North Dakota State University

Department of Health, Nutrition, and Exercise Sciences

Sport Management Handbook

Department of Health, Nutrition, and Exercise Sciences
Bentson Bunker Fieldhouse (BBFH)
NDSU Dept. #2620
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Professional Standing Student Contact Information

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Student initials: _______ Date: ___________ Program Coordinator Signature: _____________________
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Greetings Student,

To help ensure student success, this handbook was developed to communicate the policies and expectations developed by the faculty in Sport Management (SM) and HNES Department.

The handbook is a document that is subject to change per the discretion of the SM faculty. In the case that changes are made to the document, the faculty will communicate the changes, but ultimately, it is the student’s responsibility to read, understand, and agree to abide by the policies and expectations of the SM program and university.

**Prospective Student:**

Welcome to NDSU and for selecting Sport Management as your program of choice. As a prospective student, you will be classified as a “pre-professional” student. You are not classified as “professional standing” student until you have been accepted into the program. As a pre-professional student, we want to thank you for your interest. Take time to review this document and learn about all aspects of our program. It is important to fully understand our expectations as well as understanding your role you will play within the Sport Management program. For the next year plus, you will be working closely with your academic advisor Mr. Robert Dirk. He will provide you important information and assistance to better prepare you to apply for the Sport Management program.

**Accepted Student:**

Congratulations! You have been accepted into the Sport Management program. The following pages are critical to your success within the SM program. Review all sections and ask questions to the Program Coordinator. You will be required to review each section and sign off that you have read all the following material. Thank you again for choosing the Sport Management program.

Sincerely,

Tyler T. Tracy

Program Coordinator

**Department Information**

Department of Health, Nutrition, and Exercise Sciences
Location: Bentson Bunker Fieldhouse 1 (Lower-Level; Southwest Corner)
NDSU Dept. #2620
P.O. Box 6050
Fargo, ND 58108-6050

Student initials: _______ Date: ___________ Program Coordinator Signature: _____________________
North Dakota State University
Sport Management Program
Vision, Mission, and Values

Professional Development | Real-World Experience | Alumni Network

**Mission:**
To deliver a quality undergraduate program and educational experience preparing students for a successful career in the sports industry.

**Values:**
In addition to the seven core values of the university (Land-Grant, People, Scholarship, Teaching and Learning, Ethics, Culture, and Accountability), the Sport Management Program is focused upon the following program-specific values and principles:

**Content Expertise:** We affirm that the core work of sport management education is to build both a breadth and depth of knowledge in the field. We emphasize the progressive, life-long development of the learner from novice to expert. We are responsible, active, and agents in our own learning and methods of knowledge construction.

**Experiential Learning:** We facilitate the construction of new, integrated knowledge through our professional experiences. We promote the growth of our communities through our involvement in service-learning activities. We support a culture of networking and professional growth through an active alumni network.
Sport Management Program

Application Procedures

Application into the Sport Management program takes place every mid-November. Students applying will be required to complete and meet all components of the application. An application can be found via the NDSU Sport Management website (https://www.ndsu.edu/hnes/sport_management/), provided within this document or by contacting Mr. Tracy (tyler.tracy@ndsu.edu). All applications received before the deadline will go through a review process. The review process includes a committee of at least three HNES/NDSU faculty. Criteria the committee will review includes:

1. Student attendance record for HNES 190 and/or HNES 224
2. Has the student completed at least 30 credits
3. Did the student meet the requirement of at least a 2.75 cumulative GPA
4. Did the student receive at least a B in HNES 190 and 224
5. Letter of recommendation provided by the student
6. How well did the student formulate their essay for the application
7. Did the student submit a professional application packet to the committee
8. Did the student register and participate in the Sport Management Association
9. What involvement did the student have with the annual Sport Management Luncheon event
10. Student volunteer work up to the application

Prospective student will drop off their application with Mr. Tracy. Mr. Tracy is located at Bentson Bunker Fieldhouse room 1B. Once an application is received, the committee will wait for the current semester grades to post, calculate GPA as of current semester, weigh criteria listed above and then determine if the student will be permitted into the Sport Management program.

The student will be notified of the decision via e-mail correspondence.
Sport Management Program

Major Requirements

In addition to the general education credits, students will be required to complete the following credits. From the list below, some courses will also meet general education requirements as well. Pre-professional students will work closely with Academic Advisor Mr. Robert Dirk to assure they meet all requirements. Once a student completes and/or is in progress of 30 credits, they can then apply for the Sport Management program. If accepted, Program Coordinator, Mr. Tracy will act as the student’s academic advisor.

