I. Course Description
This course is designed to provide knowledge of financial planning and administration. This includes, but not limited to, basic budget terminology, sources of financing for operating and capital expenditures, expenditure policies, auditing and the grant process. Pre-requisite: ECON 2301

II. Rationale
This course is intended to teach students the basic financial and economic concepts necessary to understand the sport management and associated industries.

III. State Adopted Proficiencies for Teachers and/or Administrators/Counselors
1. LEARNER-CENTERED KNOWLEDGE: The teacher possesses and draws on a rich knowledge base of content, pedagogy, and technology to provide relevant and meaningful learning experiences for all students.
2. LEARNER-CENTERED INSTRUCTION: To create a learner-centered community, the teacher collaboratively identifies needs; and plans, implements, and assesses instruction using technology and other resources.
3. EQUITY IN EXCELLENCE FOR ALL LEARNERS: The teacher responds appropriately to diverse groups of learners.
4. LEARNER-CENTERED COMMUNICATION: While acting as an advocate for all students and the school, the teacher demonstrates effective professional and interpersonal communication skills.
5. LEARNER-CENTERED PROFESSIONAL DEVELOPMENT: The teacher, as a reflective practitioner dedicated to all students’ success, demonstrates a commitment to learn, to improve the profession, and to maintain ethics and personal integrity.

IV. Course Objectives/Learning Outcomes
At the conclusion of this course, the student should be able to:
1. Discuss contemporary, social and economic changes impacting recreation, park and leisure service agencies.
2. Describe and discuss the relationships between financing, budgeting, and fiscal accountability for leisure service managers.
3. Identify and discuss basic budgetary and financial management terminology.
4. Define, compare and contrast budget formats.
5. Identify purposes of pricing.
6. List and describe basic types of income sources.
7. Implement budget process to solve and present a financial plan based on a fiscal year utilizing spreadsheet application.
8. Demonstrate critical professional skills.

V. Course Topics
The major topics to be considered are:
1. Economic Principles
2. Develop/Present Budget  
3. Accounting and Reporting  
4. Fundamental Concepts of Budgeting  
5. Planning/Development/Assessment  
6. Technology related to finances in leisure services management

VI. Instructional Methods and Activities

Methods and activities for instruction include:
A. Traditional Experiences (lecture and discussion, guest speakers)
B. Clinical Experiences (presentations, cooperative group projects, planning events)
C. Field Experience (Attending, conducting events)
D. Online discussions

VII. Evaluation and Grade Assignment

The methods of evaluation and the criteria for grade assignment are:

A. Methods and Percentage of Final Course Grade Each Assessment constitutes

Evaluation will be based on successful completion of the following activities:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Group Project</td>
<td>25%</td>
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<tr>
<td>Chapter Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Applied Assignments</td>
<td>25%</td>
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<tr>
<td>Midterm</td>
<td>15%</td>
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<tr>
<td>Final Exam</td>
<td>15%</td>
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</tbody>
</table>

**TOTAL** 100%

*Group Project:* You will be divided into groups. This project will be explained in detail in a separate handout. It involves two parts: (1) Submit an initial three to four-page evaluation paper of the stock of three different sport/leisure-related companies; and (2) Turn in five Excel spreadsheet ledgers throughout the course tracking the value of your stocks and portfolio. At the end of the semester, the group yielding the highest ROI on their respective portfolios will receive extra credit. The group project will also include an end of the semester presentation. The instructor will provide more information in a separate handout.

*Chapter Quizzes:* This course will use online quizzes as a part of evaluating student knowledge. Quizzes will be a combination of multiple choice and true/false. They will cover information from the current chapter. You may use your book and notes, however, the quizzes are timed and you will not have time to look up all of the answers.

*Applied Assignments:* You will receive a variety of applied assignments throughout the semester. These are designed to link required reading material and discussions to concepts related to the industry field.

*Midterm:* There will be a midterm. Questions will cover material
from lecture, the textbook, discussion boards, class activities and other relevant materials. Questions may be presented in multiple choice, true false, matching, short answer, and essay form.

**Final:** There will be a final exam. Questions will cover material from lecture, the textbook, discussion boards, class activities and other relevant materials. Questions may be presented in multiple choice, true false, matching, short answer, and essay form.

