

Curriculum Proposal Cover Sheet – form is available on-line as an interactive PDF

LSC Use Only Proposal No:	UWUCC Use Only Proposal No: 12-569	Senate Action Date: App-12/4/12
LSC Action-Date: AP-10/18/12	UWUCC Action-Date: AP-11/27/12	

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person(s) Dr. Robert Kostelnik	Email Address bkostel@iup.edu
Proposing Department/Unit Health and Physical Education	Phone 357 7645

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

1. Course Proposals (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> Course Prefix Change | <input type="checkbox"/> Course Deletion |
| <input type="checkbox"/> Course Revision | <input type="checkbox"/> Course Number and/or Title Change | <input type="checkbox"/> Catalog Description Change |

Current course prefix, number and full title: _____

Proposed course prefix, number and full title, if changing: _____

2. Liberal Studies Course Designations, as appropriate

- This course is also proposed as a Liberal Studies Course (please mark the appropriate categories below)
- Learning Skills Knowledge Area Global and Multicultural Awareness Writing Intensive (include W cover sheet)
- Liberal Studies Elective (please mark the designation(s) that applies – must meet at least one)
- | | | |
|---|---|---|
| <input type="checkbox"/> Global Citizenship | <input type="checkbox"/> Information Literacy | <input type="checkbox"/> Oral Communication |
| <input type="checkbox"/> Quantitative Reasoning | <input type="checkbox"/> Scientific Literacy | <input type="checkbox"/> Technological Literacy |

3. Other Designations, as appropriate

- Honors College Course Other: (e.g. Women's Studies, Pan African)

4. Program Proposals

- | | | | |
|--|--|---|------------------------------------|
| <input checked="" type="checkbox"/> Catalog Description Change | <input checked="" type="checkbox"/> Program Revision | <input type="checkbox"/> Program Title Change | <input type="checkbox"/> New Track |
| <input type="checkbox"/> New Degree Program | <input type="checkbox"/> New Minor Program | <input checked="" type="checkbox"/> Liberal Studies Requirement Changes | <input type="checkbox"/> Other |

Current program name: **Physical Education and Sport – Sport Administration**

Proposed program name, if changing: _____

5. Approvals	Signature	Date
Department Curriculum Committee Chair(s)		9/17/2012
Department Chairperson(s)		9/17/2012
College Curriculum Committee Chair		10/10/2012
College Dean		10/10/2012
Director of Liberal Studies (as needed)		10/26/12
Director of Honors College (as needed)		
Provost (as needed)		10/30/12
Additional signature (with title) as appropriate		
UWUCC Co-Chairs		11/28/12

RECEIVED
 OCT 26 2012
 ASSOCIATE PROVOST OFFICE

OCT 24 2012 OCT 10 2012
 Liberal Studies Liberal Studies

Part II. Description of Curricular Change

1. Catalog Description

Sport Administration

This program prepares students to use a variety of skills to function in a management capacity within the sport industry. Graduates of this program can seek employment in such areas as school and college athletic departments, coaching, community recreation organizations, minor and major league sports franchises, commercial sport facilities, and golf courses, as well as other athletic and sports-related industries. Students acquire management skills that can be used in multiple career tracks. Successful completion of this program of study will also earn the student a Minor in Business Administration from IUP's Eberly College of Business and Information Technology.

Bachelor of Science–Physical Education and Sport–Sport Administration

Liberal Studies: As outlined in Liberal Studies section with the following specifications: 47

Mathematics: MATH 217

Natural Science: Option I - BIO 104 and one 4 credit laboratory course

Social Science: ECON 121, PSYC 101, Global and Multicultural Awareness

Dimensions of Wellness: HPED 143 recommended or FDNT 143, NURS 143

Liberal Studies Electives: 6cr, BTED/COSC/IFMG 101, ECON 122, no course with HPED prefix

Major:

