<table>
<thead>
<tr>
<th>Welcome</th>
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Sport Science and Management Department
Master of Science in Sport Management

WELCOME!

The Master of Science in Sport Management combines theory with project based applications in the classroom and practical field experience to create a truly dynamic learning environment. The program is based on a cohort model where students begin and finish the program together, which provides the unique experience for students to help and support one another.

The Master of Science in Sport Management program began in 2008 to meet the needs of adults interested in pursuing careers in sport management. The convenient accelerated format recognizes the needs of working adults and understands the special requirements of pursuing an education while maintaining professional commitments. Our program – which is now your program – reflects the design of the format and curriculum in meeting the specific needs of adult students and the sport industry.

Cardinal Stritch University is a Catholic university founded on the Franciscan values of creating a caring community, showing compassion, reverencing creation, and peace making. The classroom environment fosters mutual respect and professionalism while maintaining high academic standards.

As we begin our journey, all the instructors and staff look forward to getting to know you and beginning a partnership in teaching and learning that will help you achieve your career goals.

Let's get started!

Daniel L. Underberg, MSM
Chair, Sport Science and Management Department
Cardinal Stritch University
CARDINAL STRITCH UNIVERSITY POLICIES

The current Cardinal Stritch University Graduate Catalog reviews academic regulations and policies, as well as financial aid and graduation information. We highly recommend that you read and become familiar with the information in the current Cardinal Stritch University Graduate Catalog.

The current Cardinal Stritch University Graduate Catalog is available on the Stritch Website at www.stritch.edu/catalogs

Change in Course Schedule

As a student in a cohort program, you are registered for all the courses in the program. If at any time you need to change your registered courses, official paperwork must submitted to the Office of the Registrar. You are responsible for all courses that you are registered for on your schedule unless you officially change your registered courses.

The following information is being provided to assist you in understanding the University and department policies and procedures. If you have questions or need forms, please contact the Chair of the Graduate program by email or phone to process any required paperwork. Failure to follow either University or program policy/procedure can impact students both financially and academically.

- **To Drop or Add a Course**
  In the cohort degree program, a student may only drop or add a course prior to the beginning of the course. The appropriate paperwork must be received by the Office of the Registrar *prior to the start of the course* for a student to drop or add a course. To add a course, students must also have no outstanding balance with the University.

- **To Withdraw from a Course**
  A student may withdraw from a course prior to the 2/3 date of the course. For an 8 week course, the Office of the Registrar must receive the paperwork *prior to the beginning of Week 6* for a student to officially withdraw from a course. In the case of withdrawal, students are billed for the course.

Financial Aid

In addition, if you have financial aid, you are strongly encouraged to request a leave of absence if you will be out of attendance for more than 29 days whatever the reason (dropping a course, withdrawing from a course, or a transfer of credits). Failure to do so may have an adverse impact on your financial aid. Always contact the Financial Aid office if you change your schedule.

Transfer Credit

Students must make an appointment to meet with the Chair of the Department to request transfer credits. Students may be able to transfer a maximum of nine (9) graduate-level credits into the Master of Science in Sport Management program. Students should provide the Chair with a syllabus of the course that they wish to transfer at the time of the appointment. If the transfer credits are accepted by the Chair, *the Registrar then reviews the request*. Students must provide the Office of the Registrar with official transcripts substantiating the transfer credits (course) and complete the Accelerated Master’s Degree Form Course Waiver/Transfer Form *prior to the start of the course* to have credits transferred.
Incomplete Grade

Students may be granted a temporary grade of incomplete if, through unforeseen circumstances, they are prevented from completing course requirements. The instructor is not required to grant any student an incomplete and may do so only upon request by the student. If a student finds it necessary to request an incomplete in a course, arrangements must be made with the instructor prior to the end of the course. The time allotted to complete the work is at the discretion of the instructor; however the University policy states “that an Incomplete must be removed within six weeks of the last day of the course.” Please see the policy in the Graduate catalog.

Students may not have more than one incomplete in the program otherwise the student will need to drop courses until incomplete course work is completed.

When granted an incomplete, the student signs a contract and it is the student’s sole responsibility to submit all work by the due date otherwise the student will automatically receive the default grade and will need to repeat the course.

