

Appr 9/27/05

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		05-12C		Appr 11/1/05

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person Dr. Robert Kostelnik	Email Address bkostel@iup.edu
Proposing Department/Unit Health and Physical Education	Phone 7 - 7645

Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.

1. Course Proposals (check all that apply)

New Course Course Prefix Change Course Deletion

Course Revision Course Number and/or Title Change Catalog Description Change

HPED ~~302~~ Managing Facilities and Events in Sport
320

Current Course prefix, number and full title Proposed course prefix, number and full title, if changing

2. Additional Course Designations: check if appropriate

This course is also proposed as a Liberal Studies Course. Other: (e.g., Women's Studies, Pan-African)

This course is also proposed as an Honors College Course.

3. Program Proposals

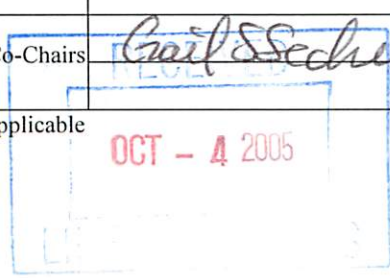
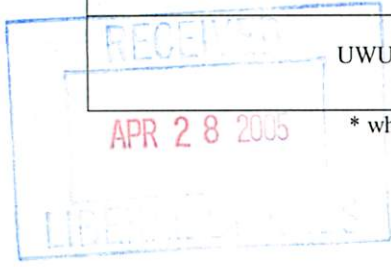
New Degree Program Program Title Change Program Revision

New Minor Program New Track Other

Physical Education and Sport/
Sport Administration Track

Current program name Proposed program name, if changing

4. Approvals		Date
Department Curriculum Committee Chair(s)	Mudd P Poo	4-14-05
Department Chair(s)	Daine Blair	4-14-05
College Curriculum Committee Chair	Elizabeth Palmer	4-26-05
College Dean	Carleen C. Zoni	4-28-05
Director of Liberal Studies *		
Director of Honors College *		
Provost *		
Additional signatures as appropriate: (include title)		
UWUCC Co-Chairs	Carl Sechrist	9-27-05



* where applicable

HPED 320 Managing Facilities and Events in Sport

1. Syllabus of Record

The syllabus of record is attached.

2. Course Analysis Questionnaire

Section A: Details of the Course

A1. How does this course fit into the programs of the department? For which students is the course designed? (majors, students in other majors, liberal studies). Explain why this content cannot be incorporated into an existing course.

This course will be for the students who are seeking degrees in the Sport Administration Track within the Physical Education and Sport degree. The content of this course is outlined in the academic guidelines of the North American Society for Sport Management (NASSM). These guidelines will be partially satisfied with this course. This course will be the second step of a four course sequence to match these guidelines.

The four course sequence for Sport Administration Track:
HPED 292 Introduction to Sport Management
HPED 320 Managing Facilities and Events in Sport
HPED 445 Business Practices in Sport
HPED 460 Law and Issues in Managing Sport

The Business Minor will continue to provide pertinent content.

A2. Does this course require changes in the content of existing courses or requirements for a program? If catalog descriptions of other courses or department programs must be changed as a result of the adoption of this course, please submit as separate proposals all other changes in courses and/or program requirements.

This course will be part of a four course sequence to meet NASSM guidelines.

A3. Has this course ever been offered at IUP on a trial basis (e.g. as a special topic) If so, explain the details of the offering (semester/year and number of students).

This course has been offered as a HPED 481 Special Topics: Sport Facilities Management three times in each of the past three Spring semesters.

A4. Is this course to be a dual-level course? If so, please note that the graduate approval occurs after the undergraduate.

This course will not be dual level.

A5. If this course may be taken for variable credit, what criteria will be used to relate the credits to the learning experience of each student? Who will make this determination and by what procedures?

This course will not be offered for variable credit.

A6. Do other higher education institutions currently offer this course? If so, please list examples (institution, course title).

University of Michigan

SPTMGMT 301 Facility Management (3 cr.)

Studies procedures in the planning, design, construction, and management of sport and recreational facilities.

Slippery Rock University

PESM 386 Sport Facility and Event Management (3 cr.)

This course is designed to assist the sport management student in acquiring the necessary knowledge and skills needed to manage a sport facility and to plan a complete sporting event.

Rice University

KINE 366 Event and Facility Management (3 cr.)