HPE Core Requirements: 17

HPED 142 Foundations of Health, Physical Education and Sport 3cr

HPED 175 Prevention and Care of Injuries to the Physically Active 2cr

HPED 209 Motor Behavior 3cr

HPED 341 Evaluation in Health and Physical Education 3cr

HPED 344 Adapted Physical Activity and Sport 3cr

HPED 441 Psychosocial Implications for HPE 3cr

Sport Administration Requirements: 35

HPED 256 Applied Anatomy and Physiology for Sport 3cr

HPED 280 Aquatic Facilities Management 2cr

HPED 292 Introduction to Sport Management 3cr

HPED 319 Pre-professional Experience II 3cr

HPED 320 Managing Facilities and Events in Sports 3cr

HPED 351 Managing Budgets and Technology in Sport 3cr

HPED 445 Business Practices in Sport 3cr

HPED 460 Law and Issues in Managing Sport 3cr

HPED 465 Sport Management Capstone 3cr

HPED 493 Internship 3cr

Select two courses from the following: 6cr

BTST 105, ECON 239, HPED 315, 335, 343, 375, 412,

MGMT 275, 300, MKTG 321

Business Minor Requirements:		21
ACCT 201 Accounting Principles I	3cr	
ACCT 202 Accounting Principles II	3cr	
BLAW 235 Legal Environment of Business	3cr	
BTST 321 Business and Interpersonal Communications	3cr	
FIN 310 Fundamentals of Finance	3cr	
MGMT 310 Principles of Management	3cr	
MKTG 320 Principles of Marketing	3cr	
Total Degree Requirements:		120

2. Summary of Changes
a. Comparing current and new program

CURRENT		PROPOSED	
ENGLISH COMPOSITION	7cr	ENGLISH COMPOSITION	6cr
ENGL 101 College Writing	4cr	ENGL 101 Composition I	3cr
ENGL 202 Research Writing	3cr	ENGL 202 English Composition II	3cr
MATHEMATICS	3cr	MATHEMATICS	3cr
MATH 217 Probability and Statistics	3cr	MATH 217 Probability and Statistics	3cr
HUMANITIES	9cr	HUMANITIES	9cr
HIST 195 History of Modern Era	3cr	HIST 196, 197, or 198	3cr
Literature ENGL 121, 210, FNLG 121	3cr	Literature ENGL 121, 210, FNLG 121	3cr
Philosophy or Religious Studies	3cr	Philosophy or Religious Studies	3cr
FINE ARTS	3cr	FINE ARTS	3cr
ARHI 101, MUHI 101, or THTR 101	3cr	ARHI 101, MUHI 101, or THTR 101	3cr
NATURAL SCIENCE	8cr	NATURAL SCIENCE	8cr
BIOL 103 and BIOL 104	8cr	BIOL 104 Human Biology: Human Body	4cr
CHEM 101 and CHEM 102	8cr	Laboratory Science Elective	4cr
SCI 105 and SCI 106	8cr		
SOCIAL SCIENCE	9cr	SOCIAL SCIENCE	9cr
PSYC 101 General Psychology	3cr	PSYC 101 General Psychology	3cr
Non Western Course	3cr	Global and Multicultural Awareness	3cr
ECON 121 Macroeconomics	3cr	ECON 121 Macroeconomics	3cr
HEALTH AND WELLNESS	3cr	DIMENSIONS OF WELLNESS	3cr
HPED 143, FDNT 143, or NURS 143	3cr	HPED 143 recommended or FDNT 143, NURS 143	3cr
LIBERAL STUDIES ELECTIVES	6cr	LIBERAL STUDIES ELECTIVES	6cr
COSC, BTED, or IFMG 101 Micro-based Computers	3cr	COSC, BTED, or IFMG 101 Micro-based Computers	3cr
ECON 122 Microeconomics (no HPED courses)	3cr	ECON 122 Microeconomics (no HPED courses)	3cr
SYNTHESIS	3cr		
HPED CORE	23cr	HPE CORE	17cr
HPED 142 Foundations of HPE	3cr	HPED 142 Foundations of HPE	3cr
HPED 175 Prevention and Care	2cr	HPED 175 Prevention and Care	2cr
HPED 209 Motor Behavior	3cr	HPED 209 Motor Behavior	3cr
HPED 221 Human Structure and Function	3cr	HPED 341 Evaluation on HPE	3cr
HPED 341 Evaluation in HPE	3cr	HPED 344 Adapted Physical Activity and Sport	3cr
HPED 343 Exercise Physiology	3cr	HPED 441 Psychosocial Implications of HPE	3cr
HPED 441 Psychosocial Implications of HPE	3cr		
HPED 442 Seminar in HPE	3cr		
SPORT ADMINISTRATION	25cr	SPORT ADMINISTRATION	35cr
HPED 280 Aquatic Facilities Management	2cr	HPED 256 Applied Anatomy and Physiology for Sport	3cr
HPED 292 Introduction to Sport Management	3cr	HPED 280 Aquatic Facilities Management	2cr
HPED 319 Pre-Professional Experience	3cr	HPED 292 Introduction to Sport Management	3cr
HPED 320 Managing Facilities and Events in Sport	3cr	HPED 319 Pre-Professional Experience	3cr
HPED 344 Adapted Physical Activity and Sport	3cr	HPED 320 Managing Facilities and Events in Sport	3cr
HPED 445 Business Practices in Sport	3cr	HPED 351 Managing Budgets and Technology in Sport	3cr
HPED 460 Law and Issues in Managing Sport	2cr	HPED 445 Business Practices in Sport	3cr

