Division: Kinesiology, Health and Sport Studies (KHS)
Program Area: Sports Administration
Course/Course Title: KHS 7300 / Interscholastic Athletic Directing
Credits: 3
Term/Year: Winter 2017
Course Format: Online, www.blackboard.wayne.edu
Instructor: Brian Swinehart
Office Hours: Office hours by appointment, please schedule an appointment by contacting me using the contact information below.
Telephone: Office - 248-956-2074, Cell - 248-818-7369
Email: brianswinehart@wlcsd.org

COURSE DESCRIPTION:
Graduate Bulletin: Michigan and national interscholastic athletic directing organizations; issues and skills to direct athletic programs in middle and secondary education. Philosophy, personnel, financial and general athletic policies and guidelines.

This course will delve into the administration of secondary educational athletics. This will include a complete study of philosophy, personnel policies, financial policies, general athletic policies, and student athlete guidelines. Michigan High School Athletic Association Regulations and policies as well as professional associations and publications are examined. The class is designed for those who wish to be secondary administrators and/or athletic administrators.

COURSE OBJECTIVES:
Upon completion of this course, the student will be able to:
1. Evaluate administrative proposals and policies with a view to acceptance or non-acceptance of the presented material with rationale.
3. Discover athletic administration resources available to the administrator for practice or research.
4. Explain the history and development of the athletic administration profession and where athletic administration may be headed.
5. Research, develop, and prepare a proposal for presentation to your school board to keep or expand athletic programs and define the program and its budget.
6. Analyze job descriptions, evaluation documents and personnel policies for the athletic department.
7. Interpret financial policies concerning budget, purchasing procedures, revenues, and inventory.
8. Appraise general athletic department policies for scheduling, publicity and promotion, hiring officials, transportation, crowd control, practice sessions, squad selection, injuries, ADA, locker room, awards, boosters, fundraising, etc.

Pre-course Requirements:
You MUST meet this requirement by successfully completing each of the following tasks, in the order presented, before beginning your coursework (see “Course Information & Documents” folder on the blackboard site). If for any reason you are unable to complete these tasks, e-mail your instructor immediately.

1. Access the course web site at http://blackboard.wayne.edu
2. Access the “Course Information & Documents” folder and:
   a. Download the syllabus and read it in its entirety.
   b. Download the “Detailed course schedule” document and read it in its entirety.
   c. Open the document titled “Web Agreement” and read it in its entirety.
   d. Open the document titled “Netiquette” and read it in its entirety.
   e. Take the Syllabus/Web Agreement Quiz. (The rest of the course information will be made available ONLY once you’ve completed and passed this quiz)!

TEXTS:
Required Materials:

Recommended Materials:
Purdue University. (2011). Purdue Online Writing Lab. Retrieved from https://owl.english.purdue.edu/owl/resource/560/01/

COURSE REQUIREMENTS
The course will be divided into modules focusing on a specific topic. Please be sure to review each module for information regarding the module start dates, reading materials, and coursework. Points will be accumulated in this class through the completion of the following learning modules and related assignments:

| Introduction Module | 5 points
|---------------------|----------------------|
| Module 1: Introduction to Interscholastic Athletic Directing and the MHSAA Establishing Professional Foundations | 20 points
| Module 2: A “People” Business: Personal Management Student-Athlete Development and Program Management | 25 points
| Module 3: Athletic Department Operations: Educational Services Scheduling & Transportation, Site Management, Legal Issues and Technology | 25 points
| Module 4: Financing Sport Programs: Promotional and Fundraising Activities | 25 points
| Module 5: Physical Assets: Equipment and Facility Management | 25 points
| Research Paper | 100 points
TOTAL 225 points

GRADING SCALE

<table>
<thead>
<tr>
<th>Graduate Grading Scale</th>
<th>Undergraduate Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 93-100%</td>
<td>A- 90-92%</td>
</tr>
<tr>
<td>B+ 88-89%</td>
<td>B 84-87%</td>
</tr>
<tr>
<td>B- 80-83%</td>
<td>C+ 78-79%</td>
</tr>
<tr>
<td>C 74-77%</td>
<td>C 74-77%</td>
</tr>
<tr>
<td>D+ 67-69%</td>
<td>D 63-66%</td>
</tr>
<tr>
<td>D- 60-62%</td>
<td>F Below 60%</td>
</tr>
</tbody>
</table>

COURSE POLICIES

Late Work
Work is due on the designated due date in the syllabus and/or in the course module.

