


CBM003 ADD/CHANGE FORM

Undergraduate Council
 New Course Course Change
Core Category: NONE Effective Fall 2009

or

Graduate/Professional Studies Council
 New Course Course Change
Effective Fall

RECEIVED OCT 22 2008

- Department: HHP College: EDUC
- Person Submitting Form: Dr. Rey Treviño Telephone: x8690
- Course Information on New/Revised course:
 - Instructional Area / Course Number / Long Course Title:
KIN / 4190 / Sport Administration Seminar
 - Instructional Area / Course Number / Short Course Title (30 characters max.)
KIN / 4190 / SPORT ADMINISTRATION SEMINAR
 - SCH: 1.00 Level: SR CIP Code: 31.0504 Lect Hrs: 1 Lab Hrs: 0
- Justification for adding/changing course: Successfully taught as a selected topics course
- Was the proposed/revised course previously offered as a special topics course? Yes No
If Yes, please complete:
 - Instructional Area / Course Number / Long Course Title:
KIN / 4197 / Special Topics-PE: Sport Administration Pre-Internship Seminar
 - Content ID: 37871 Start Date (yyyy3): 20081
- Authorized Degree Program(s): B.S. in Kinesiology: Sport Administration
 - Does this course affect major/minor requirements in the College/Department? Yes No
 - Does this course affect major/minor requirements in other Colleges/Departments? Yes No
 - Are special fees attached to this course? Yes No
 - Can the course be repeated for credit? Yes No
- Grade Option: Letter (A, B, C...) Instruction Type: lecture ONLY (Note: Lect/Lab info. must match item 3, above.)
- If this form involves a change to an existing course, please obtain the following information from the course inventory: Instructional Area / Course Number / Long Course Title
 / /
 - Start Date (yyyy3): Content I.D.:
- Proposed Catalog Description: (If there are no prerequisites, type in "none".)
Cr: 1. (1-0). Prerequisites: ^{and} Admission to KIN: Sport Administration major ^{standing} Senior status; To be taken the semester before internship. Description (30 words max.): Analysis of management, organizational structure, and strategic planning in sport organizations; current issues in sport management; career planning; internship placement.
- Dean's Signature:  Date: 10/21/08
Print/Type Name: J. HAWKINS, Assoc. Dean

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University of Houston  College of Education

COLLABORATION FOR LEARNING & LEADING

DAY/TIME: LOCATION:
PROFESSOR: EMAIL ADDRESS:
OFFICE PHONE NUMBER:
LOCATION: OFFICE FAX NUMBER:
HOURS:
CREDITS: 1 hour

Course Description:

Preparation and accomplishment of securing an internship, interviewing preparation, analysis of management issues, concepts, organizational and decision making processes, group dynamics, and strategies as applied to sport organizations will comprise the bulk of this course.

Course Requirements:

1. Develop a personal résumé and letter of application and submit it on-line with University Career Services.
2. Participate in an interview and critique interviews of classmates.
3. Secure an internship and complete all paperwork.
4. Plan and deliver timed presentations.
5. Develop a traditional organizational chart.
6. Develop a personal vision/mission statement, and mini-strategic plan for achievement with a sport organization.
7. Attend a Career Services help session.
8. Develop appropriate professionalism regarding dress and decorum.
9. Subscribe to a professional journal or organization to further career aspirations.
10. Present on a specific leadership style within a historical context.
11. Discuss and debate ethical behavior within the sport industry

Course Outline:

- | | |
|--------------------------|-------------------------------|
| 1. Résumés | 7. Strategic Plans |
| 2. Interviews | 8. Dress and decorum |
| 3. Internships | 9. Professional Organizations |
| 4. Presentations | 10. Leadership Styles |
| 5. Organizational Charts | 11. Ethical Behavior |
| 6. Mission Statements | |

Course Objectives:

Upon successful completion of the course, the student will be able to:

1. Apply for and select a professional internship and understand what is required for this field experience.

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2. Improve interviewing skills by participating in mock interviews.
3. Complete a professional resume and cover letter.
4. Demonstrate increased proficiency in planning a timed presentation and speaking in front of groups.
5. Identify organization typology, structure, and span of control and their application to sport delivery systems.
6. Identify the basic components of a strategic plan including goal setting, its tie to the budgeting process, and application to sport organizations.
7. Identify and understand different leadership styles focusing on situational leadership and empowerment.
8. Understand sport organizations as open systems.
9. Understand and apply the functions of management to a sport organization.
10. Discuss and debate ethical behavior within the sport industry.
11. Understand etiquette as it applies to the sport business setting.

Required Readings:

As assigned.