HPED 493 Internship	3cr	HPED 460 Law and Issues in Managing Sport	3cr
Major Elective: Choose one course	3cr	HPED 465 Sport Management Capstone	3cr
ECON 239 Economics of Sports		HPED 493 Internship	3cr
HPED 315 Biomechanics		Major Electives: Choose two courses	6cr
HPED 335 Athletic Coaching		BTST 105 Introduction to Business	
HPED 375 Physiological Basis of Strength Training		ECON 239 Economics of Sports	
HPED 412 Physical Activity and Stress Management		HPED 315 Biomechanics	
HPED 430 American Women and Sport		HPED 335 Athletic Coaching	
		HPED 375 Physiological Basis of Strength Training	
		HPED 412 Physical Activity and Stress Management	
		MGMT 275 Entrepreneurship	
		MGMT 300 Human Resource Management	
		MKTG 321 Consumer Marketing	
BUSINESS MINOR	21cr	BUSINESS MINOR	21cr
ACCT 201 Accounting I	3cr	ACCT 201 Accounting I	3cr
ACCT 202 Accounting II	3cr	ACCT 202 Accounting II	3cr
BLAW 235 Legal Environment of Business	3cr	BLAW 235 Legal Environment of Business	3cr
BTST 321 Business and Interpersonal Communications	3cr	BTST 321 Business and Interpersonal Communications	3cr
FIN 310 Fundamentals of Finance	3cr	FIN 310 Fundamentals of Finance	3cr
MGMT 310 Principles of Management	3cr	MGMT 310 Principles of Management	3cr
MKTG 320 Principles of Marketing	3cr	MKTG 320 Principles of Marketing	3cr
TOTAL CREDITS	120	TOTAL CREDITS	120

b. Course changes

DELETIONS:

1. Natural Science requirement adjusted to meet the new Liberal Studies requirement. BIOL 104 Human Biology and one other 4 credit laboratory course will meet requirement.
2. LBST 499 Senior Synthesis deleted to meet the new Liberal Studies requirement.
3. HPED 221 Structure and Function and HPED 343 Exercise Physiology will be deleted with the content combined into a new course HPED 256 Applied Anatomy of Physiology for Sport. Content in HPED 256 will emphasize the concepts necessary for practitioners in the sport management field.
4. HPED 442 Seminar in HPE will be deleted with some content added to the content of a new course, HPED 465 Sport Management Capstone, which will serve as the capstone course specifically for Sport Administration majors.
5. HPED 430 American Women and Sport will be deleted from the list of choices under major electives. This course has not been offered for 10 years because of the lack of available department complement.

