

Resolution 22 1989-90

TO: President John E. Van de Wetering
FROM: The Faculty Senate Meeting on 4-16-90
(Date)
RE: X 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 Jean S. Ellison
(For the Senate)

Date Sent 4-26-90

TO: The Faculty Senate
FROM: President John E. Van de Wetering
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 Senate for Fall Resolution (Sent to attached list)

Distribution Date 5/21/90 Signed: [Signature]
(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 MATEJKOVIC, 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

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

HIGH SCHOOL CANDIDATES

Required Physical Education Courses

PES 601	Analysis of Teaching Physical Education	3
PES 604	Research and Evaluation for P.E. Teachers	3
PES 607	Curriculum Design in Physical Education	3
PES 5XX	Administration and Supervision of High School and College Athletics	3
PES 6XX	Problems in P.E. and Athletic Administration	3
PES 795	Thesis	6

OR

PES 7XX	Practicum in High School Athletic Administration	3
PES 798	Synthesis Project	<u>3</u> 21 hrs.

Required Educational Administration Courses

EDA 600	Foundations of Educational Leadership	6
EDA 678	Clinical Supervision	<u>3</u> 9 hrs.

TOTAL 30 hrs.

CERTIFICATE OF ADVANCED STUDY*

HIGH SCHOOL CANDIDATES

EDA 653	Site Management	3
EDA 871	Legal Basis of Education	3
EDA 691	Principles and Practices of Budgeting	3
EDA 885	Practicum in Educational Leadership	3
EDA 888	Administrative Internship	<u>6</u>
		18 hrs.

Electives - EDA Courses 9
27 hrs.

*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)

CMC 572	Group Leadership	3
CMC 579	Conflict Resolution Through Communication	3
HLS 570	Health Implications of Stress	3
CSC 601	Computer Programming	3
PES 560	Debates in the Ethics of Coaching	3
PES 627	Seminar in Secondary School Physical Education	3
PES 660	Fitness and Conditioning for Teaching and Coaching	3
PES 600	Computers and Physical Education	3
PES 699	Independent Study	3-6 hrs.
PSH 556	Environmental Psychology	3
PSH 562	Applied Psychology	3
PAD 644	Supervision Skills	3

**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	3
PES 604	Research and Evaluation for P.E. Teachers	3
PES 607	Curriculum Design in Physical Education	3
PES 5XX	Administration and Supervision of High School and College Athletics	3
PES 6XX	Problems in P.E. and Athletic Administration	3
PES 795	Thesis	6
OR		
PES 7XX	Internship in College Athletic Administration	3
PES 798	Synthesis Project	<u>3</u> 21 hrs.

Required Educational Administration Courses

EDA 656	Personnel Administration	3
EDA 871	Legal Basis of Education	<u>3</u> 6 hrs.

Elective 3

TOTAL 30 hrs.

APPROVED ELECTIVES - COLLEGE CANDIDATES

CMC	515	Public Communication in Administration, Business and the Professions	3
CMC	572	Group Leadership	3
CMC	579	Conflict Resolution Through Communication	3
EDA	691	Principles and Practices of Budgeting	3
EDA	653	Site Management	3
HLS	570	Health Implications of Stress	3
CSC	601	Computer Programming	3
PES	560	Debates in the Ethics of Coaching	3
PES	660	Fitness and Conditioning for Teaching and Coaching	3
PES	699	Independent Study	3
PSH	556	Environmental Psychology	3
PSH	562	Applied Psychology	3
PAD	644	Supervision Skills	3
PAD	642	Performance Management	3
PAD	681	Organizational Management	3
PAD	682	Organizational Behavior and Supervision	3

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.



April 2, 1990

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.