Practical application of the principles and theory related to planning, organization, and execution of sport and entertainment events. Fundraising and charity management will be considered as will the management of small and large scale facilities and event venues. Students will be prepared to design, run, and evaluate events and event management teams.

A7. Is the content, or are the skills, of the proposed course recommended or required by a professional society, accrediting authority, law or other external agency? If so, please provide documentation.

The North American Society for Sport Management encourages all Sport Management academic programs to meet their guidelines for accreditation and those that are positioning themselves to seek accreditation to move toward meeting the guidelines.

Section B: Interdisciplinary Implications

B1. Will this course be taught by instructors from more than one department or team taught within the department? If so, explain the teaching plan, its rationale, and how the team will adhere to the syllabus of record.

This course will be taught by one instructor.

B2. What is the relationship between the content of this course and the content of courses offered by other departments? Summarize your discussions (with other departments) concerning the proposed changes and indicate how any conflicts have been resolved. Please attach relevant memoranda from these departments that clarify their attitudes toward the proposed change(s).

There is no other similar course at IUP. Students will continue to earn the Minor in Business as part of the Sport Administration Track.

B3. Will this course be cross-listed with other departments? If so, please summarize the department representatives' discussions concerning the course and indicate how consistency will be maintained across departments.

This course will not be cross listed.

B4. Will seats in this course be made available to students in the School of Continuing Education?

Yes. Continuing Education students can enroll in the course.

Section C: Implementation

C1. Are faculty resources adequate? If you are not requesting or have not been authorized to hire additional faculty, demonstrate how this course will fit into the schedule(s) of current faculty. What will be taught less frequently or in fewer sections to make this possible? Please specify how preparation and equated workload will be assigned for this course.

With the recent hire of a new faculty member with a Ph.D. in Sport Management, who will begin during the Fall 2005 semester, faculty resources are adequate.

C2. What other resources will be needed to teach this course and how adequate are the current resources? If not adequate, what plans exist for achieving adequacy? Reply in terms of the following:

**Space*

**Equipment*

**Laboratory Supplies and other Consumable Goods*

**Library Materials*
**Travel Funds*

No special resources will be needed.

C3. Are any of the resources for this course funded by a grant? If so, what provisions have been made to continue support for this course once the grant has expired? (Attach letters of support from Dean, Provost, etc.)

No.

C4. How frequently do you expect this course to be offered? Is this course particularly designed for or restricted to certain seasonal semesters?

This course will be offered each Spring semester.

C5. How many sections of this course do you anticipate offering in any single semester?

One section during the semester offered.

C6. How many students do you plan to accommodate in a section of this course? What is the justification for this planned number of students?

This course will accommodate 35 students per section.

C7. Does any professional society recommend enrollment limits or parameters for a course of this nature? If they do, please quote from the appropriate documents.

No.

C8. If this course is a distance education course, see the Implementation of Distance Education Agreement and the Undergraduate Distance Education Review Form in Appendix D and respond to the questions listed.

This course will not be offered in the distance education format but would lend itself to that possibility in the future.

Section D: Miscellaneous

Include any additional information valuable to those reviewing this new course proposal.

None.

SYLLABUS OF RECORD

- I. Catalog Description**
 HPED 320 Managing Facilities and Events in Sport 3 class hours
0 lab hours
3 credits
3c-01-3cr

Investigates the management functions necessary to operate a variety of sport facilities. Emphasis is on liability risk reduction, staffing, design and renovation, maintenance, and amenities pertinent to sport facilities. Strategies for managing a sporting event are presented and practiced.

Prerequisite: None

- II. Course Objectives**
 Upon completion of this course the student will be able to:

1. recognize sport facility design standards and development strategies for new facilities.
2. create a renovation plan for a sport facility.
3. interpret construction industry standards.
4. develop a maintenance plan for a sport facility.
5. contrast the specifications between outdoor, indoor, and ancillary sport facilities.
6. plan and implement a sporting event.
7. evaluate the success of a sporting event.
8. apply human resource practices to facility staffing.

