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**EVENTS AND FACILITIES MANAGEMENT IN COLLEGE ATHLETICS (HIED 531)**

**LATE SPRING / 2014**

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| **Professor: DR. ALBERTO POXES, JR.**  | **Course Dates: March 16 to May 10, 2014** |
| **Email: apoxes@messiah.edu**  | **Phone: 717-766-2511 ext. 3120** |
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**Faculty Availability**

I will be checking in on the course at least once a day during the work week (unless otherwise notified). I am also willing to communicate individually with students as needed. Please contact me via email only if your question is of a personal nature. If you have questions about the course (assignments, dates, expectations, etc.) please post them on the General Course Forum so that everyone can benefit from the answers. If you contact me individually, my commitment is to respond to you in 24 hours or less on weekday

**Faculty Expectations of Students:**

At the beginning of each week, I will post an announcement that will give an overview of your requirements for that particular week. Also, be sure to read through the entire course schedule so you can plan ahead for assignments.

Announcements: Please make sure that you read the announcements every time you log in to the course. These will be updated regularly with important course information. Any time I post an announcement I will also send an email notification for the announcement.

Instructional Time: Students will spend approximately 5.25 hours (on average) per week reading power points, mini-lectures with narration, completing quizzes, as well as reading posts and submitting posts online in the discussion forums (roughly equivalent to classroom time). Additional time will be required for text reading and assignment completion (roughly equivalent to graduate level, out of class work time).

Non-Instructional Time: Students will spend approximately 6 hours (on average) per week engaging in tasks that are classified as non-instructional (roughly equivalent to graduate level, out of class work). Non-instructional tasks include reading the course text(s) and articles, completing assignments, preparing forum discussion responses, field placement hours and conducting research.

Asynchronous/Synchronous Learning: This course will require primarily asynchronous learning, which means that students can work independently at their own pace within certain schedule constraints/limitations.

**Course Description**:

Athletic departments must plan and manage a variety of events including team practices, competitions, development and alumni activities, hosting tournaments, and outreach activities. This course will engage students in understanding the planning process and operations around event production, facilities management, staffing, scheduling, development events, and alumni relations. Capital planning will also be examined.

**Higher Education Program Goals**

1. To equip leaders to transform various higher education contexts, including colleges/universities, professional associations, and higher education agencies.
2. To prepare practitioners to make effective, strategic, and innovative decisions to assure excellence in educational programs and mission-driven initiatives.
3. To develop scholars who advance the field of higher education and its contribution to society.
4. To nurture leaders with a professional identity rooted in the ethical and vocational sensibilities of the Christian tradition.

**Course Objectives (HIED Program Objectives)**

At the conclusion of the course, students will be able to:

1. Have an understanding of the management of events and facilities of intercollegiate athletics within the framework of higher education.
2. Be exposed to the broad scope of the history and philosophy of sport facilities and other public assembly facilities.
3. Understand the general principles of the major strides made in the development of sport facilities as it pertains to athletic events since its foundation.
4. Understand the role of the events manager and the various concerns faced by facilities managers in intercollegiate athletics.
5. Be exposed to significant concerns in event timeline, development of a budget, finding a sponsor, getting in touch with the customer, planning, event administration, box office management, house and grounds management, systems management, marketing, finance, and personnel administration in intercollegiate athletics.
6. Have given consideration to the connection between events and facilities management in intercollegiate athletics and one’s faith.

**Textbook and Other Course Materials**:

Required:

Fried, G. (2010). *Managing Sport Facilities*., 2nd ed. Champaign, IL:

Human Kinetics.

Additional course readings available on Canvas.

**Course Requirements**

**Forums/Discussion Questions** (Course Objectives 1-6)

There will be a series of questions posted within Canvas in the Forums tool. Students are expected to post an original response to each question by 11:55 p.m. on Wednesday of the week and follow up responses to at least two other students by 11:55 p.m. on Saturday of that week. Responses are to be between 200-250 words and are to include references to the readings. This is a minimum standard for participation. Students, who respond to more than one student, respond to follow up questions, incorporate outside readings into their responses, and demonstrate a clear comprehension of the material will receive higher grades. Grading for this assignment will be influenced by the following: understanding and analysis of the readings (50%), responses to other students that contribute to a better understanding of course materials (30%), facilitating further conversation (10%), and introducing relevant outside sources (10%). Each week’s postings can earn up to 25 points, for a total of 200 points.

