Resolution 22 1989-90

TO: President John E. Van de Watering
FROM: The Faculty Senate Meeting on 4-16-90 (Date)
RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)

SUBJECT: Proposal Option/Track in Athletic Administration Within Existing MS.Ed in Physical Education

Signed ___________________ Date Sent 4-26-90
(For the Senate)

TO: The Faculty Senate
FROM: President John E. Van de Watering
RE: I. Decision and Action Taken on Formal Resolution
    a. Accepted. Effective Date Fall 90
    b. Deferred for discussion with the Faculty Senate on
    c. Unacceptable for the reasons contained in the attached explanation

II, III.
    a. Received and acknowledged
    b. Comment:

DISTRIBUTION: All Faculty, State, and Staff
Resolution [Link to attached list]

Distribution Date 5/1/90 Signed: ___________________
(President of the College)
STATE UNIVERSITY OF NEW YORK COLLEGE AT BROCKPORT
DEPARTMENT OF PHYSICAL EDUCATION AND SPORT

A PROPOSAL FOR THE ADDITION OF AN
OPTION/TRACK IN ATHLETIC ADMINISTRATION
TO THE EXISTING M.S. IN EDUCATION
IN PHYSICAL EDUCATION

CONTACT PERSON:
ED MATEJKOVIĆ, Ed.D.
ASSISTANT PROFESSOR
COORDINATOR, SPORT MANAGEMENT

B331 TUTTLE NORTH
395-2579
1. ACADEMIC RATIONALE

The need for this program is based on State Education requirements for public school administrative personnel including chairpersons of physical education and athletic directors. To this point, students who have been interested in meeting these requirements have done so largely through our Educational Administration Department. While pursuing course work through EAD is certainly appropriate for these students (in fact the current proposal draws heavily upon EAD), there is no content related specifically to the problems of administering programs in our discipline.

2. EVIDENCE OF DEMAND FOR THIS OPTION

At present we have 170 graduate majors (110 matriculated). This program will give them an additional option to go along with the teacher certification option. We have had at least eight to ten current students express interest in this type of program.

3. POTENTIAL CLIENTELE

Brockport would be the only institution of higher learning in the Syracuse, Buffalo, and Rochester area to offer such an option. Potential clientele primarily would come from the pool of physical education instructors from the greater Rochester area and western New York who aspire to be athletic or physical education directors. We could draw from a larger pool since this program would be the only one offered at a SUNY institution. Adelphi University and St. John's University are the other institutions offering this type of program in the State of New York.

4. ENTRANCE REQUIREMENTS

The entrance requirements for this track would be the same as currently exist for the other options in our Master's degree program. Essentially, prospective students must a) have an undergraduate major in physical education, b) be eligible for provisional teacher certification in New York State, and c) possess an undergraduate grade point average of 3.00 or better (students with GPA's ranging from 2.50 - 2.99 will be considered with three positive letters of recommendation).

For those students wishing to pursue the college athletic administration option, the requirement for an undergraduate degree in physical education could be waived on a case by case basis. The graduate coordinator and sports management coordinator, in consultation with the student, would consider the student's educational background and career aspirations and decide on the student's acceptability. This decision could require the student to take selected undergraduate courses to bolster perceived weaknesses.
5. PROGRAM REQUIREMENTS

M.S. IN EDUCATION
CONCENTRATION IN HIGH SCHOOL AND COLLEGE ATHLETIC ADMINISTRATION

HIGH SCHOOL CANDIDATES

Required Physical Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PES 601</td>
<td>Analysis of Teaching Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PES 604</td>
<td>Research and Evaluation for P.E. Teachers</td>
<td>3</td>
</tr>
<tr>
<td>PES 607</td>
<td>Curriculum Design in Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PES 5XX</td>
<td>Administration and Supervision of High School and College Athletics</td>
<td>3</td>
</tr>
<tr>
<td>PES 6XX</td>
<td>Problems in P.E. and Athletic Administration</td>
<td>3</td>
</tr>
<tr>
<td>PES 795</td>
<td>Thesis</td>
<td>6</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PES 71X</td>
<td>Practicum in High School Athletic Administration</td>
<td>3</td>
</tr>
<tr>
<td>PES 798</td>
<td>Synthesis Project</td>
<td>3</td>
</tr>
</tbody>
</table>

21 hrs.

