**Curriculum Proposal**

Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

- **College:** Allied Health and Nursing
- **Department:** Human Performance
- **Program:** Sport Management
- **Type of Change:** COURSE PROPOSALS
- **Proposed Course Title:** HP 462 Sport Administration
- **Course Designator and Number:** HP 462
- **Number of Credits:** 3

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):

Rationale or Justification for change:

See attached rationale.

---

### **For General Education or Cultural Diversity Courses Only**

<table>
<thead>
<tr>
<th>GE Category #</th>
<th>GE Category Name (Maximum of 3 Categories)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

*For Writing Intensive Courses, attach a description of the kind and quantity of writing.

*For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.

Attach paper copies of the following:
- Syllabus or course outline.
- Course's student learning outcomes associated with each GE competency or CD designation.
- List of strategies to be used to assess students' achievement of each GE competency or CD designation.

---

### **For New Courses***

- **Instructional Type:** Lecture
- **Grading Format:** Grade
- **Course will be offered:** Fall Semester, Spring Semester, Summer Session

- **Course content or title is similar to courses in other departments.** (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)

Attach paper copies of the following:
- Syllabus or course outline.
- Course's student learning outcomes.
- A list of resources required to offer and support this course.
- A description of how teaching this course will affect department staffing.
- If 400/500 level course, an explanation of added expectations of graduate students.
**For Program Proposals**

Attach paper copies of the following:

- a. Student learning outcomes for the program.
- b. Minutes from department and college curriculum meetings in which action was taken on this proposal.
- d. List of program requirements for New programs, or a list of Current and Proposed program requirements for Redesigned programs.
- e. A list of resources required to offer and support this program.
- f. A description of how offering this program will affect department staffing.
- g. A list of additional library holdings required for this program.

Please include rationale for any proposed changes in number of program credits:

---

**For Programs Requiring MnSCU Approval**

If any of the following changes are proposed, please fill out and attach MnSCU Program Approval Forms, which are available on the Academic Affairs Web site: [http://www.mnsu.edu/acadaf/html/currformsprocesses.htm](http://www.mnsu.edu/acadaf/html/currformsprocesses.htm)

1. Creation of an entirely new program.
2. Redesign of existing programs, which takes any of the following forms:
   - Addition or deletion of a program option. Options are part of program design in which 30-50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives greater than 30% of the total number of credits in the major. Options are appropriate to baccalaureate or masters programs.
   - Addition or deletion of a program emphasis. Emphases are part of program design in which more than 50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives with a minimum of nine credits. Emphases are appropriate to associate and baccalaureate programs.
   - Change in program name.
   - Change in program CIP #.
   - Change in TOTAL program credits.
   - Change in degree award. For example, changing a B.A. to B.S.
   - Creation of a new degree award in a related academic area. Examples include creation of a certificate program from an existing degree program, or a new degree program from an existing degree program (e.g., Art History BA from Art BA.)
3. Relocation of an existing program. This is a proposal to move an existing program from one site to be exclusively offered at another site, and requires closing the program offered at the original site. For example, a program offered both on-campus and through extended campus is to be offered only at the extended campus site.
4. Replication of an existing program. This is a proposal to offer an existing program at a new site, which may be an existing MnSCU-approved site, or another campus of the same institution. Replicated programs are offered at both the original site and the new location.
5. Suspension or reinstatement of a program. This proposal suspends admission of students into an existing program, and is good for three years. Reinstatement proposals request the reopening of student admissions into a given program.
6. Closure of a program. This proposal requests closure of an existing program and its from an institution's official inventory of academic programs. Unless a department seeks to re-open a suspended program, it should be closed within three years of suspension.
### Signature Page

**Department**
- [ ] Recommended
- [ ] Not Recommended

**College Curriculum Committee**
- [ ] Recommended
- [ ] Not Recommended

**College Dean**
- [ ] Recommended
- [ ] Not Recommended

**General Education Subcommittee**
- [ ] Recommended
- [ ] Not Recommended

**Undergraduate Curriculum and Academic Policy Committee**
- [ ] Recommended
- [ ] Not Recommended

**Faculty Association Graduate Committee**
- [ ] Recommended
- [ ] Not Recommended

**Graduate Dean**
- [ ] Recommended
- [ ] Not Recommended

**Academic Affairs Council**
- [ ] Recommended
- [ ] Not Approved

**Senior Vice President and Vice President for Academic Affairs**
- [ ] Approved
- [ ] Not Approved

---

*Minnesota State University, Mankato*

*Curriculum Proposal*

*Department Chair*

*Date*

*Committee Chair*

*Date*

*Dean*

*Date*

*General Education Subcommittee Chair*

*Date*

*UCAP Faculty Chair*

*Date*

*Faculty Association Graduate Chair*

*Date*

*Graduate Dean*

*Date*

*Assistant Vice President*

*Date*

*Sr. Vice President / Vice Pres. Academic Affairs*

*Date*
Change in Course Credit Hours

HP 462 Sport Administration. It is recommended that HP 462 Sport Administration, be increased in credit hours from 2 credits to 3 credits. The course content includes management topics from the perspective of a sport manager overseeing sport programs including human resources, budgeting, equipment and supplies, facilities, fundraising, scheduling, dealing with parents and participants. Additional time is needed to address each of the content topics.
SYLLABUS
HP 462
SPORT ADMINISTRATION