**Major Requirements** – 56 Credits

- HNES 100 - Concepts of Fitness and Wellness (2)
- HNES 190 - Introduction to Sport Management (3)
- HNES 224 - Sport and Event Management (3)
- HNES 226 - Socio-Cultural Dimensions of Sport (3)
- HNES 304 - Sport Promotion and Public Relations (3)
- HNES 426 - Sport Administration (3)
- HNES 431 - Governance, Policy, Legal Liability and Ethics in Sport (3)
- HNES 436 - Contemporary Issues in Sport Management (3)
- HNES 485 - Sport Management Internship (15)
- COMM 112 - Understanding Media and Social Change (3)
- COMM 200 - Intro to Media Writing (3)
- COMM 375 – Principles of Strategic Communication (3)
- CSCI 114 – Microcomputer Packages OR MIS 116 – Business Use of Computers (3)
- PSYC 111 – Introduction to Psychology (3)
- SOC 110 – Introduction to Sociology (3)

**Business Competency Requirements** – 9 credits

In addition to the major requirements, students will be required to select a business competency. The business competency courses include (3) courses beyond the current business minor courses. Students will be required to select one of the two competencies. The student will be required to complete nine credits within the competency. Competency courses CANNOT be used towards the business minor and will not be counted towards the business GPA. Business competency options include the following:

**Marketing Group:** MRKT 362, 410, 420, 460, 470 and BUSN 340

**Management Group:** MGMT 330, 430, 450, 451, 453, 454, 470 and BUSN 340

**Important:**

Students in the SM program must maintain a cumulative GPA of 2.75 in the courses listed within the major requirements section above. This includes the business competency courses.
Business Minor Requirements – 24 credits

Required Minor - Business Administration

Part 1:
1. ACCT 102: Accounting (3 credits) or ACCT 200 and 201: Elements of Accounting I & II (6 credits)
2. ECON 105: Elements of Economics (3 credits) or ECON 201 and 202: Principles of Economics (6 credits)

Part 2:
Two of the following (for a total of six credits):
1. FIN 320: Principles of Finance (3 credits)
2. MGMT 320: Foundations of Management (3 credits)
3. MRKT 320: Foundations of Marketing (3 credits)

Part 3:
1. An additional 12 credits of 300-400 level business administration (BUSN), finance (FIN), management (MGMT) or marketing (MRKT) courses; credits may include MIS 370.
2. Departmental approval is required for any course not completed at NDSU and used to satisfy the minor requirements (6 credit maximum).
3. A minor in business administration requires a minimum of 24 credits.
4. Students must earn a 2.50 minimum GPA, which is based upon the courses used to satisfy the minor requirements.
5. Courses (BUSN 413 or BUSN 415) may not be taken pass/fail.

Important:
1. To be accepted into the minor program, students must have a 2.50 institutional cumulative GPA and at least junior standing (60 credits).
2. To complete a minor, students must earn at least a 2.50 GPA that is based on the courses used to satisfy the minor requirements.
3. If the cumulative GPA falls below the 2.50 after acceptance into the program, the student will not be allowed to register for the College of Business courses until the cumulative GPA returns to 2.50 or above.
4. Students are subject to the minor requirements in effect during the year in which the minor was approved.
5. Students who are officially majors or minors in the College of Business will be allowed to register during the “priority” period, which is typically the first 14 days of registration.
6. Minors must satisfy all course prerequisites.
7. Approval for a minor does not guarantee enrollment in specific courses.
Sport Management Program
Policies Manual

Professionalism Policy:
The student’s appearance and hygiene should exemplify their intent to become a future professional. Most importantly, if the pre-professional is completing their course requirements off campus, s/he should know and follow the rules/guidelines of the setting.

Program Fee Policy:
Full-time students enrolled at NDSU, that have been accepted into the Sport Management program, will be assessed a $285 program fee. This fee is paid per semester and is not charged to the student during the summer semester. The program fee is utilized for the student. Opportunities for professional development take place once per semester and include trips to regional sport opportunities. Student fees are also used for the annual Sport Management luncheon event. Lastly, student fees may be used to cover adjunct faculty salaries. Additional information regarding program fees can be found on-line in the current NDSU Bulletin.

