



Course Syllabus: Officiating  
Gordon T. & Ellen West College of Education  
KNES 3353 Section X30  
Summer I 2024

Contact Information

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Class Meeting Information

This course is delivered via distance learning and will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online management system (D2L) will be made available to each student.

As this is an online course, no attendance is required. However, regular and timely participation in discussions and on-time submission of other assignments is required. Each course module is 1 week long, with the exception of the last week. See the course schedule for all due dates.

Over the course of the 5-week semester, if you engage in quality participation in this course, you should tabulate 135 working hours. Divided over the 5 weeks, this comes to 27 hours per week of work in this course. It is best that you log on to the course site daily to stay on track, even if it is just to check announcements and emails. I have provided a few links here about quality study hours for online learning.

[US News Article](#)

[Best Colleges Online Article](#)

If you would like to receive notifications via a regularly checked email or via text message, you can set it up in D2L. Once you are logged in, go to the drop down by your name in the gold navigation bar. Click "notifications", then you can register an email or mobile number and customize which notifications you would like to receive.

### Zoom Meeting Times and Links

I will be hosting a few Zoom meetings (approximately 30 minutes) during the semester so we can discuss topics, questions about the course, and connect with one another in a virtual forum. These meetings are not required, but they are highly recommended. However, I understand that everyone's schedule is very different, so all sessions will be recorded and posted for those unable to attend. An announcement of the sessions will be made in Week 1.

### Instructor Response Policy

During the week, I will typically respond to your emails within 24-48 hours. Any emails received over the weekend will receive a response no later than Tuesday, 8 AM. Emails received on holidays typically will receive a response no later than 8 AM on the second business day after the holiday.

### Textbook & Instructional Materials

Students must have access to a personal computer with Microsoft Office Software, high speed Internet, and D2L, the MSU Online Learning System.

This course uses digital course materials designed using Open Educational Resources (OER), high-quality, openly licensed educational materials, rather than a traditional textbook. You can access all readings, videos, quizzes and other activities through our course site on D2L.

### Course Description & Overview

Rules of selected sports, their interpretation, and the mechanics of sport officiating. The course is designed to develop the skills and knowledge required for admission to the Southwest Officials Association (now TASO) in football, basketball, and other sports.

### Course Objectives/Learning Outcomes/Course Competencies

Specific learning objectives for the course derive from the Texas Association of Sports Officials, the National Association of Sports Officials, and the National Federation of High School Association Officials. This course provides WCOE students with a knowledge base of the environment in which they may officiate, and the skills and knowledge to successfully officiate. Satisfactory completion of the course will document that students have demonstrated the ability to:

1. Identify a personal officiating philosophy and style and explain the significance for officials.
2. Demonstrate knowledge of communicating effectively with other officials, coaches, athletes, and professional organizations.
3. Develop decision making skills
4. Demonstrate knowledge of conflict resolution in officiating.
5. Describe why personal fitness is a necessary component of officiating.
6. Identify and explain the legal responsibilities, legal rights, and business responsibilities for officials.
7. Demonstrate knowledge time management and the importance in officiating.

## Student Handbook

Refer to: [Student Handbook-2023-24](#)

### Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

As an extension of the MSU Academic Dishonesty Policy and in order to fairly evaluate all students' work, all work submitted in this course must be generated by the students themselves. Therefore, work submitted that has been generated by another person/entity and the use of Automated Writing Tools, including chatGPT and other comparable artificial intelligence (AI) tools, is considered plagiarism and in violation of MSU policy.

### Grading/Assessment

Students are expected to submit classroom assignments before or by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals I understand you must manage competing demands on your time. Should you need additional time to complete an assignment please contact me before the due date so we can discuss the situation and determine an acceptable resolution.

This course is organized into 5 modules, one module per week. In order to access the assignments in a module, you must first visit the Module "To Do" list where you will find a list of assignments and other notes/directions. Each week you will have reading assignments that are all provided in the module materials. See all due dates below in the schedule and on D2L. Any assignment can be submitted before the due date. Modules can be viewed and completed at any time, excluding quizzes, but all work must be submitted by the appropriate due date.