ADDITION OF EXISTING COURSES:

1. Additional courses will be added to the Major Elective list where majors will now choose two courses from the list instead of one. Additional courses were chosen based on the *12 Areas of Curriculum Emphasis* provided by the *Commission on Sport Management Accreditation (COSMA)* and recommended by the External Advisory Committee for the IUP Sport Administration Program.
List of additional major electives:
BTST 105 Introduction to Business
MGMT 275 Entrepreneurship
MGMT 300 Human Resource Management
MKTG 321 Consumer Marketing

REVISED COURSES:

1. HPED 460 Law and Issues in Managing Sport will expand from a 2 credit course to a 3 credit course so that additional content can be added to the course to address NCAA Compliance issues and issues related to electronic communication technology and problems created by misuse by athletes, coaches, and sport managers.

NEW COURSES:

1. HPED 256 Anatomy and Physiology in Sport will provide the concepts necessary for practitioners in managing sports. This course will combine the basic content of HPED 221 Structure and Function and HPED 343 Exercise Physiology. HPED 256 will focus the content on theory and practical application in a sport setting. HPED 221 and HPED 343 will continue to provide necessary concepts for other majors in the department.
2. HPED 351 Managing Budgets and Technology in Sport will be added to the Sport Administration requirements to meet the *12 Areas of Curriculum Emphasis* from the *COSMA* guidelines. Specifically, the course will strengthen the content area for technology and finance. Along with FIN 310 Fundamentals of Finance, HPED 350 will provide specific applications to finance within the sport industry. This course will also emphasize software systems used in the sport industry.
3. HPED 465 Sport Management Capstone will provide Sport Administration students with the culminating activities specific to managers in the sport industry. This course will strengthen four areas in the *12 Areas of Curriculum Emphasis*, including Leadership, Ethics, Governance, and Social and Psychological content.

LIBERAL STUDIES RATIONALE:

1. Sport administration majors need HPED 143, FDNT 143, or NURS 143 as their Dimensions of Wellness course because the content is essential to their major.

3. Rationale for changes

The IUP Sport Administration program has experienced five-fold growth in the past decade. These changes will position the department to seek accreditation. The *Commission on Sport Management Accreditation (COSMA)* was formed in 2009 to replace the old accrediting agency for sport management programs called the North American Society of Sport Management (NASSM). *COSMA* published guidelines for the curriculum for sport management academic programs and also established a mechanism for program accreditation. Included in the *COSMA* guidelines are *12 Areas of Curriculum Emphasis*. The proposed program revisions are designed to match the IUP Sport Administration program with the *COSMA* guidelines.

AREAS of EMPHASIS

1. Management
2. Leadership
3. Operations
4. Governance
5. Ethics
6. Finance
7. Accounting
8. Marketing
9. Economics
10. Legal
11. Social/Psychological
12. Internship

PROGRAM COURSES

- HPED 292, 445, **465**, MMT 310
HPED 292, 445, **465**, MMT 310
HPED 280, 320, 344
HPED 142, 292, **465**
HPED 142, 292, 445, 460, **465**
HPED **351**, FIN 310
ACCT 201, 202
HPED 445, MKTG 320
ECON 212, 122, HPED **351**
HPED 460, BLAW 235
HPED 142, 334, 441, **465**
HPED 319, 493

Bolded courses are new courses

Liberal Studies courses also impact Areas of Emphasis

Part III. Implementation

1. Current students will not be affected by the program change. The proposed new courses have begun to be offered as HPED 481 Special Topics to create a seamless transition period.
2. Faculty resources are adequate for the proposed changes. Departmental faculty have been assigned HPED 481 sections of the proposed new courses. No disruptions to the department load have occurred.
 - a. Majors will take HPED 256 instead of HPED 221 and HPED 343 which will result in less sections of both HPED 221 and HPED 343.
 - b. Majors will take HPED 465 instead of HPED 442. HPED 465 will be offered with 45 students per section while HPED 442 is capped at 25 students which will result in less sections of HPED 442.
 - c. All HPED Sport Administration course sections are offered with seat capacities of 50 – 70 students resulting in only one section of a particular Sport Administration course being offered in a semester instead of two.

3. All other resources are adequate including instructional space, equipment, and supplies.
4. The department recently hired an additional sport administration faculty member to share in the instruction of the courses in the major.

