



## **SPAD 6903 Events and Facilities Management**

Midwestern State University  
Gordon T. & Ellen West College of Education  
Summer II 2023

### **Contact Information**

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### **Course/Catalog Description**

In-depth study of best practices associated with operations and the overall management of sport facilities and event formats.

Recommended

APA Publication Manual, 7<sup>th</sup> Edition

### **Required Technology**

- MSU Texas Email Account (must be checked daily)
- Computer (Mac or Windows)
- Internet access
- [Microsoft Office \(Word, Excel, PowerPoint\)](#) or compatible programs
- Adobe [Reader](#).

### **Technology Skills**

- Must be able to use D2L, Flip & ZOOM
- Must be able to send/receive email
- Must be able to create, send, and receive Microsoft Word, Excel, or PowerPoint documents
- Must be able to upload photos and videos to D2L
- Must be able to use internet links and websites appropriately

Taking an online class requires access to a computer (with Internet access) to complete and upload your assignments. You are responsible for having (or having access to) a working computer in this class. ***\*Assignments are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings and the

Academic Success Center. Your computer being down is not an excuse for missing a deadline!! There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, a student helpdesk is available to you. The college cannot work directly on student computers due to liability and resource limitations; however, they can help you connect to our online services. For help, log into [D2L](#).

### **Student Email Usage**

Students are required to use their MSUTexas email address for all correspondence during this course. Check that your MSUTexas email address is listed in your D2L Personal Information. Using your MSUTexas address ensures your privacy. If you have a different email account, you can forward your MSUTexas email to that account, but I will only send and respond to emails within the D2L portal or from an MSUTexas address. Please make sure to include your name on any email that you send. You must check your MSUTexas email at least two (2) days per week. When emailing, please include the class number and a detailed explanation of the purpose of the email. Also, do not email any assignments.

### **Communication Policies**

- Before emailing me, 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 emailing me.
- For example, consult your syllabus, grading scale or rubric, or the assignment description on D2L if you have a question about an assignment.
- Remember to check three sources before emailing me your question. You’ll likely find the answer and not need to email me. If you don’t find the answer or need clarification, email me.
- During the week, I typically respond to your emails within 24-48 hours. Any emails received over the weekend will receive a response no later than Tuesday by noon.

### **Assignment Deadlines**

All assignments will be due by the deadline set on their due date. There will be no extension. This is a fast-paced course as it is a five weeks course. This is not a surprise; business should start on day one to stay on pace. Do not ask for extensions. All assignments will use APA formatting. All references should be peer-reviewed. Located in the Library or Google Scholar.

### **Other Class Policies**

During this course, you will be expected to deal with your subject area, instructors, peers, and colleagues as a professional. All written work must be typed and submitted through D2L and Flip unless otherwise stated by the instructor. I will not accept email assignments. All work should be done in Times New Roman or Arial 11- or 12-point

font. APA formatting applies to all submitted written work; deductions for incorrect spelling, grammar, citations, and references will be taken. See each assignment for more detail. All PowerPoint or Google Slides should follow professional standards and have an APA-formatted reference slide. Ensure all references are peer-reviewed—research through the Library or Google Scholar.

### **Course Objectives/Learning Outcomes**

This course provides undergraduate Sport Education students with a knowledge base of their work environment. Satisfactory completion of the course will document that students have demonstrated the ability to:

1. Identify/understand pertinent areas of the history and future of sport facility management.
2. Review and/or develop human resource materials in the recreation/sport management industry.
3. Identify key elements within a selected sport facility or venue design.
4. Gain basic knowledge of finance and marketing of a sport/recreation facility.
5. Develop a marketing/promotion piece appropriate to a select facility or event.
6. Complete a risk assessment within a recreation or sport facility/venue.

### **The following assignment is required:**

#### Designing a Sporting Event:

In this assignment, you will apply your knowledge of events and facilities management to design a sporting event. Analyze and discuss each component necessary for a successful event to occur, considering various factors such as planning, logistics, marketing, staff, and operations. Refer to Chapters 2, 3, 4, 7, 8, and 10. Also, research how to design an event and include four outside references and citations. No blogs are allowed. All details are in D2L.

