

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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Sport Management Staff

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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

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 Program and Committee Members.

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. However, please note that 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
Bentson Bunker Fieldhouse 1 (Lower-Level; Southwest Corner)
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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 quality undergraduate programming and educational experience preparing students for a fruitful, forward-thinking career in the sport 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 and around the field. We emphasize the progressive, life-long development of the learner from novice to expert through our emphasis on critical thinking and active participation that is meant to follow the student from the classroom to the industry. We promote responsible and ethical leadership and desire for students to graduate the program as active agents for the betterment of sport and society.

Experiential Learning: We facilitate the formation of new, integrated knowledge through our professional experiences that include internships and professional development opportunities here in the Fargo-Moorhead area, across the country, and around the globe. We further promote the growth of our students and communities through our involvement in service-learning activities. Our active alumni network also allows supports a culture of networking and professional growth that never stops expanding.

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/) or by contacting Dr. Kota (ryan.kota@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 the following weighted requirements:

1. Student attendance record for HNES 190
2. Has the student completed at least 50 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 HNES 224?
5. Did the student receive a 2.5 GPA across ECON 105 and ACCT 102, without receiving a D in either?
6. Letter of recommendation provided by the student
7. Did the student register and participate in the Sport Management Association?
8. Student volunteer work up to the application

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 cumulative GPA of 2.75, grades of B or higher in HNES 190 and HNES 224, and satisfactory fulfillment of other requirements will be admitted as **full standing**.
- Applicants not satisfactorily fulfilling the GPA requirement will be reviewed for **probationary status**. Student will then be required to sign a probationary contract if the Sport Management Committee determine probationary status is an appropriate option.

Note: 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 Dr. Kota. 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 50 credits, they can then apply for the Sport Management program. If accepted, either Dr. Kota or Mr. Tracy will act as the student's academic advisor.

Major Requirements: 50 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:	Sport Facility Management (3)
HNES 485:	Sport Management Internship (12)
BUSN COMP:	Business Competency (9)
COMM 112:	Understanding Media and Social Change (3)
COMM 200:	Intro to Media Writing (3)

Elective Options:

HNES 274:	Youth and Interscholastic Sport (3)
HNES 425:	Practical Sport Marketing Research (3)

The Nine (9) Credit Business Competency Options

As a part of the major requirements, students will be required to select one business competency or 9 credits of electives. The business competency courses include (3) courses beyond the current business minor courses. The student will be required to complete nine credits within the competency if they choose a competency over the 9 electives option. 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 Competency: MRKT 362, 410, 420, 460, 470 and BUSN 340

Management Competency: 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.

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 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 (in addition to all other requirements as outlined in this document). At all times, students are expected to adhere to the NDSU Code of Conduct and the HSE Honor System. Failure to meet the criteria stated results in probation, suspension from the program or removal from the program. IF a student receives a D or lower in any Sport Management course (HNES 190, 224, 226, 304, 426, 431, 436, or 485) they will be required to take the course over again.

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.

***Students will be notified via email of all decisions regarding their current standing within the Sport Management Program.**

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 Dr. Kota 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:
 - Introduction--background information/major/year/etc.
 - 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)
 - Statement of request
 - Student's plan to assure committee that s/he will be successful in the program
 - Conclusion
 - 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 Standard Procedures

Regular Evaluation of Status in the Program:

The student's standing in the program will be reviewed at the beginning of every semester. Review criteria includes, but is not limited to:

*Current GPA, Displayed Values, Class Preparedness, Collaborative Efforts, Diversity Initiative, Understanding of University Policies, Professionalism, Communication, Integrity

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.
 1. For example: If a student's infraction(s) occurred during the fall semester, reinstatement would occur for fall the following academic year.
 2. 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.

*See Sport Management Rubric of expected professional characteristics

Sport Management Professional Characteristics Rubric

We value the creation and maintenance of a professional, comfortable, and constructive learning environment for all: students, faculty, staff, administrators, and guests especially. To uphold this professionalism and to provide the best educational experience possible for all, the Sport Management Program asks that students adhere to the below professional guidelines.

Failure to successfully adhere to the below professional guidelines is means for potential suspension and/or dismissal from the Sport Management Program.

Student values learning and knowledge – Student shows initiative in class and class activities. They apply learned knowledge to other activities/situations and make connections to past learning. Student asks questions and shows general intellectual interest in the subject matter. They seek to understand the materials and the sport industry and do so through higher-level thinking.

Student is prepared in class – Class work is of exceptional quality and the student shows a true desire to pursue the topic at a deeper level. Submitted work shows evidence of personal reflection and revision, and reflects the utilization of quality academic resources to add to the scope and depth of the materials.

Student values diversity – Student actively seeks opportunities to work with those of different ability, race, gender, or ethnicity. Student also actively seeks interaction and feedback from a variety of other people while actively listening and valuing the opinions of others.

Student values collaboration – Student can work cooperatively with others on group projects. They promote group goals by contributing above and beyond group expectations. The student is open to outside ideas of group members and is able to work encouragingly in a constructive environment for the betterment of the group.

Student values professionalism – Student actively seeks out professional organizations to join or to get actively involved with. Student also seeks leadership roles within the professional organization. Takes professional growth seriously.

Student respects University rules, policies, and norms – Student follows rules and policies and encourages others to respect them. Student displays exemplary patterns of behavior with respect to the rules and policies dealing with behavior, expectations, and all other elements of University policy.

Student values communication – Student displays exceptional understanding of professional grammar. Language usage for the student is conventional, respectful, and is what would be expected of a professional within the industry.

Student values personal integrity – Student always maintains professional composure regardless of circumstances and respects others who have different viewpoints. Student treats all others with dignity even if in disagreement. The student is also accountable for their own actions.

Communication and Grades

Communication:

NDSU email is the official means of communication. You are expected to read emails (listservs) 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.). See Communications value under the Sport Management Rubric for further information. 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 Professional Conduct** during the course of his or her time within the **Sport Management 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 ensure 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 (within the SM program curriculum) at all times following his or her admission into the program.
- Students shall display professional communication, including the use of their campus email. REMEMBER-you represent NDSU and the Sport Management program.
- 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 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 suspended and/or dismissed from the Sport Management Program.

Program Coordinator	(Signature)	Date
Student (Printed Name)	Student (Signature)	Date