Part IV. Periodic Assessment

1. The evaluation plan for the Sport Administration program consists of an annual review and a major five year review. Each year the Sport Administration faculty meet with the Sport Administration Advisory Committee which consists of sport industry professional leaders to receive their suggestions for the program. This meeting helps the faculty to gauge current trends in the field and student readiness to enter the profession. In addition, the Sport Administration faculty meet yearly to review the program as it matches the *COSMA* guidelines.
2. A complete review of the program is conducted every five years that produces a report for the IUP Provost and the PA State System of Higher Education. The five year program evaluation includes:
 - + a survey of current students
 - + a survey of recent graduates
 - + in-depth discussion with the external program Advisory Committee
 - + a survey of internship site supervisors
 - + a review of the program by a group of internal reviewers
 - + a review of the program by an external reviewerThis process concludes with a comprehensive report.
3. The process solicits input from current and former students, Advisory Committee members, internship site supervisors, internal reviewers, and an external reviewer.

APPENDIX A: Portion of the Commission on Sport Management Accreditation (COSMA) Accreditation Principles and Self Study Preparation Manual. This section of the manual illustrates the curriculum content that is to match COSMA guidelines.

Subject: Re: BTST Course Added to Controlled Electives**From:** LeAnn Wilkie <wilkie@iup.edu>**Date:** 04/25/12 04:21 PM**To:** Robert M Kostelnik <bkostel@iup.edu>

The Technology Support and Training Department has adequate resources to offer the course for your students. We support the addition of the course as a controlled elective.

LeAnn Wilkie, Chair
Technology Support and Training Department

On 4/25/2012 4:05 PM, Robert M Kostelnik wrote:

Dr. Wilkie:

I want to make you aware that the program revision for the undergraduate Sport Administration program in the Department of Health and Physical Education will have one BTST course added to the controlled elective section. It is BTST 105 Introduction to Business. This course was suggested by the external Advisory Committee for the IUP Sport Administration program. This committee is comprised of professionals in the sport industry.

Sport Administration majors will now be able to choose this course from the controlled elective course list.

Students will continue to receive the Business Minor.

Please let me know if our students will be welcome into this course in your department.

Thank for your cooperation.

Dr. Bob Kostelnik
Associate Professor
Department of Health and Physical Education
Sport Management
Graduate Coordinator
Indiana University of PA
116 Zink Hall
Indiana, PA 15705
(724) 357-7645
bkostel@iup.edu
Spring 12 Office Hours: Mon & Wed 11:00 - 12:30; Tue 11:00 - 1:00

LeAnn Wilkie

Undecoded vCard data

Address: 664 Pratt Drive, Suite 224A (dom)
Indiana
PA
15705

Email: wilkie@iup.edu

Full Name: LeAnn Wilkie

Organization: Eberly College of Business & Information Technology
Technology Support & Training Department

Telephone: 724-357-3003 (work)

Job Title: Dr. LeAnn Wilkie, Chair

Subject: RE: MGMT Courses in Revised Sport Administration Program

From: Ramesh G. Soni <rgsoni@iup.edu>

Date: 04/25/12 05:08 PM

To: 'Robert M Kostelnik' <bkostel@iup.edu>

Dr. Kostelnik:

I am happy to support your addition of MGMT 275 and MGMT 300 to the list of electives for your students. I am also happy to note that your students will continue to work toward fulfilling the Business Administration minor requirement, without any change or substitution requests.

With best wishes,

Ramesh

Ramesh G. Soni, Ph.D., Chair & Professor,
Management Dept, 304A Eberly COBIT (IUP)
Indiana, PA 15705 USA
Ph. 724 357 7786; Fax 724 357 5743

(www.eberly.iup.edu/rgsoni/)

Office Hours for Spring'12

T: 10:45- Noon; 1-2pm;

W: 10:30-noon **TH:** 10:45- Noon

(No Office Hours on **May 1, 2012** (Tuesday); Make up hours will be on **May 4, Friday** (the same timing as that of a Tuesday)

From: Robert M Kostelnik [mailto:bkostel@iup.edu]