[Faint handwritten signature and illegible text]

BROCKPORT

State University of New York
College at Brockport
Brockport, New York 14420

Department of
Educational Administration
(716) 395-2661

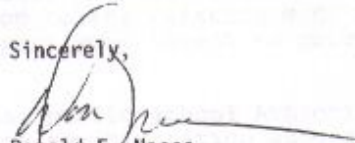
April 4, 1990

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,



Donald F. Nasca
Chairperson

DFN/db1

ROCKPORT

State University of New York
College at Brockport
Brockport, New York 14420

Certification and Licensure
716/385-2544

TO: Dr Edward Matejkovic
Physical Education

FROM: Patricia A. Haust *PH*
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.

Name of Course _____
 Department _____
 Title _____
 Credits _____

1990-1991 COLLEGE OF BUSINESS
 COURSE CATALOGUE FORM

Complete this form for each course you
 wish to request for approval

1. Course Title _____
 Contact Person _____
 Contact Address _____
 Contact Phone _____
 Other _____
2. Course Description _____
 a. Title _____
 b. Number _____
 c. Credits _____
 d. Prerequisites _____
 e. Co-requisites _____
3. Prerequisites _____
 a. Title _____
 b. Number _____
 c. Credits _____
 d. Prerequisites _____
 e. Co-requisites _____
4. Is this course a required course for any degree program? _____
 a. Yes _____
 b. No _____

11. Appendix

5. Associated Course _____
 a. Title _____
 b. Number _____
 c. Credits _____
 d. Prerequisites _____
 e. Co-requisites _____
6. Variable Credit? _____
 a. Yes _____
 b. No _____
7. Type of course _____
 a. Liberal Arts _____
 b. Non-Liberal Arts _____
 c. Other _____
8. Cross List? (Give discipline) and Number(s) _____
 Prerequisite Course(s) (Disc #) _____
 Corequisite Course(s) (Disc #) _____
9. Is this course offered in the same discipline at another level than
 another level? Give number (Disc #) _____
10. Frequency of offering (check only one) _____
 (A) Every Fall _____ (B) Every Even Fall _____ (C) Every Odd Fall _____
 (D) Every Spring _____ (E) Every Even Spring _____ (F) Every Odd Spring _____
 (G) Every Summer _____ (H) Every Other summer _____ (I) Every Year _____
 (J) Every Two Years _____ (K) Every Three Years _____
 (L) Every Four Years _____ (M) Every Five Years _____
11. This course is offered alternatively or satisfactorily/satisfactory

12. Is this course responsible for multiple credit? _____
13. Course Description (copy for catalog as word document) Designed to provide basic
 knowledge and skills in the area of _____
 facilities and services, and of the management of _____ sports programs. Emphasis on
 analysis of the business, financial and management aspects of the management and operation of
 high school and college sports programs and the total responsibility of the
 Athletic Director.
14. Relation to Degree/Program _____
 a. Required _____
 b. Elective _____
 c. Other _____

Elective from _____
 to _____
 Signature _____
 Date _____

SUNY COLLEGE at BROCKPORT
 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: P E S Number: 45 X X
 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: (16 spaces)
- | | | | | | | | | | | | | | | |
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| A | D | | S | U | P | | S | | C | | A | T | H | |
|---|---|--|---|---|---|--|---|--|---|--|---|---|---|--|

6. a. Variable Credit? (Y/N) _____ b. Semester Hours of Credit 3

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.): 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 _____ (P) Every Even Fall _____ (L) Every Odd Fall _____
 (C) Every Spring _____ (Q) Every Even Spring _____ (M) Every Odd Spring _____
 (I) Every Summer (J) Every Other Summer _____ (F) Every Year _____
 (O) Irregularly _____ (G) Every Two Years _____ (H) Every Three 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) 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 M.S. Ed./Physical Education Degree, Major, Program
 Elective _____ Other _____

Office of Academic Affairs

Return to
 OFFICE OF ACADEMIC AFFAIRS

15. 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:

- 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 tim
 - 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: Ed Mylejko Date: 4-15-89