Required Educational Administration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 600</td>
<td>Foundations of Educational Leadership</td>
<td>6</td>
</tr>
<tr>
<td>EDA 675</td>
<td>Clinical Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

9 hrs.

TOTAL 30 hrs.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 653</td>
<td>Site Management</td>
<td>3</td>
</tr>
<tr>
<td>EDA 871</td>
<td>Legal Basis of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDA 691</td>
<td>Principles and Practices of Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>EDA 885</td>
<td>Practicum in Educational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDA 888</td>
<td>Administrative Internship</td>
<td>8</td>
</tr>
</tbody>
</table>

**Electives – EDA Courses**

*Required in New York State for any person serving more than 25% of his or her time in administrative or supervisory positions. Would be required in addition to the 30 hour M.S. in Education.

**FREE Electives (9 hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMC 572</td>
<td>Group Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CMC 579</td>
<td>Conflict Resolution Through Communication</td>
<td>3</td>
</tr>
<tr>
<td>HLS 570</td>
<td>Health Implications of Stress</td>
<td>3</td>
</tr>
<tr>
<td>CSC 601</td>
<td>Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>PES 560</td>
<td>Debates in the Ethics of Coaching</td>
<td>3</td>
</tr>
<tr>
<td>PES 627</td>
<td>Seminar in Secondary School Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PES 660</td>
<td>Fitness and Conditioning for Teaching and Coaching</td>
<td>3</td>
</tr>
<tr>
<td>PES 600</td>
<td>Computers and Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PES 699</td>
<td>Independent Study</td>
<td>3-6</td>
</tr>
<tr>
<td>PSH 556</td>
<td>Environmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSH 562</td>
<td>Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PAD 644</td>
<td>Supervision Skills</td>
<td>3</td>
</tr>
</tbody>
</table>
M.S. IN EDUCATION
CONCENTRATION IN HIGH SCHOOL AND COLLEGE
ATHLETIC ADMINISTRATION

COLLEGE CANDIDATES

Required Physical Education Courses

PES 601 Analysis of Teaching Physical Education
PES 604 Research and Evaluation for P.E. Teachers
PES 607 Curriculum Design in Physical Education
PES 5XX Administration and Supervision of High School and College Athletics
PES 6XX Problems in P.E. and Athletic Administration
PES 795 Thesis

OR

PES 7XX Internship in College Athletic Administration
PES 798 Synthesis Project

Required Educational Administration Courses

EDA 656 Personnel Administration
EDA 871 Legal Basis of Education

Elective

TOTAL 30 hrs.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMC 515</td>
<td>Public Communication in Administration, Business and the Professions</td>
<td>3</td>
</tr>
<tr>
<td>CMC 572</td>
<td>Group Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CMC 579</td>
<td>Conflict Resolution Through Communication</td>
<td>3</td>
</tr>
<tr>
<td>EDA 691</td>
<td>Principles and Practices of Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>EDA 653</td>
<td>Site Management</td>
<td>3</td>
</tr>
<tr>
<td>HLS 570</td>
<td>Health Implications of Stress</td>
<td>3</td>
</tr>
<tr>
<td>CSC 601</td>
<td>Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>PES 560</td>
<td>Debates in the Ethics of Coaching</td>
<td>3</td>
</tr>
<tr>
<td>PES 640</td>
<td>Fitness and Conditioning for Teaching and Coaching</td>
<td>3</td>
</tr>
<tr>
<td>PES 699</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>PSH 556</td>
<td>Environmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSH 562</td>
<td>Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PAD 644</td>
<td>Supervision Skills</td>
<td>3</td>
</tr>
<tr>
<td>PAD 642</td>
<td>Performance Management</td>
<td>3</td>
</tr>
<tr>
<td>PAD 681</td>
<td>Organizational Management</td>
<td>3</td>
</tr>
<tr>
<td>PAD 682</td>
<td>Organizational Behavior and Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

