

# 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  
P.O. Box 6050  
Fargo, ND 58108-6050

## Professional Standing Student Contact Information

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## Pre-Professional Standing Student Contact Information

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*Revised: November 2017*

*By signing and dating below, you agree that you have read the SM handbook and agree to all terms within this document*

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Welcome

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:**

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*

Tyler T. Tracy

Program Coordinator

**North Dakota State University**  
**Sport Management Program**  
**Purpose, Vision, Mission, and Values**

**Purpose of the Handbook:**

To help ensure student success, this handbook was developed to help clearly communicate the policies and expectations developed by the Sport Management Committee.

The handbook is an organic document and is subject to change at any time. If there are changes, the faculty will be sure to communicate the changes, but ultimately, it is the student's responsibility to read, understand, and agree to follow (demonstrated by a signature) the expectations outlined by the document.

**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

**HNES Mission Statement**

***"Actively Encourage Healthy Lifestyles through Excellence in Teaching, Research and Service"***

As a department, we are:

1. Committed to Excellent Teaching and Positive Student Learning - We seek to provide a student friendly, humanistic, technologically enriched learning environment that fosters the intellectual development of all students. HNES is committed to excellence in teaching, student learning, and ethical decision making.
2. Committed to Scholarship and Research - HNES is committed to enhancing scholarship and creativity in faculty and students. HNES seeks to provide an intellectually rich environment where research, critical thinking and scholarship are the cornerstones of our everyday activity in HNES.
3. Committed to Service - HNES is committed to providing a quality and continuing service to our surrounding community and to our key stakeholders.

**Sport Management Mission:**

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

**Sport Management 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/](https://www.ndsu.edu/hnes/sport_management/)), provided within this document or by contacting Mr. Tracy ([tyler.tracy@ndsu.edu](mailto: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 essays 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 Conference event?
10. Student volunteer work up to the application

Application into the program will be completed at the end of HNES 224. However, transfer student's application is due upon entering the program. The application procedure is a two-step process:

**Step 1:** Prospective student should complete the application form and supporting documents.

**Step 2:** The student will be notified of the committee's decision via e-mail.

- Applicants with a cum GPA of 2.75 and grades of B or higher in HNES 190 and HNES 224 will be admitted as **full standing**.
- Applicants with a cum GPA between 2.0 - 2.74 and grades of B in HNES 190 and 224 will be admitted as **probationary status**. Student will then be required to sign a probationary contract.
- Applicants with a cum GPA between 2.0 - 2.74 and grades below B in HNES 190 and 224 will be **denied** admission into the program.

**Note:** No single admission requirement has an independent deciding factor on the applicant's acceptance into the program. Exceptions to the requirements can be made on recommendation of the Sport Management Committee. Acceptance is NOT guaranteed simply upon completion of the requirements

Prospective student will drop off their application with Mr. Tracy. 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 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)

#### **The Nine (9) Credit Options**

In addition to the major requirements, students will be required to select one business competency or 9 credits of elective. 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

*The student also has the option to select 9 credits of electives to replace the business competency option.*

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**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.

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## 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. 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 Conference 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.

#### **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.

## Sport Management 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.

## Sport Management Rubric

To help build, strengthen, and communicate these professional characteristics, the following rubrics have been developed to describe the levels of expectation in each of the areas.