Chairperson's Approval: _____ Date: _____

Dean's Approval: _____ Date: _____

Director of General Education (if appropriate) _____ Date: _____

5/88
Office of Academic Affairs

Return to:
OFFICE OF ACADEMIC AFFAIR

A. Books

- Adams, Samuel et al. Catastrophic Injuries in Sport. Benchmark Press, Inc. Indianapolis, In., 1987
- Appenzeller, H.T. Athletics and the Law, Michie Co. Charlottesville, VA. 1983
- Athletic Institute. Planning Facilities for Athletics, Physical Education and Recreation, AAHPERD, Washington D.C. 1981
- Bronson, R.T. Public Relations and Fund-Raising for Athletics and Physical Education Wiley Co., N.Y., 1982
- Chelladurai, P. Sport Management - Macroc Perspectives. Sports Dynamics, London, Ontario, Canada. 1985
- Forsythe, Charles E. Administration of High School Athletics, Prentice-Hall Inc. Englewood Cliffs, N.J. 1980
- Fouss, Donald and Troppman, Robert. Creative Management Techniques in Interscholastic Athletics, Wiley & Sons, N.Y. 1982
- Jensen, Clayne R. Administrative Management of Physical Education and Athletics. Lea & Febigeo, Philadelphia, 1983
- Resick, M.C. and Evidson, C.E. Intercollegiate and Interscholastic Athletics, Addison-Wesley, Reading, Mass. 1980
- Vanderzwaag, Harold J. Sport Management in Schools and Colleges, Wiley & Sons, N. Y. 1984

B. Journals

1. Athletic Administration
2. Athletic Business
3. JOHPER
4. Journal of Sport Management
5. Scholastic Coach
6. Every School
7. Every Day Year
8. Every Day Year
9. Every Year
10. Every Two Years
11. Every Three Years

12. This course is offered exclusively to satisfactory students.
13. This course repeats for multiple credits.
14. Degree requirement (copy the catalog and read carefully)
15. This course is offered exclusively to satisfactory students.
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98. Degree requirement (copy the catalog and read carefully)
99. This course is offered exclusively to satisfactory students.
100. Degree requirement (copy the catalog and read carefully)

Active from _____ to _____
 Signature _____
 Date _____

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: Problems in Physical Education and Athletic Administration
 C. Topics Course Title: _____
 D. Topics Courses offered _____ Semester, _____ Year

3. a. Discipline: P E S Number: 6 X
 b. Undergraduate Graduate

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)
- | | | | | | | | | | | | | | | | |
|---|---|---|---|--|---|---|--|---|--|---|---|---|--|---|---|
| P | R | O | B | | P | E | | S | | A | T | H | | A | D |
|---|---|---|---|--|---|---|--|---|--|---|---|---|--|---|---|

6. a. Variable Credit? (Y/N) N b. Semester Hours of Credit 3

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 _____ (P) Every Even Fall _____ (L) Every Odd Fall _____
 (C) Every Spring _____ (Q) Every Even Spring _____ (M) Every Odd Spring _____
 (I) Every Summer (J) Every Other Summer _____ (F) Every Year _____
 (O) Irregularly _____ (G) Every Two Years _____ (H) Every Three Years _____
 (N) Upon Special Arrangement _____

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

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 Approaches.

14. Relation to Degrees/Programs? Requirement M.S. Ed / Physical Education
 Elective Other 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 --through 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
8. 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%)

MATERIALS (FILMS, READING, ETC.)

1. Films:

- a. Looking at Children (Kent State University AV Services)
- b. Cipher 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. 1975-77. Personal Dynamics Institute
- b. #4 Dynamics of Thought (II) - Bob Conklin's The Positive Mind. 1975-77. 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:

1. Arnheim, Daniel D. Modern Principles of Athletic Training. Times Mirror/Mosby College Publishing, 1985. (Sixth Edition).
2. Bonder, J. How to Be A Successful Coach. Englewood Cliffs: Prentice-Hall, Inc., 1960.
3. Calhoun, Don. Sports, Culture, and Personality. Human Kinetics Publishers, 1981.
4. Chu, Donald, Segrave, Jeffrey O., Becker, Beverly J., Sport and Higher Education. Human Kinetics Publishers, 1985.
5. Clayton, Robert D. and Clayton Joyce A. Concepts and Careers in Physical Education. Burgess Publishing Company, 1982. (Third Edition)
6. Coackley, Jay J. Sport In Society - Issues and Controversies. The C. V. Mosby Company, 1982.
7. Drawatzky, John M. and Armstrong, Charles, W. Physical Education Career Perspectives and Professional Foundations. Prentice-Hall, Inc., 1984.
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9. Fraleigh, Warren P. Right Actions in Sport. Human Kinetics Publishers, 1984.

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13. Gensemer, Robert E. Physical Education: Perspectives, Inquiry, Applications. Saunders College Publishing, 1985.
14. Jefferies, Stephen C. Sport Physiology Study Guide. Human Kinetics Publishers, 1986.
15. Jones, Billie J., Wells, Janet L., Peters, Rachael E., Johnson, Dewayne J. Effective Coaching Principles & Practice. Allyn and Bacon, Inc., 1982.
16. Kozoll, Charles E. Coaches Guide to Time Management. Human Kinetics Publishers, 1985.
17. Martens, Rainer, Charistina, Robert W., Harvey, Jr., John S., Sharley, Brian J. Coaching Young Athletes. Human Kinetics Publishers, 1981.
18. Massengale, J. D. The Principles and Problems of Coaching. Charles C. Thomas, Inc., 1975.
19. Nixon, Howard L. Sport and the American Dream. Human Kinetics Publishers, 1984.
20. Nygaard, Gary and Boone, Thomas H. Coaches Guide to Sport Law. Human Kinetics Publishers, 1985.
21. Figler, Stephen and Figler, Howard. Peterson's Athlete's Game Plan for College and Career. Peterson's Guide, Princeton, N.J. 1984.
22. Sabock, Ralph J. The Coach. Human Kinetics Publishers, 1985. (Third Edition).
23. Selleck, George. The Student-Athlete Recruiting Handbook - Suiting Up for Success, 1985.

(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
7. Journal of Applied Research in Coaching
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 . . .

Effective from to
 Signature _____
 Date _____

3041 COLLEGE OF EDUCATION
 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: P F S Number: 7 X 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 3

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
 (B) Every Fall _____ (P) Every Even Fall _____ (L) Every Odd Fall _____
 (C) Every Spring _____ (Q) Every Even Spring _____ (M) Every Odd Spring _____
 (I) Every Summer _____ (J) Every Other Summer _____ (F) Every Year _____
 (O) Irregularly _____ (G) Every Two Years _____ (H) Every Three 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 high school athletic administrative setting. Involvement in day duties in H.S. athletic administration and observation of higher level management operations.

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

15. 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 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: Ed Matyka Date: 4-15-89
Chairperson's Approval: _____ Date: _____
Dean's Approval: _____ Date: _____
Director of General Education (if appropriate) _____ Date: _____

Return to:
OFFICE OF ACADEMIC AFFA

Signature _____
 Date _____

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: P E S Number: 7 X X
 b. Undergraduates _____ Graduate X

4. a. Official Course Title: Practicum in College Athletic Administration
 b. Course Start Date: Fall 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 3

7. Type of course: _____ Liberal Arts X 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., 426/528): _____

10. Frequency of Offering (check only one)
 (A) Every Semester X
 (B) Every Fall _____ (L) Every Odd Fall _____
 (C) Every Spring _____ (Q) Every Even Spring _____ (M) Every Odd Spring _____
 (I) Every Summer _____ (J) Every Other Summer _____ (F) Every Year _____
 (O) Irregularly _____ (G) Every Two Years _____ (H) Every Three 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

Office of Academic Affairs

Office of Academic Affairs

15. 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: Ed Maloyan
Chairperson's Approval: _____
Dean's Approval: _____
Director of General Education (if appropriate) _____

Date: 4-15-8
Date: _____
Date: _____
Date: _____

5/88
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