Routine submission of late assignments is unacceptable and late assignments (not discussed ahead) will have a minimum automatic 25%-point deduction for each day late. Students may be permitted to make-up course work under 2 conditions, 1) notify the instructor prior to the absence to devise a make-up plan, or 2) provide evidence of an excused absence.

Grammar will be graded as a part of any course work. The [MSU Tutoring](#) is available to all MSU students. All work should be in your own words. Paper Formatting- all work should follow the same formatting guidelines: 12-point Times New Roman font, one (1) inch margins, page number, name in heading, and doubled spaced.

I will give feedback on assignments when appropriate, including, comments through "news items", comments directly in the discussion board, and comments to the feedback box associated with each assignment submitted to dropbox. Please take the time to read these comments as I am taking the time to make them. Grades for each assignment will be posted in the D2L course grade book.

Table 1: Weight allocated to each assignment

Assignments	Weight
Weekly Module Assignments	35%
Readings & Lectures	5%
Officiating Courses (NFHS-online)	20%
Sports Observations	20%
Sports Officiating	20%
Total	100%

Table 2: Total points for final grade.

Letter Grade	Range
A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	Less than 60

Weekly Module Assignments- In each module you will find instructions for all different types of activities that may include discussions, quizzes, or other types of assessments of your learning. The activities are specific to the focus of the material covered in the module. Follow the specific activity instructions each time as each one will be different.

Readings & Lectures – In each module you will find resources to learn about the topic of the module. Learning the information from these resources will be imperative to your success in this course and you will be required to use the information from the resources in the assignments throughout the semester. Completion of readings will be determined using D2L progress tools.

Officiating Courses (NFHS-online)- You are required to complete three online education courses offered free by the National Federation of State High School Associations, the national leader and advocate for high school athletics. You will show proof of completion by uploading required screenshots and a certificate to the D2L dropbox.

Sports Observations- You will observe two in-person or televised athletic competitions for at least 50% of the competition. During the observation you will concentrate on the officials on the field, with specific focus on how they work together to call rule infractions, cover the field or playing area, and manage play

and sportsmanship. Upon completion of the observations, you will write a 1-2 page paper (APA 7<sup>th</sup>) summarizing what you observed inclusive of the dynamics present, the officiating styles, and other observations.

Sports Officiating- You will practice officiating 2 sport competitions of your choice. Based on your personal situation, you may choose to complete this assignment one of the following ways: 1) officiating an actual game with a local chapter or organization, if possible, or 2) mock officiating a recorded sport competition. During the competition you will be the official and should make calls throughout the game. Specific instructions are dependent on the option you choose from above, so see the assignment for more information.

#### Extra Credit

Extra Credit may be offered during the semester and posted on D2L.

#### Important Dates

These Dates are available on the [Academic Calendar](#).

Deadline to file for graduation: June 24, 2024

Last Day to drop with a grade of "W:" June 26, 2024 by 4:00 pm.

Refer to: [Drops, Withdrawals & Void](#)

#### Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor. There is an extensive [D2L Student help site](#) through MSU Distance Education.

#### Attendance

This course is delivered via D2L as an asynchronous course. Access to the MSU D2L online management system will be made available to each student. Asynchronous online instruction occurs anytime during the week. Students watch lectures, read assigned materials, inspect websites, answer and write questions, discuss readings and engage in learning activities in a virtual environment. Course materials are organized into weekly modules. Modules contain tasks to complete in order to accomplish the objectives and assessment activities. Your success in this course depends on how well you engage in your own learning.

An instructor may drop a student any time during the semester for excessive failure to participate, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 6 weeks of a 10-week summer term, or the 11th class day of a 4- or 5-week summer term consisting of 20 days. After these periods the grade

will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date. If a candidate is taking 'blocked' courses that are taught at a Professional Development School, requiring field experience, the candidate will be dropped with an F from those classes as well.