**Reflective Responses** (Course Objectives 1, 4, 5)

Throughout the eight week online course, students will write a total of eight (8) reflective responses. These reflective responses will relate to a question that will be posed by the instructor and will allow the student to show mastery and understanding of the course materials. The response should be three to four double spaced pages in length. Each response is worth 25 points. Each Reflective Response is due by 11:55 p.m. (Saturday) of the respective week in the Drop Box (Canvas).

**Exams** (Course Objective 1, 4 & 5)

There will be three (3) exams administered during the eight weeks of class. The format of the exam will be a mixture of objective, short answers, and essay type test items. **Each exam is worth 100 points**.

**Class Projects/ Presentation** (Course Objective 1 & 5)

Each student will complete two (2) major projects.

1. **Creating and Managing an Event**: This project will consist of creating an event/tournament based on several principles of event management, such as budget, location of an existing sport facility property and possible allocation of sponsors.
2. **Sport Facility ADA Audit:** This project will consist of the evaluation of an existing sport facility property designated by the instructor. You will be required to “evaluate” the sport facility based upon established ADA guidelines and criteria. **The class projects are worth 200 points**.

**Criteria for Evaluating Writing Assignments (Reflective Responses and Essay)**

A/A- Assignment is well-written with no errors (spelling, grammar, sentence clarity, citation form, etc.). Analysis is excellent and conclusions are well-supported, demonstrating understanding of the topic and familiarity with supporting sources. Questions are fully and clearly addressed.

B/B- Assignment is moderately well-written with few errors. Analysis is good and conclusions are supported. It should demonstrate a correct understanding of topic and familiarity with most supporting sources (readings, discussion).

C Content shows either less than correct familiarity with the topic or supporting sources, is not fully responsive to the question(s) asked, or is poorly written (major mistakes).

**Grading:**

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| Exams (3 x 100 pts) | 300 |
| Reflection Papers (8 x 25 pts) | 200 |
| Individual Project (2 x 100 pts) | 200 |
| Forum/Discussions (8 x 25 pts) | 200 |
| **TOTAL POINTS POSSIBLE** | **900** |
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| A | 93-100% | B- | 80-82% |
| A- | 90-92% | C+ | 77-79% |
| B+ | 87-89% | C | 73-76% |
| B | 83-86% | F |  |
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**Course Policies**

Extra Credit: Generally extra credit points are not awarded in this course.

Late Assignments: All assignments are due by 11:55 p.m. on the due date assigned. A 5% deduction in the points available for each assignment will occur for each day an assignment is late (unexcused). Failure to complete any assignment by the end of the course could result in the student failing the whole course.

Missed Quizzes: Any student who misses a quiz must contact the faculty instructor to make arrangements to take a makeup quiz. It will be up to the discretion of the faculty instructor whether the student will be allowed to make up the quiz and the format of the makeup quiz. Generally, contacting the faculty instructor before the quiz date to make other arrangements is preferred.

Returned Assignments: Assignments will be returned to the student for review of the assigned grade. The assignment will include comments from the faculty instructor and an indication of the basis for the grade assigned. If students have questions about the grade assigned it is up to the student to contact the professor and set up a time to discuss the grade. Students may also ask for clarification about a grade through email to the faculty instructor within three days of receiving the grade for any assignment. All assignments will be reviewed, graded, and grades posted in the Grade Book (Canvas) within ten days of submission.

**Academic Integrity**

The [Academic Integrity Policy for Graduate Students](http://www.messiah.edu/academics/graduate_studies/docs/HandbookGraduatePrograms.pdf#page=29) is found in the graduate student handbook. Primary responsibility for knowledge of and compliance with this policy rests with the student.

