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

<table>
<thead>
<tr>
<th>Proposal #</th>
<th>2850</th>
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</thead>
<tbody>
<tr>
<td>Effective Date of Change:</td>
<td>5/10-07</td>
</tr>
<tr>
<td>Academic Year</td>
<td>5/10-07</td>
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<tr>
<td>(For Office Use Only)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Course Designator</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>
<tr>
<td>(if applicable)</td>
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</tbody>
</table>

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

The course provides students with fundamental theoretical and practical knowledge in management principles and techniques. Philosophy, leadership, communications, public relations, marketing, ethical and legal issues, finances and facilities are also studied.

Rationale or Justification for change:

HP 462 is being changed from 2-credit hours to 3-credit hours because more content areas need to be covered in more depth. The new proposed change is consistent with current national standards provided by the National Association for Sport and Physical Education (NASPE) and the North American Society for Sport Management (NASSM). The old 2-credit course mainly focused on interscholastic athletic programs with limited content. The new 3-credit course will focus on both intercollegiate and interscholastic athletic programs with comprehensive content areas that should better prepare students. Additionally, there are increased course assignments and requirements.

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

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

a. Syllabus or course outline.
b. Course's student learning outcomes associated with each GE competency or CD designation.
c. List of strategies to be used to assess students' achievement of each GE competency or CD designation.

***For New Courses***

<table>
<thead>
<tr>
<th>Instructional Type: Lecture</th>
<th>Course will be offered:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Format: Grade P/N</td>
<td>Fall Semester Spring Semester Summer Session</td>
</tr>
</tbody>
</table>

*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 needed 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.
### Minnesota State University, Mankato

**Curriculum Proposal**

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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/academic/programs/

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 rationales 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/academic/Curriculum/currformsprocess.html

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.

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Revised September 2002
### Signature Page

**Department**  
**Recommended** (Category/ies)  
**Not Recommended** (Category/ies)  
Comments:  
Department Chair

**College Curriculum Committee**  
**Recommended** (Category/ies)  
**Not Recommended** (Category/ies)  
Comments:  
Committee Chair

**College Dean**  
**Recommended** (Category/ies)  
**Not Recommended** (Category/ies)  
Comments:  
Dean

**General Education Subcommittee**  
**Recommended** (Category/ies)  
**Not Recommended** (Category/ies)  
Comments:  
General Education Subcommittee Chair

**Undergraduate Curriculum and Academic Policy Committee**  
**Recommended** (Category/ies)  
**Not Recommended** (Category/ies)  
Comments:  
UCAP Faculty Chair

**Faculty Association Graduate Committee**  
**Recommended**  
**Not Recommended**  
Comments:  
Faculty Association Graduate Chair

**Graduate Dean**  
**Recommended**  
**Not Recommended**  
Comments:  
Graduate Dean

**Academic Affairs Council**  
**Recommended** (Category/ies)  
**Not Recommended** (Category/ies)  
Comments:  
Assistant Vice President

**Senior Vice President and Vice President for Academic Affairs**  
**Approved** (Category/ies)  
**Not Approved** (Category/ies)  
Comments:  
Sr. Vice President/Vice Pres. Academic Affairs
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


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**
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>
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</thead>
<tbody>
<tr>
<td>90% ~ 100%</td>
<td>A</td>
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<tr>
<td>80% ~ 89.9%</td>
<td>B</td>
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<tr>
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<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 EVEY DAY!!!**
Minnesota State University, Mankato
Sport Management Program

COURSE SYLLABUS
HP 462 Sport Administration

1. General Information
   Professor: Dr. Jon "Yeansub" Lim
   Office: Highland North Rm 169
   Phone: (507) 389-5231
   Email: jon.lim@mnsu.edu

2. Time Frame: Fall Semester, 2007

3. Class Meeting Time:
   12:00 ~ 1:15 (Tuesday & Thursday): HC 2010

4. Office Hours:
   09:00 ~ 11:00 (Monday & Wednesday)
   08:00 ~ 11:00 (Tuesday & Thursday) or by appointment

5. Course Description:
   The course is designed to provide students with fundamental theoretical and
   practical knowledge in management principles and techniques, managerial
   responsibilities, and issues confronting professionals intercollegiate and
   interscholastic athletics programs. Philosophy, leadership, communications,
   public relations, marketing, ethical and legal issues, finances and facilities are also
   studied. Prerequisites: HP 160, HP 290, and HP 360.

6. Course Objectives: Upon the completion of this course, students will
   • outline the decision-making/problem-solving process.
   • describe a formal and an informal type of organization and structure.
   • understand the roles of management in sport programming.
   • discuss the functions of management, management theories, and leadership
     theories.
   • develop sport program for profit/non-profit and/or public/private sport
     organizations.
   • discuss Management By Objective (MBO) and Total Quality Management
     (TQM).
   • understand the governance structure of sport.
   • discuss the issues of managing coaches, parents, risk, finances, and actual
     events.
   • develop functional approach of management.
   • understand budget development as it relates to sports organizations.
   • apply conceptual theory of management to actual sport programs.
   • demonstrate an understanding of the hiring process, techniques for making personnel
     decisions and fundraising strategies.