### Instructor Class Policies

#### Citation and Reference Style

Students will follow the APA Style Manual, 7th Edition as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation used in the APA Style Manual, 7th Edition.

#### Three Then Me Rule

Before you email me, make sure to follow the "Three then Me" rule. The "Three then Me" rule says that you search for your answer regarding the course in at least three other places before you email me. For example, if you have a question about an assignment, you could consult your syllabus, the assignment description on D2L, or another student in the class. Remember, check three sources before you email me your question. It is very likely you'll find the answer and not need to email me. If you don't find the answer, and need clarification, feel free to email me.

#### Plagiarism Statement

"By enrolling in this course, the student expressly grants MSU a 'limited right' in all intellectual property created by the student for the purpose of this course. The 'limited right' shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality, authenticity, and educational purposes." [Student Handbook 2023-2024](#)

#### Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

#### Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## College Policies

### Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

### Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU. Adult students may smoke only in the outside designated-smoking areas at each location.

### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: "[Run. Hide. Fight.](#)"

### Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

## Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.



## Course Schedule

Note: Each module begins @ 8:00 am on the first day of the module and ends on @ 11:59 pm on the last day of the module. All due dates are 11:59 pm, with the exception of the final week. You will have multiple things due and multiple due dates each week.

Dates	Module # and Content/Topics	Course Objectives	Activities/Assignment
6/3-6/9	Module 1: Introduction to Officiating: The Art and Science of Officiating  Introductory Zoom Meeting	1, 2, 3, 4, 5, 6, and 7	<ul style="list-style-type: none"> <li>• Due Wednesday, 6/5               <ul style="list-style-type: none"> <li>○ Read the Course Syllabus</li> <li>○ Assign 1- Mod 1: Record an Introduction on Flip Grid</li> <li>○ Assign 2- Mod 1: Create an NFHS Account- submit proof to dropbox</li> </ul> </li> <li>• Due Sunday, 6/9               <ul style="list-style-type: none"> <li>○ Officiating Course-Mod 1: Complete the Interscholastic Officiating Online Training- Due to Dropbox</li> <li>○ Assign 3- Mod 1: Identifying Your Style &amp; Philosophy of Officiating- Readings and Dropbox Submission</li> </ul> </li> <li>• Start working on the Sports Officiating Plan (see Mod 2)</li> </ul>
6/10-6/16	Module 2: Communication with athletes, coaches, & other officials and handling conflict management	2, 3, and 4	<ul style="list-style-type: none"> <li>• Due Wednesday, 6/12               <ul style="list-style-type: none"> <li>○ Module 2 Readings &amp; Videos                   <ul style="list-style-type: none"> <li>▪ Communication Skills</li> <li>▪ Communication Between Officials- Video</li> <li>▪ 7 Steps to Better Conversations</li> <li>▪ Conflict Management</li> <li>▪ 5 Ways to Manage Conflict</li> </ul> </li> <li>○ Sports Officiating Plan- Due to Dropbox</li> </ul> </li> <li>• Due Sunday, 6/16               <ul style="list-style-type: none"> <li>○ Assign. 1- Mod 2-What Would You Do? Handling Conflict- Discussion Board in D2L</li> </ul> </li> <li>• Due Thursday, 6/20**               <ul style="list-style-type: none"> <li>○ Sports Observation #1- Mod 2- Due to Dropbox</li> </ul> </li> </ul>