### **Academic Misconduct Policy & Procedures**

Students are expected to behave academically, interpersonally, professionally, and collaboratively in a manner consistent with standards set by the West College of Education.

#### Plagiarism Statement

“By enrolling in this course, the student expressly grants MSU a ‘limited right’ in all intellectual property created by the student for this course. The ‘limited right’ shall include but shall not be limited to the right to reproduce the student’s work product to verify originality, authenticity, and educational purposes.” [Student Handbook/Academic Dishonesty](#)

#### 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 to whom credit is given).

Additional guidelines on procedures in these matters may be found in the Office of Student Rights Responsibilities. a. The term “cheating” includes but is not limited to (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition without permissions, of tests or other academic material belonging to a member of the university, faculty, or staff. b. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation of another person's published or unpublished work without full and clear acknowledgment. The use of AI. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials. c. “collusion” means collaboration with another person in preparing work offered for credit if the faculty member in charge does not authorize that collaboration.

Plagiarism is the use of another’s thoughts, words, ideas, or line (including text written by a generation system or artificial intelligence tool) in your own work without appropriate documentation (a parenthetical citation at the end and a list on the Reference Page)-whether you use that material in a quote, paraphrase, or summary. At the very least, plagiarism will result in an F on the assignment; at worst, the consequence will be an F in the course. Offenders will be reported to the Kinesiology and Sports and Leisure Department Chair and the Dean of Students.

### **Senate Bill 11**

Senate Bill 11, passed by the 84th Texas Legislature, allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, per state law. For more information regarding campus carry, please refer to the University’s webpage at [Campus Carry](#).

### **Grading**

1. All assignments must be typed for credit (work will only be accepted if it is typed). Format – FOR ALL PAPERS: 12-point Times New Roman or Ariel font, one (1) inch margins, and double-spaced. The title page should have your name, class, and section number, and the semester centered on the page. **\*Papers that do not follow this format will not be accepted or graded.**
2. Late assignments will not be accepted.
3. Grammar will be graded as part of any assignment. The MSU writing lab is available to all MSU students. [Writing Center](#)

### **Disability Support Services**

The office of Disability Support Services provides information and assistance and arranges accommodations information and assistance, and arranges accommodations and staff. A student/employee who seeks accommodations based on disability must register with the Office of Disability Support Services. Per the law, MSU provides

students with documented disabilities with academic accommodations. If you are a student with a documented disability, please contact the instructor before classroom accommodations can be provided. The Disability Support Services may be contacted at 940-397-4140 (voice), 940-397-4515 (TDD), [Disability Support Services](#), or visit 3410 Taft Blvd., Clark Student Center Room 168.

### **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.

- Last day to Drop/Add/ W or apply for graduation. [Academic Calendars](#).
- Last day to apply for admissions: June 1st, 2023
- Last day to withdraw with a (W): July 25th, 2023

### **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 paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the refund amount. (Examples of each refund calculation will be made available upon request).

#### Notice

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

### **References**

Bier, V. (n.d.). 7 assessing the risks of extreme events. *Risk in Extreme Environments*, 7–48. <https://doi.org/10.4324/9781315557540-2>

Brown, M. T. (2004). Sport facility management: Organizing events and mitigating risks. *Journal of Sport Management*, 18(3), 296–298. <https://doi.org/10.1123/jsm.18.3.296>

Miller, J. J., Martinez, J. M., & Stoll, J. A. (2021). Conducting a special small-scale sporting event: What motivates people to volunteer in a small city? *Managing Sport and Leisure*, 1–16. <https://doi.org/10.1080/23750472.2021.1980423>

Richard Keith Wright (2012) Sports facility management: organizing events and mitigating risks, *Journal of Policy Research in Tourism, Leisure and Events*, 4:3, 385-387, DOI: [10.1080/19407963.2011.613234](https://doi.org/10.1080/19407963.2011.613234)

Schwarz, E. C. (2016). *Managing Sport Facilities and Major Events*.  
<https://doi.org/10.4324/9781315620695>

Tennent, K. (2016). *Foundations of Managing Sporting Events*.  
<https://doi.org/10.4324/9781315628295>