



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.

(Check all that apply):		Proposal # <u>236</u>						
College: <u>Allied Health and Nursing</u>	<input checked="" type="checkbox"/> Undergraduate	Effective Date of Change:						
Department: <u>Human Performance</u>	<input type="checkbox"/> Graduate	Academic Year <u>05-06</u>						
Program: <u>Sport Management</u>	CIP # _____	(For Office Use Only)						
Type of Change: <u>COURSE PROPOSALS</u>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Course Designator and Number</th> <th>Number of Credits</th> </tr> </thead> <tbody> <tr> <td>HP 462</td> <td>2</td> </tr> <tr> <td>HP 462</td> <td>3</td> </tr> </tbody> </table>	Course Designator and Number	Number of Credits	HP 462	2	HP 462	3
Course Designator and Number	Number of Credits							
HP 462	2							
HP 462	3							
Proposed: <u>Change in Credits</u>		(if applicable)						
Title Current: <u>HP 462 Sport Administration</u>								
Title Proposed: <u>HP 462 Sport Administration</u>								
24-Char. Abbrev: _____								

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

<p style="text-align: center;">General Education Course:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">GE Category #</th> <th>GE Category Name (Maximum of 3 Categories)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">N/A</td><td></td></tr> <tr><td style="text-align: center;">N/A</td><td></td></tr> <tr><td style="text-align: center;">N/A</td><td></td></tr> </tbody> </table> <p>? 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.</p> <p>Attach paper copies of the following:</p> <ol style="list-style-type: none"> 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. 	GE Category #	GE Category Name (Maximum of 3 Categories)	N/A		N/A		N/A		<p style="text-align: center;">Cultural Diversity Course:</p> <p style="text-align: center;">(Please check one.)</p> <p><input type="checkbox"/> Core (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.)</p> <p><input type="checkbox"/> Related (At least 25% devoted to the above topics or to a global perspective on topics related to African American, Asian, Hispanic, and Native American inhabitants of the United States.)</p>
GE Category #	GE Category Name (Maximum of 3 Categories)								
N/A									
N/A									
N/A									

For New Courses

(Check all that apply):	Instructional Type: <u>Lecture</u>	Course will be offered:
<input type="checkbox"/> Course is an elective.	Grading Format: <input type="checkbox"/> Grade <input type="checkbox"/> P/N	<input type="checkbox"/> Fall Semester
<input type="checkbox"/> Course is required for program		<input type="checkbox"/> Spring Semester
<input type="checkbox"/> Pre- or Co-requisites:		<input type="checkbox"/> Summer Session
<input type="checkbox"/> Other courses are being changed or eliminated. (Explain.) _____		
<input type="checkbox"/> 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:		
a. Syllabus or course outline.		
b. Course's student learning outcomes.		
c. A list of resources required to offer and support this course.		
d. A description of how teaching this course will affect department staffing.		
e. If 400/500 level course, an explanation of added expectations of graduate students.		



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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.
- c. Program Assessment Plan. Forms are available on the Academic Affairs Web site:
http://www.mnsu.edu/acadaf/words/PRA_SampSLOAssessPlan.doc
- 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>

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 removal 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.



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Signature Page

Department			
<input checked="" type="checkbox"/> Recommended	(Category/ies _____)	<u>Gay M. Paul</u>	<u>11/12/05</u>
<input type="checkbox"/> Not Recommended	(Category/ies _____)	Department Chair	Date
Comments:			
College Curriculum Committee			
<input checked="" type="checkbox"/> Recommended	(Category/ies _____)	<u>Ronald H. Neukirch</u>	<u>4-6-06</u>
<input type="checkbox"/> Not Recommended	(Category/ies _____)	Committee Chair	Date
Comments:			
College Dean			
<input checked="" type="checkbox"/> Recommended	(Category/ies _____)	<u>Adams</u>	<u>4/9/06</u>
<input type="checkbox"/> Not Recommended	(Category/ies _____)	Dean	Date
Comments:			
General Education Subcommittee			
<input type="checkbox"/> Recommended	(Category/ies _____)		
<input type="checkbox"/> Not Recommended	(Category/ies _____)	General Education Subcommittee Chair	Date
Comments:			
Undergraduate Curriculum and Academic Policy Committee			
<input type="checkbox"/> Recommended	(Category/ies _____)		
<input type="checkbox"/> Not Recommended	(Category/ies _____)	UCAP Faculty Chair	Date
Comments:			
Faculty Association Graduate Committee			
<input type="checkbox"/> Recommended			
<input type="checkbox"/> Not Recommended		Faculty Association Graduate Chair	Date
Comments:			
Graduate Dean			
<input type="checkbox"/> Recommended			
<input type="checkbox"/> Not Recommended		Graduate Dean	Date
Comments:			
Academic Affairs Council			
<input type="checkbox"/> Recommended	(Category/ies _____)		
<input type="checkbox"/> Not Recommended	(Category/ies _____)	Assistant Vice President	Date
Comments:			
Senior Vice President and Vice President for Academic Affairs			
<input type="checkbox"/> Approved	(Category/ies _____)		
<input type="checkbox"/> Not Approved	(Category/ies _____)	Sr. Vice President / Vice Pres. Academic Affairs	Date
Comments:			

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
7. Textbook: Martens, R. (2001). Directing Youth Sports 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:

90% ~ 100%	A
80% ~ 89.9%	B
70% ~ 79.9%	C
60% ~ 69.9%	D
Below 60%	F

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 EVEY DAY!!!!**