COURSE DESCRIPTION:

The administration of secondary educational athletics. 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.

TEXT:
MHSAA Handbook/ Online Publications (provided by Instructor)

COURSE OBJECTIVES:

The student will be able to:
1. Analyze his/her organizational and administrative skills and set a goal for personal improvement.
2. Review, critique and question administrative proposals and policies with a view to acceptance or non-acceptance of the presented material with rationale.
3. Identify athletic administration resources available to the administrator for practice or research.
4. Demonstrate an understanding of the history and development of the athletic administration profession and where athletic administration may be headed.
5. Research, develop, and prepare a proposal to the school board to keep or expand athletic program and define the program and its budget.
6. Develop job descriptions, evaluation documents and personnel policies for the athletic department.
7. Develop financial policies concerning budget, purchasing procedures, revenues, and inventory.
8. Develop 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.

CLASS PROCEDURES:

This graduate-level course is designed to provide the opportunity for students interested in pursuing a career in athletic administration at the middle and secondary levels to explore every aspect of athletic administration. The course will include guest speakers, class activities, videotapes, and discussions.

Students are expected to attend class on specific dates and to participate as members of a joint experience. Participation and class contributions in person and on email assignments and discussions will contribute to the final grade.

Students are expected to be prepared for each class and to turn in assignments on time. All papers are to be word-processed and creativity is encouraged. Assignments turned in late are subject to one grade penalty.

ASSIGNMENTS:

1. Review and critique articles as distributed in class as per instructor’s direction. Written assignments: Prior to designated class periods, students must submit two questions for each topic to be discussed that evening. The questions may be typed or legibly handwritten and will be included in the student’s graded evaluation. Prior to designated class periods, students must submit one article for the topic to be discussed that evening; articles are to come from sport management sources. A typed one-two paragraph abstract must be attached to the article. The article and abstracts will be accumulated by the instructor and become part of the students grade evaluation based on a scale of 1 (pathetic for grad school), 2 (satisfactory), 3 (exceeds satisfactory).

2. Create personal and professional philosophy.

3. Student assessment of a high school athletic program as assigned.

4. Projects as presented.

5. Give a professional presentation from the perspective of an athletic administrator on a relevant topic to a defined audience. Presentations should last approximately 10 minutes with an additional 5 minutes allocated for questions.

6. Research Paper: Typed, double-spaced 4-5 pages in length, which focuses on a specific topic or issue in athletic administration. The choice of topic must be approved by the instructor by March 3, 2014. The paper must contain appropriate documentation. Prepare and present an oral presentation not later than April 21, 2014.

GRADING:

♦ Participation and critical/constructive contributions ................................................................. 30%
♦ Assignment 1 ......................................................................................................................... 10%
♦ Assignment 2 ......................................................................................................................... 10%
♦ Assignment 3 ......................................................................................................................... 10%
♦ Articles/Abstracts/Questions ................................................................................................. 20%
♦ Research Paper ...................................................................................................................... 20%
Grading Scale:

- 93 - 100 = A
- 90 - 92 = A-
- 87 – 89 = B+
- 83 – 86 = B
- 80 – 82 = B-
- 77 – 79 = C+
- 73 – 76 = C
- 70 – 72 = C-
- BELOW 70% = F

General Note on Grading:
The College of Education faculty members strive to implement assessment measures that reflect a variety of strategies in order to evaluate a student's performance in a course. For graduate students B grades will be awarded for satisfactory work that satisfies all course requirements; B+ grades will be awarded for very good work, and A grades will be reserved for outstanding performance. Please note that there is a distribution of grades from A-F within the College of Education and that pluses and minuses are recorded and distinguish distinct grade point averages.

Plagiarism:
Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. If you're in doubt about the use of a source, cite it. Students caught plagiarizing information from other sources will receive a failing grade in the course. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. To enforce this policy, all outside references must be submitted with assignments.

Enrollment/Withdrawal Policy:
Beginning in Fall 2011, students must add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term. Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.
- WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
- WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
- WN will be awarded if no materials have been submitted, and there is no basis for grade Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Beginning in Fall 2011, the last day to withdraw will be at the end of the 10th full week of classes. The last day to withdraw from this course is Sunday, March 23, 2014.

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. 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 provision 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 alternative arrangements as suitable as possible 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/. To submit material for online tutoring, consult the Writing Center HOOT website: http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1330.

CLASS SCHEDULE – WINTER 2014

<table>
<thead>
<tr>
<th>DATE</th>
<th>CLASS SESSION</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>Jan. 6</td>
<td>1</td>
<td>Class: Introduction and Course Requirements. The Administration of Interscholastic Athletics</td>
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<tr>
<td>Jan. 13</td>
<td>2</td>
<td>No Class:</td>
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<tr>
<td>Jan. 20</td>
<td>3</td>
<td>No Class – Martin Luther King Jr. Holiday</td>
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<tr>
<td>Jan 27</td>
<td>4</td>
<td>NO CLASS: Visit <a href="http://www.MHSAA.com">www.MHSAA.com</a> Philosophy of School Sports.</td>
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<td>Class Assignment: Create your personal Educational Sport Administrative Philosophy.</td>
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<td>Feb. 3</td>
<td>5</td>
<td>Look Class Discussion: What are your opinions on the current perceptions on the Value of School Sport? Do you think school sport will look the same, be the same in 2020? – share your picture.</td>
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<td>Feb. 10</td>
<td>6</td>
<td>Look at current MHSAA Handbook Regulation I. What one regulation/rule would you make tougher and what one regulation/rule would you relax or remove? Provide specific reasons.</td>
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<td>Feb. 17</td>
<td>7</td>
<td>Class - General Athletic Policies/Student Athlete Guidelines/Legal Consideration/Cautions Issues</td>
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<td>Feb. 24</td>
<td>8</td>
<td>Class - Athletic Facility Management Reports – Guest Speaker</td>
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<td>Date</td>
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<td>March 3</td>
<td>9</td>
<td>Class - Media/Community/Public Relationships – guest speaker</td>
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<tr>
<td>March 10</td>
<td>10</td>
<td><strong>No class - WSU Spring Break – No Class</strong></td>
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<td>March 17</td>
<td>11</td>
<td>Class - Sporting Behavior</td>
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<td>March 24</td>
<td>12</td>
<td>Class - Promotional and Fundraising Activities</td>
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<td>March 31</td>
<td>13</td>
<td>Class - Project (TBD)</td>
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<td>April 7</td>
<td>14</td>
<td>Class - Project Report/Guest Speaker</td>
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<td>April 14</td>
<td>15</td>
<td>Class – Presentations – Guest Speaker</td>
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<td>April 21</td>
<td>16</td>
<td>Class – Guest Speaker</td>
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<tr>
<td>April 28</td>
<td>17</td>
<td>Class - Final Exam</td>
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