Dates	Module # and Content/Topics	Course Objectives	Activities/Assignment
<p>6/17-6/23</p> <p>#6/19 is a school holiday#</p> <p>**A Thursday due date because of the school holiday on the 19th**</p>	<p>Module 3: Personal Fitness for Officials and Time Management</p>	<p>5 and 7</p>	<ul style="list-style-type: none"> <li>• Due Thursday, 6/20** <ul style="list-style-type: none"> <li>○ Sports Observation #1- Mod 2- Due to Dropbox</li> <li>○ Module 3 Readings &amp; Videos <ul style="list-style-type: none"> <li>▪ Get in Game Shape</li> <li>▪ The Importance of Physical Training</li> <li>▪ Research- Relationship between Physical Fitness &amp; Decision Making</li> <li>▪ Time Management Slides</li> </ul> </li> <li>○ Assign. 1- Mod 3-Fitness Principles of Officiating &amp; Time Management</li> </ul> </li> <li>• Due Sunday, 6/23 <ul style="list-style-type: none"> <li>○ Officiating Course-Mod 3: Complete an Officiating Course of Your Choice from NFHS Sport Specific Officiating Courses - Due to Dropbox</li> </ul> </li> <li>• Due Wednesday, 6/26 <ul style="list-style-type: none"> <li>○ Sports Observation #2- Mod 3- Due to Dropbox</li> </ul> </li> </ul>
<p>6/24-6/30</p>	<p>Module 4: Legal Rights &amp; Responsibilities</p> <p>Wrap-up Zoom Session</p>	<p>2 and 6</p>	<ul style="list-style-type: none"> <li>• Due Wednesday, 6/26 <ul style="list-style-type: none"> <li>○ Sports Observation #2- Mod 3- Due to Dropbox</li> <li>○ Module 4 Readings &amp; Videos <ul style="list-style-type: none"> <li>▪ Knowing Your Legal Rights &amp; Responsibilities</li> <li>▪ Do Refs Face Liability for their Decisions?</li> <li>▪ TASO- What We Do?</li> <li>▪ Texas Civil Practice Code: Chapter 94. Liability</li> </ul> </li> </ul> </li> <li>• Due Sunday, 6/30 <ul style="list-style-type: none"> <li>○ Assign. 1- Mod 4- Legal Rights &amp; Responsibilities Discussion Board in D2L</li> <li>○ Officiating Course-Mod 4: Complete an Officiating Course of Your Choice from NFHS Sport Specific Officiating Courses - Due to Dropbox</li> </ul> </li> <li>• Due Monday, 7/1 <ul style="list-style-type: none"> <li>○ Sports Officiating #1- Mod 4- Due to Dropbox</li> </ul> </li> </ul>

Dates	Module # and Content/Topics	Course Objectives	Activities/Assignment
7/1-7/5 **7/4 is a school holiday and this is a short week**	Module 5: The Dynamics of Sports Officiating	1, 2, 3, 4, 5, 6, & 7	<ul style="list-style-type: none"> <li>• Due Monday, 7/1               <ul style="list-style-type: none"> <li>○ Sports Officiating #1- Mod 4- Due to Dropbox</li> </ul> </li> <li>• Due Friday, 7/5               <ul style="list-style-type: none"> <li>○ Module 5 Reading &amp; Video- NASO- Say Yes to Officiating: Become a Sports Official</li> <li>○ Assign. 1- Mod 5- Officiating Exam</li> <li>○ Sports Officiating #2- Mod 5- Due to Dropbox</li> </ul> </li> </ul>

## References/Scientifically-Based Research/Additional Readings

We constantly use scientific research and position statements (based on research) from the leading national organizations to keep our students up to date on the latest trends in the field. This course specifically uses the following references:

National Association of Sports Officials. (2022). Code of Conduct.

<https://www.naso.org/resources/code-of-conduct/>

National Federation of State High School Associations (NFHS). (2024).

NFHSLearn: Learning Center Courses. <https://nfhslearn.com/courses>

OER Commons. n.d. Sports Officiating in Physical Education: A Guide for Best

Practices. <https://oercommons.org/courseware/lesson/94961/overview>

Referee. (2022). Free Officiating Resources. [https://www.referee.com/free-](https://www.referee.com/free-guides/)

[guides/](https://www.referee.com/free-guides/)

Texas Association of Sports Officials. (2024). News & Announcements.

<https://taso.org/sports/>

University Interscholastic League. (2024). Athletics- Sports Officials.

<https://www.uiltexas.org/athletics/officials>