Attendance Program Policy and Recommendation

Due to the academic standards and delivery method of the accelerated graduate program, attendance is required and monitored. Students are expected to be present for class sessions and team meetings. A student may be allowed one absence for an extreme circumstance during an 8-week course. In the case of an absence, the student will be required to complete additional assignments for the missed class time and missed course content. The instructor will assign the make-up work.

- **Absences**
  If a student misses two classes, or the equivalent of 8 hours of a course due to tardiness or leaving early, the student will not be able to pass the course and will receive a failing grade. Students missing two classes of a course should withdraw from the course and will need to retake the course.

- **Appeal**
  In the case of an extreme circumstance, a student may submit a written appeal to the Department Chair within 48 hours of the second absence with documentation to verify the circumstances for the absence. A committee will then meet to determine whether the student’s appeal will be granted. The Department Chair will notify the student of the committee’s decision in writing. Students that miss two classes and do not withdraw or do not appeal will be administratively withdrawn from the course.

  If a student’s appeal is granted, the instructor will assign additional make-up work for a second absence. The instructor may only assign make-up work after the appeal has been granted. The student is required to hand in all assignments for the course and complete all additional make-up work for the missed time and course content by the end of the course.

An incomplete may not be granted in this circumstance. All course work will need to be satisfactorily completed for the student to receive a passing grade.

An absence appeal may be granted only once during the academic program.
Syllabus Distribution/Textbooks

Students in the Master of Science in Sport Management program will receive the course syllabus through the Canvas Learning Management System. The syllabus should be posted on Canvas two weeks prior to the start of the course. The instructor will assign reading from the textbook for the first night of the new class; therefore, it is recommended that students obtain the textbook(s) for an upcoming course at minimum one week prior to the beginning of the course.

- **Syllabus**
  A copy of the syllabus will be posted on the Canvas Learning Management style two weeks prior to the start of the course. Copies of the syllabus will not be distributed in class; therefore students should bring a hard copy with them to class or have access to the syllabus on-line during class.

  The syllabus includes the sequence of topics for the entire 8-week course. Students should adhere to the sequence of topics unless instructed otherwise by their instructor. The sequence of topics is subject to change pending guest speakers, class activities and current events. The instructor will notify of you of any changes.

- **Textbooks**
  Information on textbooks for an upcoming course can be obtained through the bookstore or on the Stritch webpage.

**Bookstore (Follett)**
www.csu.bkstr.com

1. Click on Textbook & Course Materials Tab
2. Select program
3. Select term
4. Select department (SSM)
5. Select appropriate course
6. Select cohort (section)
7. Submit

**Cardinal Stritch University Webpage**

1. Click on Current Student Tab
2. Click on Course Schedules
3. Or go to http://www.stritch.edu/schedules
4. Select department (Sport Science & Management SSM)
5. Select term course starts: Fall, Spring, Summer
6. No other boxes need to be selected
7. Click on Search Offerings
8. Scroll down to the bottom of the page
9. You will see a list of SSM courses
10. Find your course
11. Then click on View Book for your course

### LiveText

Some courses in the Master of Science in Sport Management will be assessed as part of the University program learning outcomes assessment. Students will be required to subscribe to Live Text. Faculty will notify students when academic work must be submitted to Live Text.

A five-year LiveText subscription must be purchased online at www.livetext.com. Click on Purchase/Register at the top of the LiveText homepage. If you have already purchased a LiveText subscription for a different course, you do not need to purchase it again.
EMAIL COMMUNICATIONS

Wolfmail
Wolfmail is Cardinal Stritch University’s email for students. All official communication from the University, the department and the faculty is sent to students via Wolfmail. Communication in the Canvas Learning Management System is also through your Wolfmail.

You should have or will receive your email address information (login name and password) in the mail. To set up your email - Log into http://wolfmail.stritch.edu

You should check your Wolfmail account frequently or you can forward your Wolfmail to your personal email account. To forward your account:

Sign into your Wolfmail account by going to http://wolfmail.stritch.edu

1. Click on Email to open your email account
2. Click on Settings
3. Click on Forwarding and POP/IMAP
4. Click on Forward a copy of incoming mail to
5. Fill in the email address you want your Wolfmail Forwarded To in the box
6. Click Save Changes at the bottom of the screen

Graduate Assistants – Employee email
If you are a graduate assistant you will also likely receive a @stritch.edu email for employees. To avoid missing emails – as confusion may arise or the directory confounded by having both a Wolfmail and Stritch email – please also check this email, have Wolfmail forwarded to it, or vice versa, through the portal on my.stritch.edu.