The elective courses included in the program were selected to complement the required courses. These courses all deal with issues relevant to the teaching/coaching area or supplement the broad area of management skills on management problems faced by the prospective administrator. They also give the student the opportunity to take a in-depth look at related areas.
6. EXIT REQUIREMENTS

Standards for graduation with an M.S. in Education would require the student to a) complete the 30 - credit hour program including a synthesis project or a thesis, and b) have a grade point average of at least 3.00 at the time of graduation. Completion of the requirements for the C.A.S., in addition to the degree would be certified by the Department of Educational Administration.

7. LIBRARY RESOURCES AND OTHER SUPPORT SERVICES

The necessary resources and support services for this option in our program would appear to be in place. Certainly, the on-campus resources (e.g., department faculty, library, EAD) are all sound. Opportunities for internships in athletic administration are also available. Virtually, every school district has a director of physical education and/or athletics and it has been our experience that many individuals who occupy these positions are very receptive to sponsoring an intern.
8. COURSE DESCRIPTIONS

PES 5XX

Designed to acquaint interscholastic or intercollegiate athletic administrators with an overview of the idealistic, realistic and practical realm of the management of a competitive sport process. Offers an analysis of the objectives, policies and strategies for the management and supervision of high school and collegiate athletic programs. Focus is on the total responsibility of the athletic director.

PES 6XX

A study of problems and challenges encountered by secondary and collegiate physical educators and coaches in the administration of physical education and sport programs and an examination of possible courses of action to meet such problems and challenges. The method of instruction will include the Case Study and Problem Solving Approach.

PES 7XX

Entry-level experience in a high school athletic administrative setting. Involvement in day-to-day duties in high school athletic administration and observation of higher level management operations.

PES 7XX

Entry-level experience in a college athletic administrative setting. Involvement in day-to-day duties in college athletic administration and observation of higher level management operations.
9. **SEQUENCE IN WHICH COURSES WILL BE OFFERED TO GUARANTEE COMPLETION OF REQUIREMENTS IN REASONABLE TIME.**

All courses in this program are/or will be offered at least once each academic year.

10. **STAFFING**

We believe we can begin to offer this option with staff which is currently in place.
April 4, 1990

Dr. Robert Weinbeck, Chair
Graduate Policies Committee
Faculty Senate
Campus

Dear Dr. Weinbeck:

This is a letter in support of the Masters degree program in Physical Education Athletic Administration option. We have discussed the program with Dr. Edward Matejkovic and can support the educational administration option offered in the program.

Sincerely,

[Signature]
Donald F. Nasca
Chairperson

DFH/db1
TO: Dr. Edward Matejkovic  
Physical Education  

FROM: Patricia A. Hauss  
Certification and Licensure  

DATE: April 4, 1990  

RE: Athletic Administration Track Proposal  

I have received your proposal for the addition of an option/track in Athletic Administration to the existing M.S. in Education in Physical Education, and support your intent to provide that specialized graduate training.  

For persons who are seeking public school Athletic Director positions, the courses in sports administration should be a welcome complement to the courses required for the general School Administrator and Supervisor certificate.  

For those interested in higher education or non-educational settings, the new option/track should be an attractive terminal degree.  

Based on inquiries to this office, I believe there will be a demand for this program.
Effective from ______ to ______

Signature Date

SUNY COLLEGE at BROCKPORT
COURSE REGISTRATION FORM
Complete both sides of form and return to OFFICE OF ACADEMIC AFFAIRS

1. X New Course ___ Title Change (Prev. Title:________________________) ___ Content Revised ___ Number Change (Prev. No.:____________________) ___ Umbrella Course ___ Topics Course (if checked, complete item 2) ___ Other (describe):________________________

2. TOPICS COURSE ONLY: Discipline ___ ___ Number ___ ___
A. Umbrella Course: ____________________________
B. Umbrella Course Title: ________________________
C. Topics Course Title: _________________________
D. Topics Courses offered: Semester, Year