**Americans with Disabilities Act**

Any student whose disability falls within ADA guidelines should inform the faculty instructor at the beginning of the semester of any special accommodations or equipment needs necessary to complete the requirements for this course. Students must register documentation with the Office of Disability Services. Contact DisabilityServices@messiah.edu. (717-796-5382)

**Library and Librarian Assistance**

The Library is an obvious source of information for research, presentations, and projects. Currently, Beth Mark is the library liaison assigned to the education discipline. Although any librarian is trained and prepared to assist you, Beth works specifically with education and is most familiar with the resources and databases that relate to this field. Do not hesitate to contact her if you are having trouble locating specific sources for your assignments, as she is more than willing to help you. For her specific work schedule, contact her directly at bmark@messiah.edu or by calling (717) 796-1800, ext. 3590.

**Statement of Confidentiality**

*“Students in online courses will be asked to post written work and to engage in written dialogue with other class members. The student should be aware that although confidentiality within the course environment is encouraged, it is possible that users in and outside the course may have access to course content.”*

**Writing Center**

The [Writing Center](http://www.messiah.edu/writingcenter) is available to any graduate student who has a desire to improve his/her writing. The role of the center is to provide feedback (not editing) on written work. Feedback alerts you to the kinds of errors you are making, lets you know when something is not clear, and suggests that you have not fully supported an argument. Feedback does NOT correct your grammatical errors, rewrite your sentences, or provide you with the specific points to support your argument. Ultimately, it is your responsibility to find and use the resources you need to improve your writing but connecting with our Writing Center, either online or face-to-face, is a good place to start.

**Hardware and Software Recommendations**

Student [technology recommendations](http://www.messiah.edu/offices/its/role/current_student/pc_recommendation.html) are found on the Information Technology Services website. These guidelines have been put in place to best equip you to have an optimal technological experience in our online programs.

**Technical Support for Students**

[Technological support](http://www.messiah.edu/offices/its) is available to all students during the days and times listed on the Information Technology Services homepage. Students also have access to technical support (i.e. tutorials, help functions, etc.) through the College’s portal, MCSquare, and through the College’s Learning Management System.

**Statement of Copyright Protection**

*“The materials on this course web site are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.”*

**Course Schedule**

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| **Date** | **Topic** | **Reading Due** | **Assignments Due** |
| Week One3-16-14 | Discussion QuestionsReflective Responses | Fried, Chapters 1 & 2PowerPoint #1 | Initial Discussion Post Reflective ResponsesDue: 3-22-2014 |
| Week Two3-23-14 | Discussion QuestionsReflective Responses  | Fried, Chapters 3 & 4PowerPoint #2 | Discussion QuestionsReflective ResponsesDue: 3-29-2014 |
| Week Three3-30-14 | Discussion QuestionsReflective Responses | Fried, Chapters 5 & 6PowerPoint #3 | Discussion QuestionsReflective Responses EXAM #1Post Due: 4-5-2014 |
| Week Four4-6-14 | Discussion QuestionsReflective ResponsesPROJECT #1 | Fried, Chapters 7 & 8PowerPoint #4 | Discussion Questions Reflective Responses PROJECT #1 Due: 4-12-2014 |
| Week Five4-13-14 | Discussion QuestionsReflective Responses | Fried, Chapters 9 & 10PowerPoint #5 | Discussion QuestionsReflective Responses Due: 4-19-2014 |
| Week Six4-20-14 | Discussion QuestionsReflective Responses | Fried, Chapters 11 & 12PowerPoint #6 | Discussion QuestionsReflective ResponsesEXAM #2 Due: 4-26-2014 |
| Week Seven4-27-14 | Discussion QuestionsReflective ResponsesPROJECT #2 | Fried, Chapters 13 & 14PowerPoint #7 | Discussion QuestionsReflective ResponsesPROJECT #2 Due: 5-3-2014 |
| Week Eight5-4-14 | Discussion QuestionsReflective Responses | PowerPoint #8 | Discussion QuestionsReflective ResponsesEXAM #3Due: 5-10-2014 |

\*Instructional Time (IT) 42 hrs / 3 credits

\*Non-Instructional (N-IT)"Homework"

NOTE: Reading based on 30 pages per hour; Writing papers based on 2 hours/page