

CSRF 6307
Administration of Athletics
SPRING 2022



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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.

Student Learning Outcomes

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:	Mapping to Program Outcomes
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. Interview an administrator.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 components of administration and to improve writing and speaking skills.	Present orally and prepare a written paper over an assigned topic related to this field.	<ul style="list-style-type: none"> • Be required to demonstrate advanced oral and written communication skills, as appropriate, to the discipline.

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:	Mapping to Program Outcomes
Learn, develop, and improve in relation to your career goals and the expectations of the real world.	Participate in a seminar, webinar, conference to enhance the professional development of the student. Create a Portfolio of all course material to preserve information for later use in Career.	<ul style="list-style-type: none"> • 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.

Course Delivery

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

Required Texts and Materials

- **Athletic Administration Textbook**

STUDENT INSTRUCTIONS

How to Set Up Your Skyepack Student Account

1. Go to www.skyepack.com
2. Click on "**Create Account**" Make sure you are **using the address on record with your instructor (EX: "student@yourschool.edu")**
3. Skyepack will send you an automated verification email to the address used to create your account. Please check this email to **Verify Your Account**. This will take you to the "**My Pack Collection**" homescreen.
4. Click on "**Channel Guide**", find your university, then your pack, and click, "**ADD to MY COLLECTION**".
7. Pay the access fee using a debit, credit, or prepaid access card from your bookstore.
8. Your course pack will now be available for you whenever you log into your account.
9. For further assistance, please contact, SUPPORT@SKYEPACK.COM.

Recommended Texts and Materials

None

Technology Requirements

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

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.

Evaluation and Grades

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

Assessment	Percent/Points of Total Grade
Class Participation (discussions, class workgroup collaboration , handouts)	30
Assignments	45
Portfolio/Professionalism/ Professional Development	10
Quizzes, Mid Term and Final Tests	15
Total	100%

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

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, and others as assigned.
3. Class Discussions
4. Written Research Papers.
5. Guests Lecturers will be announced in advance. Attendance is critical for these class periods.
6. Quizzes, Mid Term Test, & Final Exam
7. 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.
8. Professional Development
 - a. 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.
9. 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.

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

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](#)¹
- [Angelo State University Catalog](#)²

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](#).³

Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class At Angelo State University (This policy is only IF needed and will be announced)

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory [Facial Covering Policy](#) to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your

daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

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](#).⁴ 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](#)⁵ for more information.

Plagiarism

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)⁶ 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](#).⁷

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](#)⁸ 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>