Students paying program fees will have an opportunity to provide their input as to how the student fees should be utilized during scheduled Sport Management Association (SMA) meetings.

Non-Discriminatory Policy (North Dakota State University Policy Manual, Section 100)
North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to the Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.

Confidentiality Policy:
As guests in settings outside the classroom, it is imperative that we respect the privacy of others. Any information shared with you is deemed confidential and is not to be shared outside of the professional area of practice. Experiences in the professional area of practice may be shared only within the university course in which the field experience is associated, providing that all names have been changed to protect the identity of those involved.
Transfer Policy:

All students transferring to NDSU must meet institutional requirements. Students transferring into the SM program must meet admission requirements.

This definition of transfer students includes:

1. Transfer from another institution
2. Transfer within this institution
3. Addition of a second major

It is required that transfer students meet with a SM academic advisor to discuss appropriate sequencing of courses. Transfer students should plan on a minimum of a three-year commitment to the program (depending when s/he transfers). To make the program as effective as possible, transfer students will work closely with their advisor to establish an appropriate plan of courses.

Denied Admission to Program:

If acceptance into the program is denied, the decision may be appealed to the SM contact person listed on the front page of the handbook within 10 days of notification. Student(s) seeking to appeal their acceptance into the program have the option to appeal by completing the following steps:

1. Email notification, by the student, to Mr. Tracy notifying him the intentions of the student to appeal their denial into the program.
2. Plan of Action statement including what the student plans to do if s/he was allowed to enter the program:
   a. Introduction--background information/major/year/etc.
   b. Explanation of circumstances that lead to denial (this is the student’s opportunity to explain why the original decision to deny the application should be overturned)
   c. Statement of request
   d. Student’s plan to assure committee that s/he will be successful in the program
   e. Conclusion
   f. Name and contact information.
3. Schedule a meeting with the application committee to discuss Plan of Action.

Important:

If initial application is denied, the student may reapply the following year. Reapplication may occur one time only.
Sport Management Program Requirements

The following is criteria students will be required to follow once they are accepted into the Sport Management program.

**Academic Standards:**

Students must receive a B or better in HNES 190, HNES 224 and maintain a cumulative GPA of 2.75 or higher in all of the major requirement courses to maintain Professional Status in the SM program. At all times, students are expected to adhere to the NDSU Code of Conduct and the HDE Honor System. Failure to meet the criteria stated results in probation, suspension from the program or removal from the program.

**Standings in the Programs:**

**Full Standing:** Students will earn full standing status in the SM program if s/he has earned a grade of B or better in HNES 190, HNES 224 and has maintained a cumulative GPA of 2.75 or higher in all of the major requirement courses and has been officially accepted into the professional program.

**Probation:** A trial period in which a student is given time to try to redeem an unmet grade requirement or unprofessional conduct. If a student’s cumulative GPA falls below 2.75 in the SM major requirement courses, the student is placed on probation until standards for full-standing have, once again, been met. If a student is already on probation, and another infraction occurs the student will be suspended or possibly even removed from the program. In addition, if a student is on probation for not meeting the GPA requirement, s/he must earn a minimum of a 2.75 GPA each semester. If the student does not earn a 2.75 GPA, the student will be suspended or possibly removed from the program permanently.

**Suspension from the Program:** A minimum of one semester in which a student may no longer continue taking core courses in the program (i.e. reinstatement would occur for the semester in which infraction(s) occurred). This time off is given to the student to evaluate his or her dedication to the program. Please see the Standard Procedure for Suspension and Reapplication to the Program listed below.

**Removal from the Program:** A permanent removal in which a student may no longer continue taking core courses in the program. A student may not reapply to the program if they have been permanently removed.
Standard Procedures

Regular Evaluation of Status in the Program:

1. The student’s standing in the program will be reviewed at the beginning of every semester.

Standard Procedure for Suspension from the Program:

1. If dismissed from the program, a student may no longer continue taking SM core courses for a minimum of one semester (i.e. reinstatement would occur for the semester the following academic year coinciding in which infraction(s) occurred).
2. Notification will occur via e-mail from the program contact person listed on the front page of the handbook.
3. Notification will also be sent to the student’s academic advisor(s).
4. Students would be eligible to reapply to the program the following semester for possible reinstatement.
   a. For example: If a student’s infraction(s) occurred during the fall semester, reinstatement would occur for fall the following academic year.
   b. See Standard Procedure for Reapplication and/or Appeal process listed below.