Sent: Wednesday, April 25, 2012 3:59 PM

To: Soni, Ramesh G

Subject: MGMT Courses in Revised Sport Administration Program

Dr. Soni:

I want to make you aware that the program revision for the undergraduate Sport Administration program in the Department of Health and Physical Education will have two MGMT courses added to the controlled elective section. They are MGMT 275 Introduction to Entrepreneurship and MGMT 300 Human Resource Management. These courses were suggested by the external Advisory Committee for the IUP Sport

Subject: Re: Adding MKTG 321 to Electives for Sport Administration Majors

From: P Bhagat <bhagat@iup.edu>

Date: 09/29/12 06:47 AM

To: Robert M Kostelnik <bkostel@iup.edu>

Bob,

I agree that Mktg 321 be added to the list of controlled electives to your Major. We have several sections of the course offered throughout the year (including Winter and Summer) and will not pose a need for any additional resources on our side.

Regards ... Pari

Sent from my iPad

On Sep 28, 2012, at 8:34 AM, "Robert M Kostelnik" <bkostel@iup.edu> wrote:

> Parimal:

>

> If you recall, we meet briefly in spring 2012 to discuss the possibility of adding MKTG 321 to the CHOICES of elective courses that Sport Administration majors could chose from. The Sport Administration students do take the Business Minor. MKTG 321 will be added to the list of courses that majors can choose from. as a controlled elective.

> I am submitting the program proposal to the University Curriculum Committee and they would like to have confirmation from you that you agree to have MKTG 321 added to the controlled elective choices for Sport Administration majors.

> Please respond via email.

> Thank you for your help.

>

> Dr. Bob Kostelnik

> Associate Professor

> Department of Health and Physical Education

> Sport Management

> Undergraduate Coordinator

> Graduate Coordinator

> Indiana University of PA

> 116 Zink Hall

> Indiana, PA 15705

> (724) 357-7645

> bkostel@iup.edu

>

> FALL 2012 OFFICE HOURS:

> Monday and Wednesday 11am - 12n

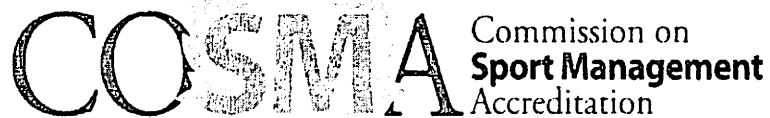
> Thursday 10:30am - 1:30pm

APPENDIX A

Portion of the Commission on Sport Management Accreditation (COSMA) Accreditation Principles and Self Study Preparation Manual. This section of the manual illustrates the curriculum content that is to match COSMA guidelines.

**Commission on Sport Management
Accreditation**

**ACCREDITATION PRINCIPLES
&
SELF STUDY PREPARATION**



**Excellence in Sport Management Education
Philosophy of Accreditation
Scope of Accreditation
Accreditation Principles
Preparing a Self Study
Revised July 2008**

3.2 Common Professional Component

Excellence in sport management education at the undergraduate level requires coverage of the key content areas of the sport management field. Thus the Common Professional Component (CPC) topical areas, as outlined below, should be adequately covered within the content of undergraduate sport management degree programs.

- A) Social, psychological and international foundations of sport
- B) Management
 - 1) Sport management principles
 - 2) Sport leadership
 - 3) Sport operations management/event & venue management
 - 4) Sport Governance
- C) Ethics in sport management
- D) Sport Marketing & Communication
- E) Finance/Accounting/Economics
 - 1) Principles of sport finance
 - 2) Accounting
 - 3) Economics of sport
- F) Legal aspects of sport
- G) Integrative Experience, such as:
 - 1) Strategic Management/Policy
 - 2) Internship
 - 3) Capstone experience (an experience that enables a student to demonstrate the capacity to synthesize and apply knowledge, such as a thesis, project, comprehensive examination or course, etc.)

Description

The COSMA expects that the curriculum of accredited undergraduate degree programs will provide a broadly based, functional education in sport management. The purpose of this CPC principle is to ensure that the CPC topical areas are covered in undergraduate sport management degree programs. The COSMA does not expect, however, that all of the CPC topical areas will be covered equally.

