



HHPS 310 – 01W

FACILITY & VENUE MANAGEMENT

COURSE SYLLABUS: SUMMER 1 2024

INSTRUCTOR INFORMATION

Instructor: **Brandy Runyan, PhD Candidate**

Office Location: **NHS 141**

Office Hours: **M/W/F 10:00 AM – 12:00 PM by appointment only**

Office Phone: **903-886-5308**

University Email Address: **brandy.runyan@tamuc.edu**

Preferred Form of Communication: **Email**

Communication Response Time: **Within 24 hours (unless weekend/holiday/breaks)**

COURSE INFORMATION

Course Location: **ONLINE**

Course Times: **June 3rd -J uly 3rd 2024**

Textbook(s) Required:

Fried, Gil, and Mattew Kastel. *Managing Sport Facilities*. Human Kinetics, 2021

Course Description

This course will provide students with an understanding of sport facility and venue management.

Student Learning Outcomes

At the end of this course the students should be able to demonstrate:

1. Understand the fundamental principles and concepts of sport facilities management, including facility design, maintenance, safety, and security.

The syllabus/schedule are subject to change.

2. Develop an understanding of the legal and regulatory frameworks that govern the operation and management of sport facilities, including compliance with safety and accessibility standards, zoning laws, and liability issues.
3. Analyze the economic and financial factors that impact the management of sport facilities, including budgeting, revenue generation, and cost analysis.
4. Develop skills in strategic planning and decision-making related to sport facilities management, including risk assessment, project management, and performance evaluation.
5. Learn about the various types of sport facilities, including indoor and outdoor facilities, arenas, stadiums, and other venues, and understand the unique challenges and opportunities associated with each.
6. Develop proficiency in communication and leadership skills, including the ability to manage and motivate staff, communicate effectively with stakeholders, and work collaboratively with other departments and organizations.
7. Understand the importance of sustainability and environmental stewardship in sport facilities management, including strategies for reducing energy consumption, waste reduction, and promoting environmentally responsible practices.
8. Learn about emerging trends and technologies in sport facilities management, including the use of data analytics, artificial intelligence, and virtual reality tools to enhance facility operations and the fan experience.
9. Develop an appreciation for the social and cultural significance of sport facilities, including their role in promoting community engagement, fostering a sense of identity and belonging, and enhancing quality of life.
10. Apply critical thinking skills to real-world scenarios, case studies, and experiential learning opportunities, in order to gain practical skills and knowledge in sport facilities management.

COURSE REQUIREMENTS

Course Delivery

This class is taught in an online format and online participation is required.

All assignments will be completed and/or uploaded into D2L (including exams) according to the timelines listed in this syllabus.

Student Responsibilities & Tips for Success in the Course

The syllabus/schedule are subject to change.

Students will be required to log into the class daily to keep up with activities, lectures, and assignments.

All assignments, quizzes, and participation are due each week on Sundays by 11:59 PM .

Students should check their email daily to ensure they do not miss important messages or instructions pertaining to this course. The instructor will not be responsible for information the student failed to receive due to not checking their email and student announcements in D2L.

Students should read ahead in order to have the best opportunity to understand concepts presented in class.

Reminder about APA: You are expected to produce quality, original work as part of your course requirements. Please note that all assignments must adhere to APA 7th Edition, including cover page, references pages, as well as the totality of the internal matter of your written works.

GRADING

Final grades in this course will be based on the following scale:

A = 900-1000 Points
B = 800-899 Points
C = 700-799 Points
D = 600-699. Points
F = 0-599 Points

Weights of the assessments in the calculation of the final letter grade for this course are as follows:

Class Participation: Weekly Discussion Post 4 @ 100 pts each)	400
Weekly Quizzes (4 @ 50 pts each)	200
Event & Site Management Project	400
Total Possible Points	1,000 points

Assessments

A. Class Participation (400 points)

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- a. There will be a total of 4 discussion posts worth 100 points each (400 points).
 - b. Class Participation will be earned through engagement in weekly discussion posts with peers and instructor.
 - c. Each discussion post will have its own rubric each week.
 - d. Initial discussion posts are due each week by Wednesday at 11:59 PM. Peer engagement/replies are due each week by Sunday at 11:59 PM.
 - e. AI may not be used in this course unless otherwise instructed. Use of AI will result in an immediate 0 for the assignment and a report filed with the Provost's office for plagiarism/academic dishonesty which can result in your removal from the class.
- B. Weekly Quizzes (50 pts each for 200 points)**
- a. Each week students will demonstrate their understanding of topics covered in class through weekly quizzes. These quizzes may consist of any combination of true/false, multiple choice, or essay questions.
 - b. There will be a total of 4 quizzes worth 50 points each (200 points).
- C. Event & Site Management Project (400 points)**
- a. Each student is required to attend an athletic event (sporting event, professional, collegiate, or high school event for their project)
 - b. Event must have an attendance of at least 200 people in order to be acceptable for this project
 - c. While at the event, the student should observe various aspects of the event/facility and create a final project
 - d. Template for this project will be provided in the assignment in D2L as well as a rubric

****Late work will not be accepted. Please plan accordingly!** Students are encouraged to implement time management planning and are welcome to complete assignments in advance of anticipated absences, with professor approval.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

The syllabus/schedule are subject to change.

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:

- Course name and subject in the subject line (ex. HHPS 316 – Jones)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation) and address your professor accordingly (Professor, Dr. Etc., not by first name!)
- Student name and CWID after the body of the email

The syllabus/schedule are subject to change.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

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<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

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 have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal

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Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

AI use policy [Draft 2, May 25, 2023]

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If

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no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

COURSE OUTLINE / CALENDAR

Week 1: June 3rd – June 9th

- Review Lectures:
 - Welcome to the Course!: Course Orientation
 - Lecture 1: History and Future of Sport and Public Assembly Facilities
 - Lecture 2: Facility Management
 - Lecture 3: Management Theory and Human Resources
 - Lecture 4: Facility Planning
- Respond to Week 1 Discussion Topic
- Complete Week 1 Quiz
- All work is due by Sunday, June 9th, at 11:59 PM
 - Late work is not accepted

Week 2: June 10th – June 16th

- Review Lectures:
 - Lecture 5: Facility Site and Design
 - Lecture 6: Facility Construction
 - Lecture 7: Facility Systems
 - Lecture 8: Facility Operations
- Respond to Week 2 Discussion Topic
- Complete Week 2 Quiz
- All work is due by Sunday, June 16th, at 11:59 PM
 - Late work is not accepted

Week 3: June 17th – June 23rd

- Review Lectures:
 - Lecture 9: Facility Maintenance

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- Lecture 10: Green Facility Management
- Lecture 11: Marketing and Sales
- Lecture 12: Finance and Budgeting
- Respond to Week 3 Discussion Topic
- Complete Week 3 Quiz
- All work is due by Sunday, June 23rd, at 11:59 PM
 - Late work is not accepted

Week 4: June 24th – June 30th

- Review Lectures:
 - Lecture 13: Legal Responsibilities
 - Lecture 14: Implementing a Security Plan
 - Lecture 15: Facility Preparation and Event Management
- Respond to Week 4 Discussion Topic
- Complete Week 4 Quiz
- All work is due by Sunday, June 30th, at 11:59 PM
 - Late work is not accepted
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Week 5: July 1st – July 3rd

- Event & Site Management Project Due July 3rd by 11:59 PM
 - Late work is not accepted