Standard Procedure for Removal from the Program:

1. If removed from the program, a student may no longer continue taking SM major courses.
2. Notification will occur via e-mail from the program contact person listed on the front page of the handbook.
3. Notification will also be sent to the student’s academic advisor(s).
4. Students will not be eligible to reapply to the program.
5. See Standard Procedure for Appeal Process

Standard Procedure for Reapplication to the Program:

1. Students will have the opportunity to reapply to the program the following semester for possible reinstatement.
2. To reapply to the program, the student must complete the reapplication process and submit the documents to the program contact person listed on the front page of the handbook.
3. If the student is to be reinstated, the student will be held to the standard articulated by the action plan and will be placed permanently on probation.
4. Failure to follow any part of the action plan may constitute removal from the SM program.
5. If another violation occurs, the student will be dismissed from the program permanently.
6. Students will have the opportunity to reapply to the program ONE time.
Standard Procedure for Non-Academic Reasons:

If there are concerns about a student’s disposition and/or professionalism, as listed above for specific areas of concern, the standard procedure will entail a three-fold process:

1. Verbal warning
2. Written warning to include a student action plan
3. If the action plan is not followed or another infraction occurs, the student will be dismissed from the program.

Verbal Warning:

1. If subtle attempts at communication attempting to check and/or improve inappropriate behavior are unsuccessful, the faculty may request a one-on-one meeting with the student. At the completion this meeting, a faculty AND student signature will be obtained to verify that the verbal warning has occurred.
2. If the student is unwilling to meet with the faculty, or if the behavior continues after the meeting, the student will be prohibited from attending class until s/he meets with the SM faculty to determine specific changes of disposition that are required.
3. If the student does not want to continue attending class or if s/he does not agree to the terms set by the SM faculty, the student has the option to drop the course, earn a non-passing grade, or possibly be dismissed from the program.

Written Warning:

1. The intent of a written warning is to formally bring awareness to the student and his/her advisor of an area(s) of concern with the hope that the behavior in question will be reduced or eliminated immediately.
2. If a student’s academic or non-academic behavior becomes a concern, a written warning may be completed.
3. If this occurs, the written warning will be completed by the faculty and signed by the student. The signature does not indicate that the student agrees to the statements in the written warning, it only verifies that s/he has been made aware of the situation.
4. The student will then be permanently placed on probation.
5. If the student does not agree with the statements written in the written form, s/he has maximum of two weeks to file an appeal to the program contact person listed on the front page of the handbook.
6. The written warning will then go into the student’s permanent file.
7. An action plan will be developed by the faculty and signed by the student. This signature DOES state the student understands and agrees to follow the plan.
8. If the action plan is not followed or another infraction occurs (academic or non-academic), the student will be dismissed from the program.
9. If the student was on probation when the written warning was submitted, the student will be dismissed from the program.
10. If a student is to be dismissed from the program, written notification will occur via e-mail from the SM program contact person.

**Technology, Communication, and Grades**

**Technologies:**

It is suggested that you use technology and social media appropriately – including e-mail address, Facebook/Twitter, cell phone ring tone/music, and voicemail messaging. Potential employers have been known to eliminate candidates from an interview or hire due to inappropriate findings related to the above forms of communication.

Before class starts, please remove headphones and turn all phones off or to “silent” (not vibrate) and keep in coat, bag, etc. However, if there is an emergency, please communicate with your instructor beforehand and an accommodation will be made.

**Communication:**

NDSU email is the official means of communication. You are expected to read emails (listserves) from faculty, advisors, program coordinator, etc. and to respond in kind.

If you e-mail your professor, please treat the e-mail as a professional form of communication (i.e. please be specific with the subject line, use appropriate greetings and salutations, and write in complete sentences using appropriate punctuation, spelling, etc.). Also, it is University policy that grades or grading cannot/will not be discussed over e-mail.

You are encouraged to visit with your professor during posted office hours if you have any questions, problems, or concerns. If the posted office hours do not fit into your schedule, please set up an appointment with your professor ahead of time.

**Blackboard:**

Announcements, schedule changes, assignments will be posted on Blackboard. Students should check this site regularly to stay current with assignments, quizzes, grades, and other relevant material. Be advised that the syllabus and schedule (though possibly combined into one) are two different documents.