**Extra Credit:** Periodically, extra credit opportunities will be available to students.

**B. Grading Scale**

- A = 90–100
- B = 80–89
- C = 70–79
- D = 60–69
- F = Below 59

**VIII. Course Schedule and Policies**

*Tentative Course Outline:*

- Week #1: Review Syllabus & Ch. 1
- Week #2: Ch. 2 & Ch. 3
- Week #3: Ch. 4 & Ch. 5
- Week #4: Ch. 6
- Week #5: Ch. 7
- Week #6: Ch. 8
- Week #7: Ch. 9 & Ch. 10
- Week #8: Ch. 11
- Week #9: Spring Break
- Week #10: Ch. 12
- Week #11: Ch. 13
- Week #12: Ch. 14
- Week #13: Ch. 15 & Ch. 16
- Week #14: Ch. 17 & Ch. 18

“Students majoring in Kinesiology must complete ALL kinesiology/health-related courses (e.g. courses with a KINE or HLTH prefix) with a grade of “C” or better (page 155, Undergraduate Catalog).

**IX. CLASS POLICIES**

A. **Attendance** is required for each class. Students are expected to arrive to class on time and to participate in class discussions and activities. Please be on time as a courtesy to your professor and others. If you are going to be absent or late the instructor should be notified at the earliest opportunity. The student is responsible for informing the instructor if class attendance will be affected by “approved university business”. In order for absences to be excused by the instructor and for a make-up activity opportunity to be approved, the student must provide the instructor reasonable warning of the absence at the earliest opportunity (such as a schedule of out-of-town games). Documentation of university-
approved commitments is required by the instructor. Documentation for absences due to personal emergencies may be requested by the instructor. Make up opportunities will NOT be permitted for class-work or assignments missed due to UNEXCUSED absences, late arrivals or early departures. More than THREE (3) unexcused absences during the semester will result in the following consequences:

- The student will be denied make-up opportunities with each UNEXCUSED absence.
- The instructor will schedule a conference with the student to discuss meeting class responsibilities with the THREE (3) unexcused absence.

B. Late assignments and quizzes will not be accepted. In addition, quizzes and tests cannot be retaken other than for an excused absence. The student must provide the instructor reasonable warning of the absence at the earliest opportunity (such as a schedule of out-of-town games). Documentation of university-approved commitments is required by the instructor. Documentation for absences due to personal emergencies may be requested by the instructor. Make up opportunities will NOT be permitted for class-work or assignments missed due to UNEXCUSED absences. Assignments are due the day they are scheduled to be due at the time they are scheduled.

C. Make-up exams are given only under dire circumstances in which prior permission from the instructor is required.

D. Appropriate Classroom Behavior: students are asked to be respectful of their fellow classmates and the instructor when participating in this course. Each person is entitled to their opinion, and encouraged to express that opinion. However, please do so in an appropriate and respectful manner. Also, students are expected to be prepared for each class, and be focused on the activities of the class. Appropriate questions and discussions are welcome during the course, whether it be on discussion boards, the Classroom Café, or in other forums. Although this is an online course, respect, professionalism, and courtesy are expected at all times. Students who exhibit rude or disrespectful behavior to others may result in a reduced final grade or failure of the course.

E. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic or scholastic dishonesty, including plagiarism, collusion, or cheating on any examination, test, or classroom assignment will be treated with the greatest severity. See the student catalog for consequences of student misconduct.

X. Textbook(s)

XI. Bibliography

XII. Grade Appeals:
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to
demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

Academic Honesty:

As per the university catalog, “university students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own).

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanction to any student involved. Penalties that may be applied to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand
2. Requirement to re-do work in question
3. Requirement to submit additional work
4. Lowering of grade on work in question
5. Assigning grade of “F” to work in question
6. Assigning grade of “F” for course
7. Recommendation for more severe punishment

The faculty member involved will be responsible for determining the appropriate penalty or penalties for individual cases of academic dishonesty, and may file a record of such offenses in his classes along with any materials involved to his or her college dean. The office of the academic dean of the college which the offense took place will maintain records of all cases of academic dishonesty reported for a period of not more than two years. Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The Appeals Procedure will be the same as that specified for grade appeals. The grade appeals procedure may be found in the University Rules manual at: http://www.tamucc.edu/~pioweb/rules/index.htm”.

XIV. Disabilities Accommodations

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in CCH 117. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please
contact the Disability Services office for assistance at (361) 825-5816.

XV. Statement of Civility

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of gender, ethnic/racial origin, religious background, age, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.  
http://falcon.tamucc.edu/~students/JAffairs/ha_hndbk_academic_info.htm

XVI. Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

XVII. Dropping a Class

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. April 6 is the last day to drop a class with an automatic grade of “W” this term.
KINE 4039 Finance Management in Sport
Syllabus Acknowledgment Form

I, (print name)____________________________________________, certify by my signature that I have read and understand the class policies that have been presented in the class syllabus for KINE 4039 Finance Management in Sport.

Signature ______________________________________ Date ____________________