American Public University System

The Ultimate Advantage is an Educated Mind

Department of Sports Management
SPMT 603
High School Sports Administration
3 Credit Hours
8 weeks
Prerequisite(s): None

Table of Contents

Instructor Information

Instructor:
Email:
Phone:
Office Hours:

Course Description (Catalog)

This course is a study of one of the most complex professions in secondary education – high school athletic administration. The topics include:

- leadership and management roles in sports/athletic administration,
- high school sports finance and budgeting,
- student-athlete issues,

- association regulations and guidelines, and
- other issues focused on the array of sports disciplines, coaches, and programs at the high school level.

Course Scope

This course will be carried out in an 8 week format. Through course readings, discussion board activities, assignments and quizzes, the student will understand the challenges associated with high school athletic administration.

Students will complete weekly assignments and quizzes based on the readings and bi-weekly discussion forums focusing on current events or important material from the book. The student will conclude the class by applying the knowledge from assignments and discussion forums, to a final paper.

Course Objectives

After reading the textbook, doing the assignments successfully, the student will be able to:

1- Explain how to meet the needs of young athletes

2- Discuss how to work with coaches

3- Define parent/administrator relationships

4- Analyze scheduling and organizational duties

5- Demonstrate knowledge on budget development

6- Explain the athletic director as a school administrator

7- Discuss how to maintain effective publicity

8- Analyze how to stay on top of legal issues

9- Discuss ancillary issues such as booster clubs, cheerleading teams, and transportation

10- Identify skills for working with support staff

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. **Online assignments are due by the last day of each week** and include Discussion Board questions (accomplished in groups through a threaded discussion board), individual assignments, an exam and a research paper.

Course Materials

Required Course Textbook:

Book Number	Authors	Book Title	Publication Info	ISBN
	Koehler & Giebel	Athletic Director's Survival Guide	Prentice Hall	0-13-531476-3

Additional Resources:

In the Course Materials folder there are additional course articles, and up to date APA handouts.
Websites

In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Website URL/Address
National Interscholastic Athletic Administrators Association	http://www.niaaa.org/
APA Style Homepage	http://www.apastyle.org/index.aspx
North American Society of Sports Management	http://www.nassm.org/

Evaluation Procedures

Graded Assignment	Percent of Final Grade
Week 1	
- **Forum #1 – Self Introduction and Challenges**	**5.25**
- **Assignment #1 – Review of Athletic Websites**	**6**

Week 2	
- **Email Paper Topic for Approval**	**0**
- **Forum #2**	**5.25**
- **Assignment #2**	**6**
Week 3	
- **Forum #3**	**5.25**
- **Assignment #3**	**6**
Week 4	
- **Forum #4**	**5.25**
- **Final Research Project Outline**	**2**
Week 5	
- **Forum #5**	**5.25**
- **Assignment #4**	**6**
Week 6	
- **Forum #6**	**5.25**
- **Assignment #5**	**6**
Week 7	
- **Forum #7**	**5.25**
- **Assignment #6**	**6**
Week 8	
- **Forum #8**	**5.25**
- **Final Paper/Project**	**20**

Total	**100**

8 – Week Course Outline

Week	Topic(s)	Learning Objective(s)	Reading(s)	Assignment(s)
1	Meet the needs of young athletes and working with coaches	Explain how to meet the needs of young athletes Discuss how to work with coaches	Chapters 1-2	Forum #1 Assignment #1
2	Working with parents	Define parent/administrator relationships	Chapter 3	Forum #2 Assignment #2

				Final Paper approval
3	Scheduling	Analyze scheduling and organizational duties	Chapter 4-5	Forum #3 Assignment #3
4	Budgeting	Demonstrate knowledge on budget development	Chapter 6-7	Forum # 4 Final Project Outline
5	Administrators and publicity	Explain the athletic director as a school administrator Discuss how to maintain effective publicity	Chapters 8	Forum #5 Assignment #4
6	Legal issues	Analyze how to stay on top of legal issues	Chapter 9	Forum #6 Assignment #5
7	Booster clubs and transportation and other ancillary issues	Discuss ancillary issues such as booster clubs, cheerleading teams, and transportation	Chapter 10	Forum #7 Begin Final Paper Project
8	Working with support staff	Identify skills for working with support staff		Forum #8 Final Paper/Project

Please see the Student Handbook to reference the University's grading scale

Table of Contents

Policies

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

Drop/Withdrawal Policy
Plagiarism Policy
Extension Process and Policy
Disability Accommodations

WRITING EXPECTATIONS

All written submissions should be submitted in a font and page set-up that is readable and neat. It is recommended that students try to adhere to a consistent format, which is described below.

- Typewritten in double-spaced format with a readable style and font and submitted inside the electronic classroom (unless classroom access is not possible and other arrangements have been approved by the professor).
- Arial 11 or 12-point font or Times New Roman styles.
- Page margins Top, Bottom, Left Side and Right Side = 1 inch, with reasonable accommodation made for special situations and online submission variances.

CITATION AND REFERENCE STYLE

Attention Please: Students will follow the APA Style Manual, 6th Edition as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation used in the APA Style Manual, 6th Edition.

LATE ASSIGNMENTS

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals I understand you must manage competing demands on your time. Should you need additional time to complete an assignment please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

NETIQUETTE

Online universities promote the advance of knowledge through positive and constructive debate--both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting--basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks, or student attempts to stifle the discussion of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Educator classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

- **Humor Note:** Despite the best of intentions, jokes and--especially--satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), ☺

HONOR PLEDGE

Pay particular attention to the APU/AMU honor code. It states that students must:
(a) Accept responsibility for their personal actions at all times.
(b) Practice and promote personal and academic integrity at all times.
(c) Uphold unconditionally the University's policy of Academic Integrity and accept the consequences of academic dishonesty.
(d) Show Consideration for and respect the dignity of all persons.

Further the Honor Pledge States:
As a member of the American Public University System learning community, I will respect and abide by the APUS Honor Code. I understand and will abide by the University's policy of academic integrity, as described in the Student Handbook and the University Catalog. I accept responsibility for my actions, and I will not condone or assist other students in dishonesty or plagiarism. Finally, I will accept the consequences of any violations of the University's academic integrity policies.

DISCLAIMER STATEMENT

Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- *Charles Town Library and Inter Library Loan:* The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- *Electronic Books:* You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- *Electronic Journals:* The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- *Turnitin.com:* **Turnitin.com** is a tool to improve student research skills that also detect plagiarism. Turnitin.com provides resources on developing topics and assignments that encourage and guide students in producing papers that are intellectually honest, original in

- thought, and clear in expression. This tool helps ensure a culture of adherence to the University's standards for intellectual honesty. Turnitin.com also reviews students' papers for matches with Internet materials and with thousands of student papers in its database, and returns an Originality Report to instructors and/or students.

- *Smarthinking:* Students have access to 10 free hours of tutoring service per year through Smarthinking. Tutoring is available in the following subjects: math (basic math through advanced calculus), science (biology, chemistry, and physics), accounting, statistics, economics, Spanish**,** writing, grammar, and more. Additional information is located in the Online Research Center. From the ORC home page, click on either the "Writing Center" or "Tutoring Center" and then click "Smarthinking." All login information is available.

Request a Library Guide for your course (http://apus.libguides.com/index.php)
The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. These are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111) or class name.

If a guide you need isn't available yet, let us know by emailing the APUS Library: librarian@apus.edu