

M.Ed. Sport Management Student Manual

Welcome to the Master of Education in Sport Management program at Millersville University. Your decision to pursue this graduate degree marks an important step in your career. The graduate faculty of the Wellness and Sport Sciences Department (WSSD) have developed a comprehensive sport management curriculum that follows the recommended guidelines of the North American Society for Sport Management (NASSM). Your course of study leading to the M.Ed. draws on expertise in sport science, educational theory, research, and business administration. We anticipate that your experiences at Millersville University will be both challenging and rewarding.

On the following pages of this manual, you will find important and helpful information that you will need to reference throughout your time as a student in the M.Ed. in Sport Management program, so be certain to retain your manual until graduation. It is imperative that you now read through this manual and complete steps one through eight as indicated. These steps address common concerns and questions. Please contact your faculty advisor if you have further questions, as we want you to enjoy your graduate experience at Millersville University.

Best wishes for success as you work towards the completion of your M.Ed. in Sport Management.

On behalf of the WSSD Graduate Faculty, welcome and best wishes,

Dr. Lombardi, Sport Management Coordinator 2020-2023

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Important First Steps

Step #1: Contact Information

Within two weeks of your acceptance, please complete this form and return it to the e-mail address below. If any of this information changes while you are enrolled in the program, please complete the Change of Contact/Personal Information Form found in the Forms and Paperwork section of the Members Only website. Thank you.

If your employer has a firewall application in place that will prevent reception of outside email, please provide an alternate email address

Contact and Personal Information

Full Name

M.U. #

(_____) (_____) _____

Home phone Cell phone M.U. Email Address

Concentration _____ Year & Semester of Acceptance

(Note: You have 5 years from this date to complete your degree)

_____ (_____) _____

Place of Employment & Title (if applicable) _____

Work phone

Home or Work Email Address

Email to: Dr. Lombardi, Sport Management Coordinator, julie.lombardi@millersville.edu

Step #2: Graduate Studies Catalog & Student Handbook

After opening the catalog, read through the Academic Information, Sport Management Academic Program, and the General Information sections, as you are responsible for adhering to this information.

Graduate Studies Catalog:

www.millersville.edu/catalogs/

Graduate Office Contact Information:

www.millersville.edu/admissions/graduate/gettoknowus/index.php

graduate.admissions@millersville.edu

(717) 871-4723

Student Conduct and Community Standards Handbook:

<https://www.millersville.edu/studentconduct/files/studentcodeofconduct.pdf>

Step #3: Forms

Complete the Verification of Student Understanding and the Contact and Personal Information form and return both within two weeks of your acceptance to: jlombardi@millersville.edu

Verification of Student Understanding

I have read the contents of the M.Ed in Sport Management Handbook, the Millersville University Graduate Catalog and the Student Code of Conduct and Community Standards Handbook. I know, understand and appreciate the content, and I understand that I am responsible for adhering to and abiding by the content of these documents. My signature represents my willingness to abide by these documents.

Name (sign)

Name (print)

Date

Email to: Dr. Lombardi, Sport Management Coordinator, julie.lombardi@millersville.edu

Step #4: Choose and Register For Courses

The courses in the M.Ed. in Sport Management Program are not sequenced; therefore, you may take courses that best suit your progress toward degree completion. Typically, students select the courses they take by determining the “best fit” with their work and personal schedules. If possible, it is advisable to enroll in WSSD 612 Research Methods in Sport (3 credits) early in your course of study, as it will likely assist you with the research you complete in other courses.

*Students may take either EDFN 601 (Research Methods in Education) or WSSD 612 (Research Methods in Sport) to meet the program requirement.

If you have any questions about course selection, please contact your faculty advisor as your advisor will be very happy to discuss course selection and other aspects of the degree with you.

Visit the Registrar’s Office website (<http://www.millersville.edu/registrar/>) to view semester course schedules, determine when you may register for courses, and obtain additional information regarding registration.

Course Registration Instruction for First Time Users:

- 1.) Create your myVille and MAX accounts online at <http://myville.millersville.edu> (click on the “New Students Activate Account” link on this page and follow the on-screen instructions).
- 2.) Access MAX from Millersville’s homepage and login with the User ID and PIN you created in the previous step
- 3.) Follow this menu path to get to the registration screen:
Student Services, Registration, Add/Drop Classes
- 4.) Select Term
- 5.) Enter CRNs for your courses – Submit Changes.
- 6.) Check your schedule – if “Registered” appears in the Status column on the left, you successfully enrolled in the course. If there are any problems, you will see a “Registration Errors” block.

Need help using MAX?