- III. Detailed Course Outline**
- | | |
|--|----------------|
| A. Introduction to Sport Facility Management | 3 hours |
| 1. Construction terminology | |
| 2. Facility standards | |
| 3. History of sport facilities | |
| 4. Americans with Disabilities Act standards | |
| B. Planning, Designing, and Renovating a Sport facility | 3 hours |
| 1. Site selection | |
| 2. Development phases and procedures | |
| 3. Financing a sport facility | |
| 4. Design team | |
| C. Operating a Sport Facility | 2 hours |
| 1. Electrical and mechanical systems | |
| 2. Energy management | |
| 3. Emergency plan | |

- D. Outdoor Sport Facilities 6 hours
 - 1. Field specifications
 - 2. Natural turf management
 - 3. Artificial turf products
 - 4. Operational practices

- E. Indoor Sport Facilities 5 hours
 - 1. Court specifications
 - 2. Floor surfaces
 - 3. Court maintenance
 - 4. Operational practices
 - 5. Exam

- F. Special Considerations 2 hours
 - 1. Lighting specifications
 - 2. Signage
 - 3. Spectator seating
 - 4. Concession stands

- G. Ancillary Areas 4 hours
 - 1. Locker rooms
 - 2. Aquatic facilities
 - 3. Hot tubs and saunas
 - 4. Fitness rooms and weight rooms
 - 5. Athletic training areas

- H. Other Sport Areas 3 hours
 - 1. Track and field facilities
 - 2. Rock climbing areas
 - 3. Outdoor parks and pavilions
 - 4. Playgrounds
 - 5. Winter sports facilities

- I. Maintenance of Sport Facilities and Equipment 3 hours
 - 1. Daily, weekly, and monthly maintenance
 - 2. Yearly maintenance
 - 3. Capital improvements
 - 4. Maintenance contracts

- J. Human Resource Management Practices 4 hours
 - 1. Job descriptions
 - 2. Interview process
 - 3. Performance evaluations
 - 4. Hiring and firing process
 - 5. Operational staff training

- K. Managing a Sporting Event 7 hours
1. Event planning
 2. Budget creation
 3. Event sponsors
 4. Marketing plan for event
 5. Operational strategies
 6. Event evaluation
 7. Exam

- L. Culminating Activity 2 hours

IV. Evaluation Methods

Evaluation of the students will consist of:

Examinations	20%
Practical Application Projects	20%
Site Visits	10%
Article Critiques	10%
Research Paper	15%
Class Project	15%
Design/Renovation Project	10%

Students will critique articles, complete projects that simulate a sport facility manager's duties, complete a research paper, work on an event management team for major class event project, create design plan, and complete examinations of course content.

V. Example Grading Scale

Grading Scale:

90 – 100 %	A
80 – 89 %	B
70 – 79%	C
60 – 69%	D
Below 60%	F

VI. Attendance Policy

Appropriate attendance is a necessity for success in this course. For that reason an attendance policy will be used that may influence a student's success in the course. A large number of assignments and projects will take place during class meetings. Therefore, a student who misses these activities will jeopardize their success in the course.

VII. Required Textbook

Sawyer, T. H. (2002). *Facilities planning for health, fitness, physical activity, recreation and sports: Concepts and applications*. (10th ed.). Washington, D.C. Sagamore.

Solomon, J. (2002). *An insider's guide to managing sporting events*. Champaign, IL: Human Kinetics.

VIII. Special Resource Requirements

None

IX. Bibliography

Ammon, R., Southall, R.M., & Blair, D.A. (2004) *Sport facility management: Organizing events and mitigating risks*. Morgantown, WV: Fitness Information Technology.

Bucher, C.A. & Krotee, M.L. (2002). *Management of physical education and sport*. (12th ed.). Boston: McGraw Hill.

Fried, G.B. (2005). *Managing sport facilities*. Champaign, IL: Human Kinetics.

Hernandez, R.A. (2002). *Managing sport organizations*. Champaign, IL: Human Kinetics.

Horine, L. & Stotlar, D. (2004). *Administration of physical education and sport programs*. (12th ed.). Boston: McGraw Hill.

Historical

Event management for sport directors. (1996). Champaign, IL: Human Kinetics.

Flannery, T. & Swank, M. (1999). *Personnel management for sport directors*. Champaign, IL: Human Kinetics.

Olson, J.O. (1997). *Facility and equipment management for sport directors*. Champaign, IL: Human Kinetics.

Walker, M.L. & Stotlar, D. K. (1997). *Sport facility management*. Boston: Jones and Bartlett.

*Catalog Description***HPED 320 Managing Facilities and Events in Sport****3c-01-3cr**

Investigates the management functions necessary to operate a variety of sport facilities. Emphasis is on liability risk reduction, staffing, design and renovation, maintenance, and amenities pertinent to sport facilities. Strategies for managing a sporting event are presented and practiced.

Prerequisite: None