**Final Grade:**

It is the student’s responsibility to monitor his/her grade throughout the semester; therefore, the time to express concerns about evaluations (grades) is during the course of the semester, not after final grades are officially posted online.
PROFFESIONAL PROGRAM APPLICATION FORM
NORTH DAKOTA STATE UNIVERSITY - SPORT MANAGEMENT PROGRAM

APPLICATION DEADLINE: November 15th, 2017

Applicants' Name (please print): ___________________________ Student ID #: __________________

Student's Address: __________________ City: _______ State: _______ Zip: _______________

Student's Phone: (______) _____________ E-mail: ________________________________

If a transfer student, which institution: __________________________ Have you been accepted to NDSU? ____________

Please complete the following. If ALL of the following admission requirements are not met when the application is submitted, the application will not be considered for that term.

Completion of 30 undergraduate credits. Credits completed (including in-progress): ______________

Minimum cumulative grade point average (GPA) of a 2.75 on a 4.0 scale: _______/4.0

Minimum “B” in HNES 190 and HNES 224. (A student may be taking HNES 190 and 224 AND apply for the program during the same semester)

If the above minimum qualifications have been met, applicants must submit the following to be considered for admission into the Sport Management Program.

1. Sport Management Professional Program Application (this document is the application)
2. Two-page essay explaining the student’s interest for pursuing a career in Sport Management
3. Two-page essay answering the following question: What is an adventure you have taken and why you would recommend that adventure to other people?
4. 1 Letter of Recommendation (Students may not use current HNES faculty or academic advisor for a letter of recommendation)
5. Unofficial transcript from NDSU

I hereby agree that I have read and agree to adhere to all of the content located within the North Dakota State University – Sport Management Program Major Handbook. In accordance with University regulations, I acknowledge that all the above information is correct and I hereby apply for the Sport Management Program.

Applicant’s Signature: ___________________________ Date: __________________

Student initials: _______ Date: ___________ Program Coordinator Signature: _____________________
Sport Management Student Code of Professional Conduct Agreement

This agreement of professional expectations and behavior is guided by the student’s expected professional conduct and is agreed upon by and between the student and Sport Management Program representative as provided at the bottom of the page.

Formation

The undersigned hereby form a general agreement that the student listed below will display professionalism as explained throughout the Sport Management Student Code of Conduct during the course of his or her time within the Sport Management Professional Program.

Term

This agreement shall be based on the NDSU Sport Management Program Code of Professional Conduct and begin on the date listed below, next to the student's signature and last until the student is no longer classified as a Sport Management Professional Program student for whatever reason, including graduation.

Purpose

The purpose of the agreement shall be to insure that the student understands the importance of acting in a professional manner at all times, on campus or off campus as a representative of the Sport Management Professional Program. By signing below, the student understands the consequences that come with substandard behavior which may include dismissal from the Sport Management Program.

Sport Management Student Code of Professional Conduct

The Sport Management Student Code of Professional Conduct serves as a set of student guidelines that exist to ensure students represent the Sport Management Program at NDSU with professionalism at all times. The guidelines are as follows:

- Students are to maintain a 2.75 GPA at all times following his or her admission into the program.
- Students shall display professional communication, including the use of their campus email and social media sites. REMEMBER-Future employers will research Social Media sites!
- Students are to always be on-time for their courses and must notify all instructors, including classes outside of the Sport Management Program of their tardiness or absence if students are unable to make it to class.
- Students are required to dress in an appropriate manner at all times while attending class or program functions including, luncheons, dinners, events, galas, meetings, etc. The definition of appropriate attire may be different for various events and students should ask event organizers about appropriate dress if the student has any questions regarding how to dress.
- Students understand that they will be charged program fees as a member of the Professional Program.
- Students must follow all University guidelines and practices while a member of the Sport Management Professional Program.
- Special situations involving issues with a student’s conduct or behavior will be reviewed by Sport Management faculty and the Sport Management Committee as issues occur.

Consequences for Substandard Behavior

By signing below, the student identifies that s/he has read and understands the Sport Management Student Code of Professional Conduct and in the event that the student breaks the terms of this agreement, the student may be dismissed from the Sport Management Program.

Program Coordinator/Representative

(Printed Name)

Instructor (Signature)

Date

Student (Printed Name)

Student (Signature)

Date

Student initials: _______ Date: ___________ Program Coordinator Signature: _____________________