- Check out the online instruction packet at <https://www.millersville.edu/winter/files/how-to.pdf>
- Open two web sessions: one to search for classes (has prerequisites and course restrictions listed) and the other to register on MAX

Registration Help Line: (717) 871-2400

Step #5: Purchase Textbooks

Required and recommended course books and materials will be available for purchase at the MU bookstore, located in the Student Memorial Center on campus.

Visit <http://www.studentservicesinc.com/book-room/> to order books online or to get more information about the textbook room.

You may also purchase books online or through local bookstores but be careful to purchase the correct editions. The textbook information for all courses can be located by clicking on the little box marked “book info” beside each course registration listing.

Step #6: Learning Support Services

Millersville encourages students with learning and physical disabilities to contact the Office of Learning Services in Lyle Hall at (717) 871-5554 to discuss their needs. Students requesting assistance must complete a request for assistance form and provide documentation regarding the nature of and limitations imposed by their disabilities. Accommodations are then arranged through the Office of Learning Services upon completion of this process. It is the student’s responsibility to initiate this process prior to beginning a course.

Related forms and more information can be found at: <https://www.millersville.edu/learningservices/>

Step #7: ID Cards and Parking Permits

Identification Cards

Graduate students are required to have a Millersville University student identification card that can be found at: <https://www.millersville.edu/univsvcs/ocidserv.php>

Parking Permits

To park on campus at Millersville, students must purchase a parking permit. Permits may be obtained from the University Police Department in Lebanon House.

Graduate Students who only attend evening or blended classes that meet in the evenings are no longer required to purchase a parking permit.

The fees are as follows:

- Commuter Yearly Permit: \$100 (valid from 7 a.m. until 4 p.m. from Fall to Fall)
- Summer Permit: \$58 (valid from 7 a.m. until 4 p.m. during Summer I, II, and III)

If you have any questions, please go to: <https://www.millersville.edu/police/parking/>

Step #8: Library Use & Access

The Francine G. McNairy Library & Learning Forum is located on the northwest corner of North George Street and West Frederick Street. Graduate students are encouraged to visit and familiarize themselves with the library and the services offered.

Through the library website, you can:

- Access periodical databases
- Search the library catalog for available materials
- Duplication requests (The library will digitize and make available to you electronically (via a pdf file) materials from the library's various collections)
- Request materials via interlibrary loan (Materials such as books, videos and/or articles which are unavailable through the library collections may be available to borrow from other libraries.

For more information visit: <http://library.millersville.edu/>

Sport Management Timeline/Checklist

This is provided as a resource only. Consult www.millersville.edu for current deadlines and requirements

1.) Upon admittance, you should:

- _____ Congratulate yourself on being accepted to MU's Sport Management Degree!
- _____ Familiarize yourself with the following handbooks:
 - Sport Management Student Manual
 - Graduate Student Handbook
<https://www.millersville.edu/catalogs/>
 - Student Code of Conduct Handbook
<https://www.millersville.edu/studentconduct/files/studentcodeofconduct.pdf>
- _____ Review handbooks and address any questions/concerns with the Graduate Program Coordinator or your Faculty Advisor
- _____ Turn in the Verification of Student Understanding and Contact Information Forms
- _____ Use your online Degree Audit Report to verify the completion of all necessary required and elective courses and to confirm degree concentration (Go to the section of this Handbook that describes the steps for activating your Degree Audit Report and activate it now)

2.) Graduate Assistantship (if applicable):

- _____ Obtain an application through the Graduate Studies Office:
<https://www.millersville.edu/admissions/graduate/contact-us.php>
- _____ Submit application by established deadline

3.) Registration Process:

- _____ Review the online graduate class schedule containing all course information
- _____ Double check what classes you need to fulfill requirements
- _____ Register for courses
- _____ Purchase books prior to start of class
- _____ Direct specific course questions to the faculty member teaching the course
- _____ Get an ID card and parking permit
- _____ Determine course location and get directions, if necessary

4.) Internship Requirement:

- _____ See Handbook Section "Internship Requirement"

5.) Thesis Option:

Read carefully and follow the thesis procedures as outlined by the guidelines and requirements found at <https://www.millersville.edu/admissions/graduate/current-student-resources/thesis-dissertation-minus-scholarly-project-guidelines-for-uploadjan2018.pdf>

If you are planning to complete your thesis in time for graduation in a given semester, be aware that the final paper must be completed and accepted two weeks before the date of graduation. For any other questions and/or concerns regarding the Thesis Option contact the Sport Management Graduate Program Coordinator.