1. Instructor: Dr. S. Lee
   Phone: 507.389.1471
   Email: soonhwan.lee@mnsu.edu

2. Time Frame: Fall Semester, 2005

3. Class Meeting Time:
   12:00 ~ 12:50 (Tuesday & Thursday): HC 2010

4. Office Hours:
   11:00 ~ 13:00 (Monday)
   10:00 ~ 12:00 & 13:00 ~ 14:00 (Tuesday)
   11:00 ~ 13:00 (Wednesday)
   10:00 ~ 12:00 & 13:00 ~ 14:00 (Thursday) or by appointment

5. Course Description:
   The course is designed to help students understand the role of
   administration and management in the sport programming. The
   purpose of this course is to provide a basic understand of
   administration theory and practice, including planning, managing
   coaches, parents, finances, risk and finances.

6. Ideas, Objectives, & Competencies:
   - Understand the roles of management in sport programming
   - Develop sport program for profit/non-profit and/or
     public/private sport organizations
   - Discuss the issues of managing coaches, parents, risk, finances, and
     actual events
   - Develop functional approach of management
   - Understand the process of for the development of a budget
   - Apply conceptual theory of management to actual sport programs

   Champaign, IL: Human Kinetics

8. Attendance Policy:
   ATTENDANCE IS MANDATORY! Student interaction during
   class is a prime method of learning and cannot be duplicated if you
   are not in class. A percentage of the student’s grade will be based
on daily attendance and participation. Arriving late to class will negatively impact your overall grade. If you miss more than five (5) times without appropriate reasons, you will be failed the class.

9. Test Policy:

Three (3) Tests will be taken on the dates designated. NO MAKE-UP TESTS WILL BE GIVEN. MAKE-UP TESTS WILL ONLY BE GIVEN IF APPROVED IN ADVANCE BY THE INSTRUCTOR. Tests are made up largely of questions from lectures, class discussion, and the textbook. You can also expect to answer a minimum of three essay questions among the tests.

10. Team Project: Youth Sport Camp Development

This course requires that you and your team members develop, submit, and present Youth Sport Camp Development. The contents of this project should include from planning to managing coaches, parents, employees, risk, parents, finances, and event. You may have some ideas by using each chapter of the textbook (must not be same format).

- PAPER FORMAT includes:
  - Cover Page (Title of Camp, Name, Course # and Name)
  - Introduction (Reasons of choosing this youth camp)
  - Literature Review (find some similar camp cases, USE LIBRARY!)
  - Camp Development (from planning to managing coaches, parents, employees, risk, parents, finances, and event)
  - Reference List (List the names, years, and sources of your reference regarding the paper)
  - PAPER PRESENTATION must be prepared and presented by using POWERPOINT

11. Academic Dishonesty:

Minnesota State University’s academic dishonesty policies will be enforced if an occurrence takes place. You must be the original author of all work. If not this is considered PLAGIARISM! DO YOUR OWN WORK
12. THE PROFESSOR RESERVES THE RIGHT TO ADD TO THE SYLLABUS. Handouts concerning individual assignments, research papers, group projects, presentations, testing, grading, etc. will given to the student at the appropriate time

13. All work to be handed in MUST be typed unless otherwise noted by the instructor

14. Presentation Policy:
   On dates when a student is to present, she/he should be prepared, dressed accordingly, and let the instructor know at least 24 hours in advance of any technology needed to perform or enhance her/his presentation

15. Grading Criteria:

   Participation 10%
   Test #1 (September 29, 2005) 20%
   Test #2 (October 25, 2005) 20%
   Test #3 (December 13, 2005) 20%
   Team Project: Paper Submission on November 3, 2005 20%
   Team Project Presentation:
   (November 8, 15, 17, 22, 29; December 1, 6, & 8, 2005) 10%
   TOTAL 100%

16. Policy on Handing Work in Late:
   Any late of assignment will be accepted for up to five days after due date. For each day the assignment is late, INCLUDING WEEKEND DAYS, the grade for the assignment will drop ONE POINT OF MAXIMUM SCORE. After five days, the grade will be recorded as a ZERO

17. Grading System: The grading scale for this course is:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% ~ 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% ~ 89.9%</td>
<td>B</td>
</tr>
<tr>
<td>70% ~ 79.9%</td>
<td>C</td>
</tr>
<tr>
<td>60% ~ 69.9%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>
18. **INCLEMENT WEATHER OR CANCELLED CLASS:**
   If a class is cancelled any test or assignment scheduled for that date will be rescheduled for the next scheduled class.

19. **NO FOOD OR BEVERAGES** are to be taken into the classroom.

20. Any unexpected and/or inappropriate behavior during the test will fail the class.

21. **BRING THIS SYLLABUS TO CLASS WITH YOU EVERY DAY!!!!**