Certain specialized undergraduate degree programs may not cover all the CPC topical areas because of having a different focus than that of mainstream sport management degree programs. To the extent that such specialized programs are mission-driven, academically rigorous, and market-responsive, some variance from the CPC topical areas may be justifiable. It is the responsibility of the institution to provide appropriate rationale for any significant CPC variations.

Compliance with the CPC principle is examined by using the course content contained in the undergraduate curriculum of all sport management programs. There is no requirement that each CPC topical area must be covered by a specific course. It is expected that the use of information technology will be appropriately integrated with some of the CPC topical areas.

For each required undergraduate course, the Abbreviated Course Syllabus should include a course outline specifying the CPC coverage in that course. Because a course may simultaneously cover multiple topics (for example, consumer behavior covered in a marketing course may also count towards psychological foundations), it is normal for the total hours of CPC coverage in a course to exceed the actual number of scheduled student contact hours.

Self Study Guidelines

***Undergraduate Programs:** The Common Professional Component (CPC) is comprised of your undergraduate sport management core, which represents the required sport management courses in an undergraduate major, concentration, or degree program. The CPC consists of topical areas in sport management as listed above. You need to identify where the topical areas in the CPC are covered in your required course offerings. This requires that you first complete an Abbreviated Course Syllabus for each required course as shown in Figure 1 of the Appendix.*

In the self study, provide the following information:

- 1. An Abbreviated Course Syllabus for each required course in your undergraduate sport management core (these should be placed in the Appendix)*
- 2. A separate CPC table (Table 1) for each undergraduate degree program, major, or concentration that contains a different sport management core. This includes any interdisciplinary and specialized degree programs with substantial sport management content for which you are seeking COSMA accreditation.*
- 3. If you are seeking COSMA accreditation for any interdisciplinary or specialized degree programs that do not cover all of the CPC topical areas, provide a rationale for this variation in CPC coverage.*
- 4. To obtain full CPC credit for "required courses" in majors or concentrations over and above your undergraduate sport management core, develop a separate CPC table for each major or concentration.*

***Note:** If you have a required course in your undergraduate sport management core that is taught by an academic department outside of your academic unit/sport management program, prepare a syllabus and include it and the contact hours with this section of the self study.*

A sample table summarizing contact hours for all required courses in an undergraduate sport management core is shown in Table 1, along with a summary of CPC topical areas covered in each course. This information comes directly from the Recap section in a syllabus.

***Master's Degree and Doctoral Programs:** The CPC requirement does not apply to master's degree and doctoral programs.*

**Table 1: Summary of Common Professional Component (CPC) Activity
Sport Management
(Contact Hours)**

CPC AREA	SPC	MGT	LEAD	OM	GOV	ETH	MKT	FIN	ACC	ECON	LEG	INT	TOTAL
	A	B1	B2	B3	B4	C	D	E1	E2	E3	F	G	
CORE COURSES													
SPMGT 291	45	2	3			7		1		3			61
SPMGT 381	10	5	5	2	2	10	5	5	3	1	5		54
SPMGT 382	5	45	15	5	5						5		80
SPMGT 383	4	18		1		2	45		2		4		76
SPMGT 384	15		15	3	3	30					5		71
SPMGT 389			5		9		5				45		64
SPMGT 390		15			45	8					8		66
SPMGT 404	5			15				30	10	10	2		72
SPMGT 405		6	5	45			6						62
SPMGT 472		3	6			3			6		3	35	56
SPMGT 492												45	45
Totals	84	94	54	71	64	60	61	36	26	15	77	80	

Note: The normal range for the contact hour totals for an individual course is 50 - 65 in a semester program, although some integrative courses may be higher. The normal range for the contact hour totals for a CPC area is from approximately 20 to over 100 in a semester program. In both cases, the assumption involves three-hour courses with 45 class contact hours during a semester. This matrix is an excellent way to review the academic content of a degree program.

3.3 General Education

Excellence in sport management education at the undergraduate level requires a broad-based general education. Thus general education should comprise a significant portion (usually at least 33 percent) of the total credits required for an undergraduate degree.