3. a. Discipline: P E S Number: __________
   b. Undergraduate ____ Graduate ____

4. a. Official Course Title: Administration and Supervision of High School and College Ath
   b. Course Start Date: ____________________________ (semester/year)

5. Abbreviated Course Title: (15 spaces) A D S U P S C A T H

6. a. Variable Credit? (Y/N) ____ b. Semester Hours of Credit ___

7. Type of course: ___ Liberal Arts ___ Non-Liberal Arts ___ G.E. Code

8. Cross Listed? Give Discipline(s) and Number(s): None
   Prerequisite Courses (Disc/No.): None
   Corequisite Courses (Disc/No.): None

9. If this course is offered in the same discipline at another level under another number, give numbers (i.e., 428/528): ____________

10. Frequency of Offering (check only one) (A) Every Semester ___ (B) Every Fall ___ (C) Every Spring ___ (D) Every Summer ___ (E) Every Odd Fall ___ (F) Every Odd Spring ___ (G) Every Even Spring ___ (H) Every Even Fall ___ (I) Every Other Summer ___ (J) Every Year ___ (K) Every Three Years ___

11. This course is offered exclusively on Satisfactory/Unsatisfactory basis (Y/N) ___

12. Is this course repeatable for multiple credit? (Y/N) X

13. Course Description (Copy for catalog: 65 word maximum) Designed to acquaint intercollegiate athletic administrators with an overview of the idealistic, realistic and practical realm of the management of a competitive sport process. Offers an analysis of the objectives, policies and strategies for the management and supervision of high school and collegiate athletic programs. Focus is on the total responsibility of the Athletic Director.

14. Relation to Degrees/Programs? Requirement ___ Elective ___ Other ___ M.S. Ed./Physical Education Degree, Major, Program
15. In the space provided, describe: 

1. Objectives:
   A. To provide a focus on concepts and principles involved in management and supervision applicable to Athletics Directors.
   B. To become versatile in the approaches to all phases of athletics administration.
   C. To develop the capability of the athletics administrator to resolve problems.
   D. To develop a knowledge of the special skills involved in athletics administration.
   E. To develop a personal profile of the interpersonal, conceptual and technical skills associated with athletic administration.

2. Course Outline:
   A. Overview of Leadership, Administration, Management and Supervision roles.
      1. Developing leadership styles.
   B. Vital Functions of Management and Administration
      1. Planning - goals and tasks
      2. Organizing - objectives and tasks
      3. Directing - implementing and supervising
      4. Controlling - evaluating and adjusting
   C. Fundamental Basis of Operation
      1. Philosophy - Values
      2. Policies, Procedures and Practices
   D. Management of Personnel
   E. Management of Financial Resources
   F. Office Management
   G. Event Management
   H. Public Relations, Promotions, Fund Raising
   I. Management and Scheduling of Facilities
   J. Management of Equipment
   K. Governance Rules, Regulations and Policies
   L. Management of Health and Safety Aspects
   M. Administration and the Law

3. Methods of Assessing Student Performance
   1. Special Project
   2. Examinations
   3. Journal Article Reviews
   4. Research Paper

4. Materials
   John Olson et al, Saunders College Publishing,
   Textbook - "Administration of High School and Collegiate Athletic Programs"
   Audio Tapes - "Planning for Success" - Dr. Dennis Waitley
   Guest Speakers - Practitioners in Field
   Bibliograph - Selected Reading

Submitted by: [Signature]
Chairperson's Approval: [Signature]
Date: 4/5/89
Dean's Approval: [Signature]
Date: 
Director of General Education (if appropriate): 
Office of Academic Affairs
A. Books


Fouss, Donald and Troppman, Robert. Creative Management Techniques in Intercollegiate Athletics. Wiley & Sons, N.Y. 1982


Vanderwaag, Harold J. Sport Management in Schools and Colleges. Wiley & Sons, N.Y. 1984

B. Journals

Athletic Administration
Athletic Business
JOMPA
Journal of Sport Management
Scholastic Coach
COURSE REGISTRATION FORM
Complete both sides of form and return to OFFICE OF ACADEMIC AFFAIRS