<b>Values Learning and Knowledge</b>			
<b>In-Class Participation</b>			
<b>Unsatisfactory</b>	<b>Partially Proficient</b>	<b>Proficient</b>	<b>Advanced</b>
Inattentive in class. May fall asleep, read newspaper, or attend to other materials not related to class. Rarely participates in class discussions. May distract others in the class with behaviors or talking.	Is attentive to what is happening in class. Attention is focused on class-related materials and activities. Responds appropriately when called on. Does not distract others in the classroom.	Actively engaged and interested in class activities. Volunteers to respond to questions. Participates in discussions. Stays focused. Has done necessary preparation for class.	Shows initiative in class activities. Applies knowledge to other situations and makes connections with previous learning. Asks questions showing intellectual interest. Seeks to extend understanding through higher-level thinking.
<b>Class Preparation</b>			
<b>Unsatisfactory</b>	<b>Partially Proficient</b>	<b>Proficient</b>	<b>Advanced</b>
Work completed with little attention to quality. May be sloppy and/or contain errors. Emphasis is on getting work done rather than learning. Assignments are sometimes late or missing. Uses current knowledge rather than additional resources to complete work. Procrastinates.	Assignments completed correctly with accuracy. Work shows basic grasp of the assignment's intent. Meets assignment deadlines adequately. Makes use of resources provided to complete work.	Work is completed with attention to detail, is sequential, and is logical. Shows evidence of thoughtful analysis of the assignment. Work shows that adequate time and planning were allocated. Seeks new resources and additional information to complete work.	Work is of exceptional quality. Shows a desire to pursue the intended learning at a deep level. Work shows evidence of personal reflection and revision. Uses an array of quality resources to add to the scope and depth of project.
<b>Values Diversity</b>			
<b>Relationship with Others</b>			
<b>Unsatisfactory</b>	<b>Partially Proficient</b>	<b>Proficient</b>	<b>Advanced</b>
Usually works only with those of similar ability, race, gender, or ethnicity.	Accepts others despite differences in ability, race, gender, or ethnicity.	Willingly works with others from different ability, race, gender, or	Actively seeks opportunity to work with those of different ability,

Rarely interacts with others, especially those different than self. Main concern appears to be for self, with little concern for others. Does not listen well.  Makes derogatory comments towards others.	Interacts with others in a polite, courteous, and professional manner. Shows awareness of others' needs. Listens to others and understands them.	ethnic groups. Welcomes feedback and interaction with others. Shows genuine concern for others and their needs. Listens carefully to others and respects their views.	race, gender, or ethnicity. Actively seeks interaction and feedback from variety of other people. Has compassion for others, putting their needs ahead of his/her own. Listens actively and values the opinions of others.
<b>Values Collaboration</b>			
<b>Group Work</b>			
<b>Unsatisfactory</b>	<b>Partially Proficient</b>	<b>Proficient</b>	<b>Advanced</b>
Puts forth minimal effort and fails to do a fair share of the work. Attendance at group meetings is uneven or absent. Shows little regard for other people or their ideas. May actually be a roadblock for getting a project completed. Does not relate well with others.	Does a fair share of the work. Accepts responsibility. Attends group meetings. Accepts ideas of others. Relates adequately with others and performs basic group responsibilities.	Contributes ideas and efforts to the group. Comes to meetings prepared and on time. Incorporates ideas of others into the group's activities. Relates well to others and promotes group success.	Promotes group goals by contributing above and beyond expectations. Comes early to help facilitate group meetings and is well prepared. Encourages the use of ideas from all. Does everything possible to ensure success for the group.
<b>Values Professionalism</b>			
<b>Professional Development and Involvement</b>			
<b>Unsatisfactory</b>	<b>Partially Proficient</b>	<b>Proficient</b>	<b>Advanced</b>
Unaware of professional organizations and/or professional publications. Shows little or no interest in professional activities or events. Attends only when mandatory. Little interest in growing professionally.	Aware of professional organizations and/or professional publications. Occasionally participates in professional activities. Sees the importance of professional growth.	References or makes use of professional organizations or publications. Willingly participates in professional activities or events. Belongs to professional organization(s). Values professional growth.	Actively involved with professional organizations. Seeks opportunities to be involved in professional activities. Takes leadership role in professional organization(s). Makes professional growth a high priority.
<b>Respect for School Rules, Policies, and Norms</b>			