Late work for course work (including initial discussion question responses) will be accepted up to two (2) calendar days after the due date with a 20% deduction per day late (as much as 40% reduction). Any work submitted more than two (2) days late will not be accepted and an earned grade of “0” will be recorded.

Late work for peer responses in course discussions will not be accepted. Participation in course discussions must occur during the designated timeframes outlined in each module.

Assignment Submission
All assignments must be submitted to Blackboard in the required, designated area for the specific coursework. Technological issue are not valid reasons for the submission of late coursework. Students should contact C&IT (https://computing.wayne.edu/helpdesk/index.php) to resolve technological issues. C&IT is available via the Help Desk, phone, email, and live chat.

In the event of a Wayne State University server outage (in which all faculty will be notified by WSU), students should submit assignments to the instructor via email. When systems are restored, it is the student’s responsibility to submit the coursework to the required designated areas in Blackboard for the specific coursework.

Incomplete Grades
Incomplete grades may be granted; however Incomplete grades will be granted on a case-by-case basis. Please keep in mind, Incompletes are typically only considered when extenuating circumstances such as serious illness or accidents occur that prevent a student from completing the coursework within a term. Excessive absences (without communication with the instructor), failure to complete requirements or earning of a low grade near the end of the semester does not justify an “I” grade. You must meet the qualifications set forth in the WSU Graduate Bulletin (http://www.bulletins.wayne.edu/gbk-output/index.html) and develop an agreement with the instructor.

Technology Requirements
This course will be completed entirely online via Blackboard. If you are unfamiliar with Blackboard there are many resources and tools to help you navigate the classroom. Please visit the tutorials and videos under the “Blackboard Videos” and “Help” links in the Blackboard System.

You will need to have access to Microsoft Office tools, video creation tools, Skype, web browser, etc.... Not turning in the work using the required programs will be subject to the course late policy if the work needs to be resubmitted using the required programs or tools.

**APA Formatting**
Throughout the course you will be required to submit work in APA format. Please be sure to familiarize yourself with APA formatting requirements such as page set-up, title page, citations, references, font, etc… An APA template will be provided in the online course as well as links for more information regarding APA format. Also, please be sure to review the APA Formatting resources in the KHS Learning Community folder on Blackboard.

**Returned Work Timeline**
After submitting coursework, the timeline for return and feedback will be approximately 6 calendar days after the due date of the coursework.

**Attendance Policy**
Although this course does not have specific meeting times virtually, it is expected that students regularly participate in the course throughout the semester. Not checking-in each day for announcements or to post work could put you behind. Please be sure to subscribe to at least the Q&A section of the course.

**Verification of Course Participation**
As an undergraduate or graduate student enrolled in classes this semester, please be reminded of a new University policy on the verification of course participation. This is mandatory for all students and it is required that all instructors assist in this process within the first two weeks of the semester. Verification of course participation is a federal requirement that the University must enact in order for Wayne State to continue to distribute federal financial aid. The faculty must confirm your participation within two weeks or an automatic administrative withdrawal (forced drop) will occur for the courses in which you are registered but for with the instruction has no indication of your participation in the first two weeks. The positive aspect of this new policy is that it provides the University with an opportunity to respond early to any student problems that the University can assist in resolving. For more information regarding this new policy please visit the following website: [http://reg.wayne.edu/gotoclass.php](http://reg.wayne.edu/gotoclass.php)

Logging into Blackboard and accessing KHS 7300 is your verification of participation for this course.

**Classroom Netiquette**
You are expected to be an active member of this class and your participation is not only expected, it is required. In the discussion forums, blogs, chat rooms, video conferences, etc… you are expected to treat all peers and instructors with respect. Views may be expressed which
are different from your own. You are expected to treat all others with respect and courtesy even if a viewpoint is contrary to your own. This should not elicit disrespect of any kind. Any issues that develop in the online classroom environment will be dealt with according to the Student Code of Conduct.