1. New Course _ Title Change (Prev. Title: ____________)
   Content Revised _ Number Change (Prev. No.: ____________)
   Umbrella Course _ Topics Course (if checked, complete item 2):
   Other (describe: ____________)

2. TOPICS COURSE ONLY:
   A. Umbrella Course: Disciplines __________________ Number ______
   B. Umbrella Course Title: Problems in Physical Education and Athletic Administration
   C. Topics Course Title: ____________ Semester, _______ Year
   D. Topics Courses offered ________________________

3. a. Discipline: P _ S _ Graduate _
      b. Undergraduate _

4. a. Official Course Title: Problems in Physical Education and Athletic Administration
   b. Course Start Date: Summer 1990 (semester/year)

5. Abbreviated Course Title: (16 spaces) ____________

6. a. Variable Credit? (Y/N) _
      b. Semester Hours of Credit ___

7. Type of course: _ Liberal Arts _ Non-Liberal Arts _ G.E. Code

8. Cross Listed? Give Discipline(s) and Number(s):
   Prerequisite Courses (Disc/No.):
   Corequisite Courses (Disc/No.):

9. If this course is offered in the same discipline at another level under another number, give numbers (i.e., 428/528): ____________

10. Frequency of Offering (check only one) (A) Every Semester ____________
     (B) Every Fall ____________ (D) Every Even Fall ____________
      (C) Every Spring ____________ (E) Every Even Spring ____________
       (I) Every Summer ____________ (J) Every Other Summer ____________
        (O) Irregularly ____________ (G) Every Two Years ____________
         (N) Upon Special Arrangement ____________

11. This course is offered exclusively on Satisfactory/Unsatisfactory basis (Y/N) ____________

12. Is this course repeatable for multiple credit? ___

13. Course Description (Copy for catalog: 65 word maximum)
    A study of problems and challenges encountered by secondary and collegiate physical educators and coaches in the administration of physical education and sport programs and an examination of possible courses of action to meet such problems and challenges. The method of instruction will include the Case Study and Problem Solving Approach.

14. Relation to Degrees/Programs? X Requirement __ Elective _ Other
    M.S. Ed. / Physical Education Degree, Major, Program
OBJECTIVES

1. To introduce the student to the art and science of administration and management.
2. To assist the student in developing minimal competencies in selected managerial and administrative skills.
3. To enable the student to develop a case study approach coupled with a problem solving approach to relate theory to organizations and groups on the "firing line" in the real world.

OUTLINE OF COURSE

1. Introduction to Advanced Management Techniques
2. Terminology in Management Theory and Practice
3. Management Thought, Theory, and Practice: Background and Status
4. Management's Competencies (personal, human, conceptual, technical)
5. A Systems Approach to the "Art" of Management
6. Organizational Structure - Managing Within
7. Administrative Functions
   a. personnel administration and supervision
   b. program development
   c. facility management - organization
   d. fiscal management - budgeting - traditional; PPBS and Zero Based Budgeting techniques
   e. purchasing and care of supplies and equipment
   f. safety and health service
   g. legal liability and insurance management
   h. winning community and professional support
   i. office management
   j. evaluating individual achievement of objectives
   k. staff development and evaluation
9. Basic Considerations for effective management and administration
9. Evaluation of management/administrative efforts of managers and administrators
10. The future of management and administration in education and athletic circles

METHODS OF ASSESSING STUDENT PERFORMANCE:

For Graduate Students: [494.xx]

1. Class Project - Paper PLUS Presentation (25%)
2. Final Course Written Examination (25%)
3. Qualitative Group Discussion (25%)
4. Qualitative Class Participation (25%)
1. Films:
   a. Looking at Children (Kent State University AV Services)
   b. Ciner in the Snow (University of Illinois Film Center)
   c. The Effective Uses of Power and Authority (University of Illinois Film Center)