7. Textbook:

Additional Resources (Not Required):

8. Course Requirements:
The student will be involved in lecture/discussion, individual and group projects, assignments, and oral reports.

• Written Examination: There will be three exams. The test will be based on the material delivered in class by the instructor, students and over the readings. Don’t expect the instructor to cover all materials in the readings.

NO MAKE-UP TESTS WILL BE GIVEN. MAKE-UP TESTS WILL ONLY BE GIVEN IF APPROVED IN ADVANCE BY THE INSTRUCTOR.

• Team Project:
Each team will select one of the current controversial issues in Sport Administration. Students may select the topic from the textbook, news media, academic journals, and other resources. Students are required to thoroughly research various sides of the issue.

Important Information about Write-ups/Projects:
Writing is important!! Please know that how, as well as what, you write will be graded. When work is poorly written, its intended meaning is impacted. It is difficult to understand something when the reader is not sure what the writer meant! Good writing eliminates this problem, and consists of correct grammar, punctuation, and language conventions. Thus, remember, how you write is as important as what you write. If you know that writing is a weakness, it is in your best interest to take advantage of resources available on campus to you to help.

• Presentation Policy: The oral presentation content is based on the team project. The presentation format will be formal. It is expected that, at a minimum, PowerPoint be used along with other visual aids (i.e. videos, handouts, posters, promotional objects).

• Other Assignments: Each student will be given other assignments, which will provide the student with opportunities to apply his/her knowledge into practice.
• **Policy on Handing Work in Late**: Course assignments are to be turned in at the beginning of class on the assigned due date. 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**

• **Class Participation**: Class participation is very important in the class. The number of points given will be based on attendance, timely arrival to class, attitude, interest, and class participation.

9. **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. Attendance and promptness when arriving to class are mandatory. After one absence, each absence will automatically reduce your final average by 2%. After one tardy, two tardies are equivalent to one absence. **In the event you miss more than five (5) classes, without appropriate reasons, you will automatically fail the class.** It is your responsibility to gain access to notes and any material that you miss during your absence. Exception to this policy will be made for school related activities made known to the instructor **prior** to the date of absence.

**Extra Points**: Extra points can increase your final grade up to 3%. Extra points are available to only students who actively involve with class discussion, well prepare for each class, and attend all classes without any tardy.

10. **Grading Criteria**:

<table>
<thead>
<tr>
<th>Participation</th>
<th>10%</th>
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<tr>
<td>Test #1</td>
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<td>Test #2</td>
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<td>Test #3</td>
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<td>Other Assignments</td>
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11. **Grading System**:

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12. **Professionalism**:
Professionalism is required during all class sessions. You are expected to conduct yourself as an adult. This includes conducting yourself in a mature manner and dressing appropriately. Any student who acts in such a manner as to disturb the
class and interfere with the learning process will be expelled from the course with a grade of "F".

13. **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.**

14. **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.

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

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

17. **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.

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

19. **BRING THIS SYLLABUS TO CLASS WITH YOU EVEY DAY!!!!**
1. **General Information**
   Professor: Dr. Jon "Yeansub" Lim
   Office: Highland North Rm 169
   Phone: (507) 389-5231
   Email: jon.lim@mnsu.edu

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   - outline the decision-making/problem-solving process.
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• develop functional approach of management.
• understand budget development as it relates to sports organizations.
• apply conceptual theory of management to actual sport programs.
• demonstrate an understanding of the hiring process, techniques for making personnel decisions and fundraising strategies.

7. Textbook:

Additional Resources (Not Required):

8. Course Requirements:
The student will be involved in lecture/discussion, individual and group projects, assignments, and oral reports.

• Written Examination: There will be three exams. The test will be based on the material delivered in class by the instructor, students and over the readings. Don't expect the instructor to cover all materials in the readings.

NO MAKE-UP TESTS WILL BE GIVEN. MAKE-UP TESTS WILL ONLY BE GIVEN IF APPROVED IN ADVANCE BY THE INSTRUCTOR.

• Team Project:
Each team will select one of the current controversial issues in Sport Administration. Students may select the topic from the textbook, news media, academic journals, and other resources. Students are required to thoroughly research various sides of the issue.

Important Information about Write-ups/Projects:
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- **Presentation Policy:** The oral presentation content is based on the team project. The presentation format will be formal. It is expected that, at a minimum, PowerPoint be used along with other visual aids (i.e. videos, handouts, posters, promotional objects).

- **Other Assignments:** Each student will be given other assignments, which will provide the student with opportunities to apply his/her knowledge into practice.

- **Policy on Handing Work in Late:** Course assignments are to be turned in at the beginning of class on the assigned due date. 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**

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**TOTAL** 100%

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