Directions:

1. Navigate to my.stritch.edu
2. At the bottom of the page click on “Employee Office 365 Email”
3. Log into the Office 365 portal using the following:
   - Username: Your Stritch account designation with @stritch.edu
     - i.e. jasmith@stritch.edu
   - Password: Your my.stritch.edu password
4. For forwarding purposes, (1) click the settings symbol in the top right corner, (2) click Mail, and (3) click Forwarding under the Accounts tab.
   - You can choose to start forwarding your emails from your @stritch.edu address to another email by simply adding the desired destination under the start forwarding button.
My.Stritch

My.Stritch is a customized information source for the Cardinal Stritch community. There is a wide array of features available for you to use. The login name and password is the same as your Wolfmail.

To access this service, log into http://my.stritch.edu.

Features
• Access Stritch Calendar
• Access Online Tutoring services: OWL and Smarthinking
• Join or start group webpages (cohorts or project teams)

Under the academics tab
• check grades
• print course schedule (with start and end dates of courses)
• print unofficial transcripts
• find faculty names and contact information for your current and upcoming courses

Canvas Learning Management System

Canvas is an on-line learning platform for students and faculty. You can access Canvas by going to My.Stritch at http://my.stritch.edu. – Click on the Canvas LMS link at the very bottom of the page.

• Enter login name and password (same as Wolfmail)
• Click on the course
• (A tutorial is available on Canvas to assist students)
## IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Room</th>
<th>Mailbox</th>
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<tbody>
<tr>
<td><strong>Department Chair</strong></td>
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<tr>
<td>Daniel Underberg</td>
<td>414-410-4494</td>
<td><a href="mailto:dlunderberg@stritch.edu">dlunderberg@stritch.edu</a></td>
<td>BH 2067</td>
<td>331</td>
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<tr>
<td><strong>Adjunct Faculty</strong></td>
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<tr>
<td>Dr. April Arvan</td>
<td></td>
<td><a href="mailto:aarvan@stritch.edu">aarvan@stritch.edu</a></td>
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<tr>
<td>Patrick Clemens</td>
<td></td>
<td><a href="mailto:pjclemens@stritch.edu">pjclemens@stritch.edu</a></td>
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<tr>
<td>Brian Cole</td>
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<td><a href="mailto:bacole@stritch.edu">bacole@stritch.edu</a></td>
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<tr>
<td>Alexandra Fairchild</td>
<td></td>
<td><a href="mailto:anfairchild1@stritch.edu">anfairchild1@stritch.edu</a></td>
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<tr>
<td>Sarah Ponath, JD</td>
<td></td>
<td><a href="mailto:saponath@stritch.edu">saponath@stritch.edu</a></td>
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<tr>
<td>Dr. Jason Hunter</td>
<td></td>
<td><a href="mailto:jdhunter@stritch.edu">jdhunter@stritch.edu</a></td>
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<tr>
<td>Daniel Underberg</td>
<td>414-410-4494</td>
<td><a href="mailto:dlunderberg@stritch.edu">dlunderberg@stritch.edu</a></td>
<td>BH 2067</td>
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<tr>
<td>Mary Jo Winston</td>
<td>414-410-4574</td>
<td><a href="mailto:mjwinston@stritch.edu">mjwinston@stritch.edu</a></td>
<td>BH 2070</td>
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<td><strong>Graduate Assistants</strong></td>
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<tr>
<td>Ryan Mehigan</td>
<td>414-410-4398</td>
<td><a href="mailto:rmehigan@stritch.edu">rmehigan@stritch.edu</a></td>
<td>BH 2068 E</td>
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<tr>
<td>Richard Turnquist</td>
<td>414-410-4740</td>
<td><a href="mailto:returnquist@stritch.edu">returnquist@stritch.edu</a></td>
<td>BH 2068 C</td>
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<tr>
<td>Gordon Waddington</td>
<td>414-410-4709</td>
<td><a href="mailto:gvwaddington@stritch.edu">gvwaddington@stritch.edu</a></td>
<td>BH 1031</td>
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<tr>
<td><strong>Dean, College of</strong></td>
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<td>Arts and Science</td>
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<tr>
<td>Dr. Daniel Scholz</td>
<td>414-410-4162</td>
<td><a href="mailto:djscholz@stritch.edu">djscholz@stritch.edu</a></td>
<td>BH 2030</td>
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<td>414-410-4174</td>
<td><a href="mailto:athletics@stritch.edu">athletics@stritch.edu</a></td>
<td>BH 171</td>
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<td><strong>Business Office</strong></td>
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<td>414-410-4230</td>
<td><a href="mailto:businessoffice@stritch.edu">businessoffice@stritch.edu</a></td>
<td>BH 1052</td>
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<td>414-410-4048</td>
<td><a href="mailto:finaid@stritch.edu">finaid@stritch.edu</a></td>
<td></td>
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<td><strong>Office of the Registrar</strong></td>
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<td><strong>Security</strong></td>
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<td><strong>Library</strong></td>
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<td>414-410-4171</td>
<td><a href="mailto:reference@stritch.edu">reference@stritch.edu</a></td>
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<td></td>
<td>414-410-4600</td>
<td><a href="mailto:support@stritch.edu">support@stritch.edu</a></td>
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<td><strong>Bookstore</strong></td>
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<td>414-410-4035</td>
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Cardinal Stritch University
Services and Resources