2. Audio-Tapes - series of 7 tapes (optional) from Bob Conklin's The Positive Mind. Personal Dynamics Institute
   a. #3 Dynamics of Thought (I) - Bob Conklin's The Positive Mind. Personal Dynamics Institute
   b. #4 Dynamics of Thought (II) - Bob Conklin's The Positive Mind. Personal Dynamics Institute
   c. #6 Think Big! - Bob Conklin's The Positive Mind. Personal Dynamics Institute
   d. #7 Your Greatest Gift - Bob Conklin's The Positive Mind. Personal Dynamics Institute
   e. #8 Making the Most of Yourself - Bob Conklin's The Positive Mind. Personal Dynamics Institute
   f. #9 Getting Along with Others - Bob Conklin's The Positive Mind. Personal Dynamics Institute
   g. #10 Motivating People - Bob Conklin's The Positive Mind. Personal Dynamics Institute

3. Collection of audio-tapes (10) from various football coaches within the United States.

BIBLIOGRAPHY

(A) Books:

(B) Journals
1. Athletic Journal (ceased publishing as a separate entity during 1987-1988)
2. Basketball Clinic
3. Coach and Athlete
4. Journal of Physical Education, Recreation and Dance
5. Journal of Sport Psychology
6. Journal of Teaching in Physical Education
8. Journal of the Philosophy of Sport
9. Sociology of Sport Journal
10. Texas Coach
11. The Sport Psychologist
12. Journal of Sport Management
13. Others ...
COURSE REGISTRATION FORM

Complete both sides of form and return to OFFICE OF ACADEMIC AFFAIRS

1. Title Change (Prev. Title: ________________________)
   Content Revised ________________________
   Umbrella Course ________________________
   Topics Course (if checked, complete item 2)
   Other (describe: ________________________)
   Number Change (Prev. No.: ________________________)

2. TOPICS COURSE ONLY:
   A. Discipline ________________________ Number ________________________
   B. Umbrella Course Title: ________________________
   C. Topics Course Title: ________________________ Semester, ______ Year
   D. Topics Courses offered ________________________

3. a. Discipline: P __ S ________________________ Number: 7 I X
   b. Undergraduate ______ Graduate ______

4. a. Official Course Title: Practicum in High School Athletic Administration
   B. Course Start Date: Fall 1989 (semester/year)

5. Abbreviated Course Title: (16 spaces) P R A C T H S A T H A D

6. a. Variable Credit? (Y/N) ______
   b. Semester Hours of Credit ______

7. Type of course: Liberal Arts ______ Non-Liberal Arts ______ G.E. Code ______

8. Cross Listed? Give Discipline(s) and Number(s): ______
   Prerequisites Courses (Disc/No.): All Degree Requirements
   Corequisites Courses (Disc/No.): ______

9. If this course is offered in the same discipline at another level under another number, give numbers (i.e., 428/528): ______

10. Frequency of Offering (check only one)
    (A) Every Semester ______
    (B) Every Fall ______
    (C) Every Spring ______
    (D) Every Summer ______
    (E) Irregularly ______
    (F) Every Year ______
    (G) Every Other Fall ______
    (H) Every Other Spring ______
    (I) Every Other Summer ______
    (J) Every Two Years ______
    (K) Every Three Years ______
    (L) Every Odd Fall ______
    (M) Every Odd Spring ______
    (N) Upon Special Arrangement ______

11. This course is offered exclusively on Satisfactory/Unsatisfactory basis (Y/N) ______

12. Is this course repeatable for multiple credit? (Y/N) ______

13. Course Description (Copy for catalog; 65 word maximum)
    Entry-level experience in a high school athletic administrative setting. Involvement in day-to-day duties in H.S. athletic administration and observation of higher level management operations.

14. Relation to Degrees/Programs? Requirement ______
    Elective ______
    Other ______

M.S. Ed./Physical Education Degree, Major, Program ______

Signature ________________________ Date ________________________
15. In the space provided, describe:

1. Objectives:
   Student will be able to successfully demonstrate the ability to perform in an assistant capacity in the operation of a selected sports organization.

