tr>
<td>assigned topic related to this field.</td>
<td></td>
</tr>
<tr>
<td>Learn, develop, and improve in relation to your career goals and the expectations of the real world.</td>
<td>Participate in a seminar, webinar, conference to enhance the professional development of the student.</td>
</tr>
<tr>
<td>Create a Portfolio of all course material to preserve information for later use in Career.</td>
<td>• Demonstrate advanced knowledge, skills, and values appropriate to the discipline.</td>
</tr>
<tr>
<td>• Demonstrate the ability to work as individual researchers/scholars as well as in collaboration with others.</td>
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### Course Delivery

This is a face-to-face course with learning resources and supplemental materials posted in Blackboard.

### Required Texts and Materials

**Administration of Intercollegiate Athletics**

1. **ISBN:** 9781450468152
2. **Author:** Erianne Weight & Robert Zullo
3. **Publisher:** Human Kinetics
4. **Copyright Year:** 2015

### Recommended Texts and Materials

None

### Technology Requirements

To successfully complete this course, students need to be able to use Adobe to manipulate PDF documents.

### Topic Outline

1. Reading assignments prepared to be discussed during class.
a. Additional materials and readings will be identified and assigned throughout the semester.

2. Written Research Projects
3. Fund Raising and Budget Assignments
4. Applied Experiences (Interview, Observe, Grand Slam Event)
5. Class Discussions
6. 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.

7. Professional Development
8. Guests Lecturers will be announced in advance. Attendance is critical for these class periods.
9. NCAA Rules Test, Mid Term Test, Final Exam

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 email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Collaborate, Skype, etc.
Grading

Evaluation and Grades
Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent/Points of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation (discussions, class workgroup collaboration, handouts)</td>
<td>25</td>
</tr>
<tr>
<td>Fund Raising and Budget Assignment</td>
<td>15</td>
</tr>
<tr>
<td>Written research projects</td>
<td>15</td>
</tr>
<tr>
<td>Portfolio/Professionalism/Professional Development</td>
<td>15</td>
</tr>
<tr>
<td>Applied Experiences(interview, events, observe)</td>
<td>20</td>
</tr>
<tr>
<td>NCAA Rules Test</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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)

Teaching Strategies
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 and Activity Descriptions

*Please note: Rubrics for all assignments and activities are located at the end of this syllabus.

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

4. Written Research Project
   a. 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 yours

5. Portfolio
   a. The eportfolio is your collection of artifacts from this course and will include (but not exclusively) saved as a PDF:
      i. A copy of completed assignments
      ii. A copy of each of the assignments or handouts from each of the other students presented work/assignment
      iii. All other products of this course.

6. 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.

7. 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 send report to the graduate assistant in charge of the Student Professional Development Club.

Assignment Submission

All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving 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. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. 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 course is set up on weekly modules. 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.

General Policies Related to This Course
All students are required to follow the policies and procedures presented in these documents:

- Angelo State University Student Handbook
- Angelo State University Catalog

Student Responsibility and Attendance
There are readings which you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

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 College of Health and Human Services adheres to the university’s Statement of Academic Integrity.

Accommodations for Students with Disabilities
ASU 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 of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

**Incomplete Grade Policy**

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.

**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. Resources to help you understand this policy better are available at the ASU Writing Center.
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. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

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.

Title IX at Angelo State University
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D.
You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu
Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

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. Learning how to find, evaluate, and use resources to explore a topic in depth
4. Learning to analyze and critically evaluate ideas, arguments, and points of view

End of Syllabus

1 https://www.angelo.edu/student-handbook/
2 https://www.angelo.edu/catalogs/
3 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
4 https://www.angelo.edu/services/disability-services/
5 https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
6 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
7 https://www.angelo.edu/dept/writing_center/academic_honesty.php
8 https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of