Evaluation:

Career Mission and Goals	20
Career Services Résumé Check	20
Cover Letter	20
Ethical Debate Paper	20
Internship Paperwork	100
Internship Speech	20
Interview	20
Interview Critique	20
Leadership Presentation	20
Organizational Chart	20
Reference Page	20
Résumé	20
Résumé	20
Résumé Submission to UCS	20
Subscription to Professional Journal/Magazine/Listserv	20
TOTAL POINTS	<u>380</u>

Grading Scale:

A	353-400	A-	342-352	B+	330-341	B	315-329
B-	304-314	C+	292-303	C	277-291	C-	266-276
D+	254-265	D	239-253	D-	228-238	F	≤227

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Absences:

This class is treated as your entrance into the sport business world. Class attendance will be taken at each meeting; students are permitted to have one (1) absence without penalty. After the first absence, five (5) points will be deducted from your point total for the semester. If you are representing U of H and need to miss class to do so (i.e. field trip, athletic event, band, etc.), the instructor must receive notification IN WRITING from the organization (i.e. coach, athletic director, band director, etc.) at least 24 hours before the absence. Students representing U of H will not be penalized, but they will not be granted additional absences. You will lose 5 points from your point total for every class you miss. Excused absences accepted only in advance and in writing (NO EXCEPTIONS).

Dress Code:

Dress for this class will be business casual. Whenever you are speaking, interviewing, or presenting the dress requirement will be business attire. These terms will be defined during the first days of class. Minus one point from your point total for each infraction.

Policy for Late or Missing Work

Students are expected to have all assignments completed on the announced dates and times. NO LATE ASSIGNMENTS WILL BE ACCEPTED.

Students with Disabilities

The Center for Students with Disabilities provides academic support services for all UH students who have any type of health impairment, learning disability, physical disability, or psychiatric disorder. Individuals wishing to find out more about these services should contact CSD in Room 305 of the Student Service Center (or call 743-5400/voice 749-1527/TDD). Students requesting reasonable and necessary accommodations for this course (including testing modifications) should contact the instructor as soon as possible (but prior to a deadline).

Academic Honesty

Students are expected to abide by the university's academic honesty policy in all matters concerning this course. (<http://www.uh.edu/dos/hdbk/acad/achonpol.html>). In particular, plagiarism, "Representing as one's own work the work of another without acknowledging the source," whether intentional or unintentional, will not be tolerated. Academic dishonesty on any assignment will result in a zero grade for that assignment or for the course depending on the severity of the infraction.

Course Communications

By University of Houston policy all students must have activated their campus e-mail address. Course communications may be done either through WebCT or through the PeopleSoft roster. Checking either source daily will ensure the student does not miss necessary information not given during class time. Students may also contact the instructor using their personal e-mail address. Please provide a salutation and your name with every communication.

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Mobile Phone and Pager Use:

It is a distraction during class for a mobile phone to ring or for a student to text message. If the instructor is diligent, he may for each instance in which a student's phone rings or beeps or in which a student is caught text messaging deduct 1% point from the student's overall grade.

Laptop and Browser Use:

Though it is understood that students may use their laptops to take notes in class, it is also understood that they could become a distraction for themselves and others if not on task. The instructor reserves the right to ask students to power down their laptops or other browsing mobile devices if a student is caught off-task or perceived to be a distraction to others. The instructor may also deduct 1% point from the student's overall grade for each infraction.

Additional Information

The following information is designed to help the class run smoothly. The instructor reserves the right to make additions and adjustments as necessary. Some of the writings, lectures, films, or presentations in this course may include material that conflicts with the core beliefs of some students. Please review the syllabus carefully to see if the course is one that you are committed to taking. If you have a concern, please discuss it with the instructor at your earliest convenience.

Tentative Schedule:

Date	Activities	Assignment Due	Homework
Week 1	Introduction Purpose of the course Outline and syllabus Dress Code		Statement of career mission and goals Bring in resume
Week 2	University Career Services	Statement of career mission and goals draft	Find at least three places listing internships or jobs
Week 3	Career mission and goals Presentations	Career listings	Begin search for internship or job
Week 4	Internships	Subscription	
Week 5	Resume, cover letter, and references		Work on résumé, et al.
Week 6	Interviews	Résumé rough draft	
Week 7	Résumé review Strategic Planning		Work on résumé, et al. Strategic plan
Week 8	Professional Organizations	Turn in resume to UCS	Create an organizational chart After you receive your résumé from UCS finalize résumé

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Week 9	In-class interviews	Organizational chart	
Week 10	Leadership styles	Résumé final (along with checked copy from UCS)	
Week 11	In-class interviews Leadership presentations	Cover letter and References	
Week 12	Ethical behavior	Strategic plan and career mission and goals final	Choose topic for ethical debate paper and begin writing and researching
Week 13	In-class interviews Leadership presentations		
Week 14		Ethical debate paper Internship paperwork	

Bonus work:

- Sign-up and attend UCS résumé workshop: 10 points
- Sign-up and attend UCS interview workshop: 10 points