Unsatisfactory	Partially Proficient	Proficient	Advanced
Unaware of school rules and policies. Sometimes disregards known policies or restrictions. Wants exceptions to be made for himself/herself, or tries to get around established rules of behavior, dress, hygiene, etc.	Aware of school rules and policies. Usually follows them without being reminded by others. Accepts reminders for breaches of rules or policies, and does not attempt to circumvent them in his/her patterns of behavior, dress, etc.	Knows school rules and policies. Follows them consistently. Understands the purpose of regulations and respects their intent. Accepts responsibility for personally following them in his/her patterns of dress, behavior, etc.	Follows school rules and policies and encourages others to respect them. Shows exemplary patterns of behavior with respect to rules and policies dealing with dress, behavior, or other aspects of school operation.
<b>Communication</b>			
Unsatisfactory	Partially Proficient	Proficient	Advanced
Uses incorrect grammar in oral and/or written communications. May use slang, profanity, inappropriate vocabulary, or offensive language. Does not express ideas clearly. May display distracting language habits. (e.g., repetition of words or phrases, such as “okay” or “like”).	Usually uses correct grammar in oral and/or written communication. Generally uses language that is appropriate and not offensive. Can convey idea accurately.	Uses correct grammar in oral and/or written communication. Communication is free of offensive or inappropriate language. Uses language to express ideas very effectively regardless of the age of the listener.	Speaking and writing is flawless in terms of grammatical correctness. Language usage is conventional and respectful. Is articulate and/or persuasive when expressing ideas.
<b>Values Personal Integrity</b>			
<b>Emotional Control/Responsibility</b>			
Unsatisfactory	Partially Proficient	Proficient	Advanced
Emotions not under control. May lose temper and show outbursts of anger. Is disrespectful of peers and others. Does not take personal responsibility for his/her emotions and behaviors. Blames others or outside circumstances for loss of emotional control.	Maintains basic control of emotions. May show emotional reaction, but does not lose temper or control. Is able to listen to the perspectives of others. Is responsible for his/her emotions and behaviors.	Displays steady emotional temperament, even in potentially volatile situations. Is receptive to viewpoints of others and to their suggestions. Holds self accountable for his/her emotions and behaviors. Displays a sense of humor and/or willingness to get along with others.	Always maintains composure regardless of circumstances. Respects the viewpoints of others and treats them with dignity even when not in agreement with them. Can be accountable and responsible for his/her actions.

**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 of 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.



## 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
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Student (Printed Name)	Student (Signature)	Date
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## Sport Management Application Probationary Period Contract

### Overview:

The Sport Management program understands students need to stay on track to graduate in a timely manner. This is a probationary contract only for students looking to apply for the program, stay on track and accept entry for the next application window. Circumstances can complicate a student's progress to complete the Sport Management program and they are as follows:

1. Transfer student
2. Major change
3. Low GPA
4. Poor academic/classroom performance prior to application to SM program

### Terms:

With this in mind, a student may enter into a "probationary period" to apply for the Sport Management program. If a student wishes to enter a probationary period, they agree to the following:

1. Student will not be able to participate in Sport Management student development opportunities
2. Student will be required to raise his/her GPA to meet the required 2.75 no later than the next Fall application window
3. Student will be required to continue activity with the Sport Management Association
4. Student will be required to take 190 and/or 224 over if they received a C or lower the next Fall semester

If student decides to enter into the probationary period contract, they will be observed closely via spring HNES 226, sport volunteer/paid opportunities, activity with the SMA and participation with the spring annual Sport Management Conference. In closing, it will be expected that a student entering the probationary contract will in effect prove to the Sport Management program that regardless of GPA and/or conduct, they want in the program. In doing so, the student will utilize the Spring/Summer/Fall semesters to prove to SM leadership they are willing to take steps to communicate their value to the SM program. Under certain circumstances, a student may become a Sport Management Professional post Spring and/or Summer semesters.

I, \_\_\_\_\_ have read the above terms and conditions to enter into the NDSU Sport Management Probationary Contract. I have met with the Sport Management Program Coordinator to discuss my plans to be a qualified candidate for the program. I understand I will be allowed to continue taking HNES 226 and will be evaluated at the end of the spring, summer and fall semesters to see if I qualify for internship opportunities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