2. Outline of Course:
   A. Management functions in High School Athletics
      a. business procedures
      b. facilities operation
      c. public relations
      d. management of sporting events
   
   B. Administrative techniques
      a. organizational structures
      b. management styles
      c. decision making techniques
      d. staff motivation and morale
      e. legal restrictions and delegations
      f. financial procedures

3. Methods of Assessing Student Performance
   A. Competency evaluation forms completed by on-site supervisor.
   B. Evaluation of daily log outlining tasks and experiences gained.

Submitted by: ____________________________ Date: 4/5/85
Chairperson's Approval: ____________________________ Date: ____________________________
Dean's Approval: ____________________________ Date: ____________________________
Director of General Education (if appropriate): ____________________________ Date: ____________________________

Return to:
Office of Academic Affa

5/88
COURSE REGISTRATION FORM

Complete both sides of form and return to
OFFICE OF ACADEMIC AFFAIRS

1. __ New Course — Title Change (Prev. Title: ____________________________)
   — Content Revised — Number Change (Prev. No.: _______________________
   — Umbrella Course
   — Topics Course (if checked, complete item 2)
   — Other (describe: __________________________________________________)

2. TOPICS COURSE ONLY:
   A. Umbrella Course: __________________ Discipline __ __ Number __ __
   B. Umbrella Course Title: ________________________________________________
   C. Topics Course Title: _________________________________________________
   D. Topics courses offered _______ Semester, _______ Year

3. a. Discipline: F E S Number: 7 7 7
   b. Undergraduate _____ Graduate __

4. a. Official Course Title: Practicum in College Athletic Administration
   b. Course Start Date: 01/27/1989 (semester/year)

5. Abbreviated Course
   Title: (16 spaces) P R A C T C O L A T H A D

6. a. Variable Credit? (Y/N) N
   b. Semester Hours of Credit ___

7. Type of course: __ Liberal Arts ___ Non-Liberal Arts ___ G.E. Code

8. Cross Listed? Give Discipline(s) and Number(s):
   Prerequisite Courses (Disc/No.): All Degree Requirements
   Corequisite Courses (Disc/No.):

9. If this course is offered in the same discipline at another level under
   another number, give numbers (i.e., 428/528):

10. Frequency of Offering (check only one) (A) Every Semester X
    (B) Every Fall ___ (P) Every Even Fall ___
    (C) Every Spring ___ (Q) Every Even Spring ___
    (I) Every Summer ___ (J) Every Other Summer ___
    (O) Irregularly ___ (G) Every Two Years ___
    (N) Upon Special Arrangement ___

11. This course is offered exclusively on Satisfactory/Unsatisfactory
    basis (Y/N) N

12. Is this course repeatable for multiple credit? N

13. Course Description (Copy for catalog: 65 word maximum)
    Entry level experience in a college athletic administrative setting. Involvement in day-
    to-day duties in College Athletic Administration and observation of higher level
    management operations.

14. Relation to Degrees/Programs? X Requirement M.S. Ed./Physical Education
    Degree, Major, Program
    __ Elective __ Other
19. In the space provided, describe: (1) Objectives  
(2) Outline of Course  
(3) Methods of Assessing Student Performance  
(4) Materials (Films, Reading, Etc.)  
(5) Additional work required of graduate level students if course is a 'swing-course'  

1. Objectives:  
Student will be able to - successfully demonstrate the ability to perform in an assistant capacity in the operation of a selected sports organization.  

2. Outline of Course  
A. Management functions in College Athletics  
   a. business procedures  
   b. facilities operation  
   c. public relations  
   d. management of sporting events  
B. Administrative techniques  
   a. organizational structures  
   b. management styles  
   c. decision making techniques  
   d. staff motivation and morale  
   e. legal restrictions and delegations  
   f. financial procedures  

3. Methods of Assessing Student Performance  
A. Competency evaluation forms completed by on-site supervisor.  
B. Evaluation of daily log outlining tasks and experiences gained.  

Submitted by: [Signature]  
Date: 4/15/98  
Chairperson's Approval: [Signature]  
Date:  
Dean's Approval: [Signature]  
Date:  
Director of General Education (if appropriate): [Signature]  
Date:  

5/88  
Office of Academic Affairs