**Academic Dishonesty – Plagiarism and Cheating**

Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct (http://www.doso.wayne.edu/student-conduct-services.html). Students who commit or assist in committing dishonest acts are subject to downgrading (to a failing grade for the test, paper, or other course-related activity in question, or for the entire course) and/or additional sanctions as described in the Student Code of Conduct.

- **Cheating:** Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples include: a) copying from another student’s test paper; b) allowing another student to copy from a test paper, c) using unauthorized material
- **Fabrication:** Intentional and unauthorized falsification of any information or citation. Examples include: a) citation of information not taken from the source indicated; b) listing sources in a bibliography not used in a research paper.
- **Plagiarism:** To take and use another’s words or ideas as one’s own. Examples include: a) failure to use appropriate referencing when using the words or ideas of other persons; b) altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.
- **Other** forms of academic misbehavior include, but are not limited to: a) unauthorized use of resources, or any attempt to limit another student’s access to educational resources, or any attempt to limit another students access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users; b) enlisting the assistance of a substitute in the taking of examinations; c) violating course rules as defined in the course syllabus or other written information provided to the student; d) selling, buying or stealing all or part of an un-administered test or answers to the test; e) changing or altering a grade on a test or other academic grade records.

- **Please note:** All course work may be scanned for authenticity using Safe Assign through BlackBoard.

**Academic Recycling**

It is important to demonstrate learning on new concepts throughout the course of your academic career. You are expected to submit new and original work for each assignment you complete in this course. If you wish to incorporate prior work you submitted in another course, you may do so only with advanced permission from the instructor. When you make your request, please submit a copy of your prior coursework for reference.

**Enrollment/Withdrawal Policy**

In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is not tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request. You will receive
a transcript notation of WP (passing), WF (failing), WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the 10th week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. More information can be found at [http://reg.wayne.edu/pdf-policies/students.pdf](http://reg.wayne.edu/pdf-policies/students.pdf)

The last day to withdraw from a class is **Sunday, March 26, 2017.**

**Attention Students with Disabilities**

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. The SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

**Religious Observance Policy**

Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provisions for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternative arrangements may be worked out.

**Wayne State University Writing Center**

The Writing Center (2nd floor, UGL) provides individual tutoring consultations free of charge for students at Wayne State University. While the center serves both graduate and undergraduate students, undergraduate students in General Education courses, including composition courses, receive priority for tutoring appointments. The Writing Center serves as a resource for writers, providing tutoring sessions on the range of activities in the writing process – considering the audience, analyzing the assignment or genre, brainstorming, researching, writing drafts, revising, editing, and preparing documentation. The Writing Center is not an editing or proofreading service; rather, students are guided as they engage collaboratively in the process of academic writing, from developing an idea to correctly citing sources. To make an appointment, consult the Writing Center website: [http://www.clas.wayne.edu/writing/](http://www.clas.wayne.edu/writing/). To submit material for online tutoring, consult the Writing Center HOOT website: [http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1330](http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1330).

**Syllabus Changes**
The instructor reserves the right to revise, alter, and/or amend this syllabus as necessary. Students will be notified through course announcements and/or email if any such revisions, alterations, and/or amendments occur.

**CLASS SCHEDULE:** Each module starts on Mondays at noon and closes on Sundays at midnight. Please plan accordingly. Specific deadlines and individual module assignments are outlined (with due dates) in each module in Blackboard. The schedule may change as deemed necessary and appropriate by the instructor.

**Modules**

**Introduction Module January 9, 2017 – January 15, 2017**
*Introductions*

**Module 1: January 16, 2017 – January 29, 2017**
*Introduction to Interscholastic Athletic Directing and the MHSAA Establishing Professional Foundations*

**Module 2: January 30, 2017 – February 12, 2017**
*A “People” Business: Personnel Management Student-Athlete Development and Program Management*

**Module 3: February 13, 2017 – March 12, 2017**
*Athletic Department Operations: Educational Services, Scheduling & Transportation, Site Management, Legal Issues and Technology*

**March 13, 2017 – March 19, 2017**
*No Class - Spring Break*

**Module 4: March 20, 2017 - April 2, 2017**
*Financing Sport Programs: Promotional and Fundraising Activities*

**Module 5: April 3, 2017 – April 16, 2017**
*Physical Assets: Equipment and Facility Management*

*Final Research Paper – Due Thursday April 27, 2017 by 11:59pm Eastern Time*