Student Success Center
The Student Success Center offers free tutoring and provides professional, individualized assistance in a variety of areas.

- 414-410-4166
- [http://www.stritch.edu/Academic_Support_Center_Home.aspx](http://www.stritch.edu/Academic_Support_Center_Home.aspx)

The Student Success Center offers career services with a variety of free resources for job search, assistance in writing resumes and interviewing skills.

- 414-410-4157
- [career@stritch.edu](mailto:career@stritch.edu)
- [http://www.stritch.edu/Services_and_Resources/Career_Services/Career_Services_Home.aspx](http://www.stritch.edu/Services_and_Resources/Career_Services/Career_Services_Home.aspx)

Babysitters
Residence Life publishes a list each semester of students who desire baby-sitting jobs. To request a list call:

- 414-410-4515

Bookstore
The Bookstore is located in the Campus Center and is operated by Follett. The Bookstore sells and may buy back some textbooks. It also sells Stritch gear and school supplies.

- 414-410-4035
- [http://www.csu.bkstr.com](http://www.csu.bkstr.com)

Coffee Shop
“The Bean” is located in the Student Union and is operated by the student association.

Copy Center – Copy services are available at a reasonable cost. The Stritch Copy Center is located on the lower level of Bonaventure Hall.

- 414-410-4500
- [copycenter@stritch.edu](mailto:copycenter@stritch.edu)

Counseling Center
The Counseling Center provides counseling and support for students.

- 414-410-4817
- [http://www.stritch.edu/cw/](http://www.stritch.edu/cw/)

Fitness Center
The Fitness Center located on the second floor of the Field House and has a walking track. Fitness classes are offered at various times through the year. For more information, visit:

- [http://www.stritchwolves.com](http://www.stritchwolves.com)
- [Facilities & Hours of Operations](http://www.stritch.edu/Facilities_and_Hours_of_Operations)
**Information Technology** – Computer and technology assistance with email, My Stritch, Canvas, and other technical resources are available through the Information Technology Department.

- 414-410-4600
- Support@stritch.edu
- Office of Information Services

**Library**
The Stritch library is a member of the Southeastern Wisconsin Information Technology Exchange, a consortium of eight college and research libraries in the Milwaukee area. This service allows students to request materials from other colleges and universities. Computer work areas and study areas are available for students in the library.

- Circulation: 414-410-4263
- Reference: 414-410-4257
- [http://library.stritch.edu/](http://library.stritch.edu/)

**Online Writing Lab (OWL)**
Students are able to electronically submit drafts of college writing assignments for any subject to the OWL tutors for prompt review and feedback.

- [http://library.stritch.edu/OWL/index.html](http://library.stritch.edu/OWL/index.html)

**Student ID**
Your student ID may be used to obtain student discounts that are available at a variety of venues and events.