Description

In bachelor's degree programs, general education requirements consist primarily of liberal arts and related courses. Courses offered within the sport management program, which are conceived and taught in relation to other realms of human experience, also may be appropriately included in the category of general education. For example, courses in introductory information technology may meet the general education requirements of sport management students.

Self Study Guidelines

Undergraduate Programs: Each institution establishes the general education requirements for a bachelor's degree. For COSMA purposes, general education consists primarily of courses (liberal arts) required of all bachelor's degree-seeking students. It is possible to have some courses count both as meeting the general education requirements of the institution and the core requirements.

Please have on file and make available for inspection by the evaluators, curriculum sheets, degree plans, degree audit forms, or other documents to reflect that the general education requirement is being fulfilled for graduation.

In the self-study:

1. Complete Table 2, showing the total number of credit hours required for a sport management degree at the bachelor's level, subdivided into the total number of student credit hours to meet the institution's general education requirements and the total hours of sport management course requirements.
2. Identify the catalog page numbers which contain the description of each sport management program.

Note: International institutions without U.S.-based regional accreditation should contact the COSMA headquarters for additional information concerning responding to this principle.

Master's Degree and Doctoral Programs: This principle does not apply to master's degree and doctoral programs.

Table 2: Undergraduate Curriculum Composition

	MINIMUM CREDIT HOURS IN GENERAL EDUCATION		SPORT MGMT CREDIT HOURS				GENERAL ELECTIVES CREDIT HOURS		CREDIT HOURS REQUIRED FOR GRADUATION
	Hrs	Pct	SPORT MGMT CORE REQUIREMENTS		REQUIREMENTS BEYOND CORE		Hrs	Pct	
			Hrs	Pct	Hrs	Pct			
Sport Mgmt Program	40	33.33%	40	33.33%	12	10%	28	23.33%	120

3.4 Breadth and Depth of Curriculum

Excellence in sport management education requires that undergraduate sport management degree programs include sufficient advanced courses to prepare students for careers and/or further study. In areas of sport management specialization, breadth and depth beyond the common professional component should be demonstrated. (Normally, a minimum of 25 percent of the total credits for an undergraduate degree should be dedicated to sport management courses.)

Description

Undergraduate degree programs should: (1) have content-specific courses taught specifically in sport management, (2) require appropriate prerequisites, and (3) offer students opportunities to demonstrate breadth and depth of knowledge in the area of sport management.

Self Study Guidelines

***Undergraduate Programs:** Use Table 2 to show the percent of sport management courses that are required to earn a bachelor's degree. These courses include the sport management core, the required courses beyond the core, and elective courses. If any degree programs require less than 25 percent sport management courses, provide the rationale.*

***Master's Degree and Doctoral Programs:** This principle does not apply to master's degree and doctoral programs.*

3.5 Curriculum Review and Improvement

Excellence in sport management education requires curricula that are both current and relevant. Curriculum review and improvement, therefore, should be an ongoing process that is supported by outcomes assessment, the results of which are used to ensure excellence in the sport management programs.

Description

The sport management faculty should participate in the continuous review of the curricula and recommend changes and improvements as deemed appropriate. It is essential that assessment of student learning outcomes be used in this review process.

In addition, periodic surveys should be conducted of graduates, and the employers of interns or graduates, to obtain information with which to assess the success of degree programs in meeting the needs of students and the demands of employers. The results of the review and assessments should be used to identify the changes and improvements that are needed, if any, in the academic programs.

Self Study Guidelines

In the self-study:

1. *Describe your process of continuous evaluation of sport management courses. This description should include an explanation of the ways in which outcomes assessment supports curriculum review and improvement in your academic unit/sport management program.*
2. *Document the involvement of your faculty in the periodic review of sport management degree programs and curricula.*
3. *Describe how your alumni, the sport management community, and other outside groups are involved in the periodic review of your sport management programs and curriculum.*
4. *Describe the extent to which the sport management faculty is involved in the evaluation of the institution's general education program.*
5. *Describe the process for changing your curriculum or developing a new degree program for your academic unit/sport management program. If this process is described in your Faculty Handbook, provide the page numbers.*