**Student Union**
The Student Union serves food and drinks until 8:00 p.m. on weeknights.

**Other Services**
Students are welcome to attend events on campus and the Stritch Calendar is available on My.Stritch. Events may include:

- Athletic Events
- Community Service Projects
- Music Concerts
- Theater Productions
Professional Sport Industry Associations

The following is a list of sport industry associations. Most professional associations have discounted membership rates for students. The department encourages students to become members of professional organizations in their field of interest.

**Sports Academia Associations**
NASSM - North American Society for Sport Management
SRLA – Sport and Recreation Law Association
NASPE – National Association for Sport & Physical Education
NAGWS – National Association for Girls & Women in Sport

**College Athletics Administration Associations**
NACDA – National Association of Collegiate Directors of Athletics
NACWAA – National Association of Collegiate Women Athletic Administrators
COSIDA – College Sports Information Directors of America
CABMA – College Athletic Business Management Association

**Sports Business/Law Associations**
NSMN – National Sports Marketing Network
SEHRF – Sports & Entertainment Human Resources Forum
WISE – Women in Sports and Events
SLA – Sports Lawyers Association
ABA – Forum on the Entertainment & Sports Industries
BESLA – Black Entertainment & Sports Lawyers
Association APSA – Association of Professional Sports Agents
AIPA – American International Players Association
CAC – the Collegiate Athletes Coalition
PBFN – Professional Business & Financial Network

**Sports Media Associations**
ASA – American Sportscasters Association
AWSM – Association for Women in Sports Media

**Sporting Goods Associations**
SGMA – Sporting Goods Manufacturers Association
NSGA – National Sporting Goods Association
NASGW – National Association of Sporting Goods Wholesalers
WFSIG – World Federation of the Sporting Goods Industry

**Peripheral Sports Associations**
ALSD - Association of Luxury Suite Directors
STMA - Sports Turf Managers Association
NAC - National Association of Concessionaries
INTIX – International Ticketing Association
IDEA – Information Display and Entertainment Association
AEMA – Athletic Equipment Managers Association
# Master of Science in Sport Management

**COURSE SCHEDULE**  
Program Schedule - Cohort 10 (AMSS AA 00010) - Mondays 6:00-10:00 p.m. ROOM DS 011

## FIRST YEAR FALL SEMESTER

<table>
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<tr>
<td>SSM 502</td>
<td>Social &amp; Historical Aspects of Sport (3 Credits)</td>
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<td>8/24/15</td>
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<tr>
<td>SSM 510</td>
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## SPRING SEMESTER

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<tr>
<td>SSM 512</td>
<td>Financial Aspects of Sport (3 Credits)</td>
<td>3</td>
<td>1/18/16</td>
<td>3/7/16</td>
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<tr>
<td>SSM 544</td>
<td>Sport Marketing (3 Credits)</td>
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<td>3/21/16</td>
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Capstone/Portfolio Orientation - 5:00 pm March 21, 2016

## SUMMER SEMESTER

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<td>Sport Law (3 Credits) TBD</td>
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<td>5/30/16*</td>
<td>7/25/16</td>
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<tr>
<td>SSM 549 A</td>
<td>Capstone/Portfolio (1 Credit)</td>
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## SECOND YEAR FALL SEMESTER

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSM 520</td>
<td>Sport Ethics and Leadership (3 Credits)</td>
<td>3</td>
<td>8/22/16</td>
<td>10/10/16</td>
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<tr>
<td>SSM 542</td>
<td>Sport Facilities Management and Design (3 Credits)</td>
<td>3</td>
<td>10/24/16</td>
<td>12/12/16</td>
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## SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>SSM 545</td>
<td>Public Relations in Sport (3 Credits)</td>
<td>3</td>
<td>1/23/17</td>
<td>3/13/17</td>
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<tr>
<td>SSM 506</td>
<td>Contemporary Issues in Sport (3 Credits)</td>
<td>3</td>
<td>3/27/17</td>
<td>5/15/17</td>
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<tr>
<td>SSM 549 B</td>
<td>Capstone/Portfolio (2 Credits)</td>
<td>2</td>
<td>3/27/17 through 5/15/17 online</td>
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</table>

SSM 549- Capstone/Portfolio Presentation: TBD by professor

Graduation Date: May 21, 2017  *(Graduation Application Deadline March 1, 2017)*

Commencement Date: TBD

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The course schedule is subject to change by the University and/or the department.

August 12, 2015