6.) Permission to Complete Credits in Transfer Following Admission to a Degree Program:

Following acceptance into a graduate degree program, students desiring to pursue graduate work at another institution for transfer purposes must receive the prior recommendation of their advisor and graduate coordinator, and the prior approval of the dean of the College of Graduate Studies and Adult Learning.

Approval forms are available at <https://www.millersville.edu/admissions/graduate/current-student-resources/forms-center.php> or in the College of Graduate Studies and Adult Learning, Lyle Hall.

7.) Graduation:

_____ Obtain the Application for Graduation Form from at the start of the semester you anticipate to graduate.

_____ Submit the completed form to the Sport Management program coordinator (contact the Office of Graduate Studies regarding the application deadline).

<https://www.millersville.edu/admissions/graduate/files/graduate-forms/grad-applic-for-graduation.pdf>

Graduate Studies Commencement occurs on the last Friday of the Spring Semester, typically in early May, at 6 pm.

Sport Management Internship Requirement

Step #1

The following requirements must be fulfilled to qualify to pursue the Internship:

- Minimum cumulative quality point average (QPA) of at least 3.0
- Completed WSSD 601-605
- I have identified a location and supervisor for my Internship experience and I must turn in the Internship Application by the established deadlines (see application for dates)

OR

- I desire Sport Management Faculty Advisement to secure my internship and I must speak with my faculty advisor or Dr. Lombardi a minimum of one full semester before I wish to begin my internship.

Step #2

- Use the Internship Application in this handbook
- Submit the application to Dr. Lombardi at julie.lombardi@millersville.edu

Students who have not decided on a location and supervisor for their internship and would like faculty advisement regarding the internship experience and identifying and securing an internship agreement may indicate this request on the application. It is the student's responsibility to identify and secure an internship site and supervisor, but the faculty at Millersville will make suggestions during the advising process.

Step #3

- Upon receipt and approval of your Internship Application you will be notified by e-mail to enroll in WSSD 619 or WSSD 616

Step #4

- At the start of the semester of your internship, you will automatically be enrolled in WSSD 616 or WSSD 619 on D2L

This is where field site reports, etc. for your internship will be located. All forms can be accessed by clicking on the "Resource" tab at the top right-hand corner of the page and selecting "Content".

Sport Management Internship Application

Submit this application to Julie Lombardi at Julie.lombardi@millersville.edu for approval before the semester deadline. (Summer Semester: March 1st, Fall Semester: July 15th, Winter Session: October 1st, Spring Semester: November 1st)

If you do not have your background clearances and they are required at your field site, it is your responsibility to acquire and provide them: <https://www.millersville.edu/fieldservices/>

Personal Information

First Name	Last Name	M.I.
Phone Number	Email	MU #
Faculty Advisor	Expected Graduation Date	

Section 1

Complete this section if you have not already designated a proposed internship site, otherwise, skip to Section 2 below.

1.) I will be meeting with my faculty advisor to discuss internship site goals and possibilities on:

Date: _____ Time: _____

2.) What are my short and long-term career goals?

3.) What internship experience/setting would complement my current resume and professional strengths and weaknesses, and what would be relevant to my response to question #2?

Section 2

If you have already identified a proposed internship site and supervisor, please answer the following:

Name of Proposed Internship Site

Location of Proposed Internship Site

Name of Proposed Supervisor

Supervisor's Title

Phone Number of Supervisor

Email Address of Supervisor

Internship Start Date & End Date

Semester of Internship Enrollment

1.) What are my short- and long-term career goals?

2.) How will this proposed internship site and supervisor help fulfill these goals?

3.) How will this proposed internship experience expand my resume?

4.) Specific responsibilities of internship. (Failure to provide details may result in denied approval.)

M.Ed. Sport Management Curriculum

Professional Core Requirements (9 S.H.)

_____ EDFN 601 Methods of Research (3)

OR

_____ WSSD 612 Research Methods in Sport (3)

One of the following:

_____ PSYC 525 Advanced Developmental Psychology (3)

_____ PSYC 526 Advanced Adolescent Psychology (3)

_____ EDFN 545 Advanced Educational Psychology (3)

_____ PSYC 625 Human Growth and Development (3)

One of the following:

_____ EDFN 511 Comparative Education (3)

_____ EDFN 590 Social Foundations of Education (3)

_____ EDFN 603 Philosophy of Education (3)

_____ EDFN 604 Education and Public Policy (3)

Athletic Management Concentration Requirements (24 S.H.)

_____ WSSD 601 Organization and Administration of Sport Programs (3)

_____ WSSD 602 Sport in American Culture (3)

_____ WSSD 603 Moral and Ethical Issues in Sport (3)

_____ WSSD 604 Facilities and Event Management (3)

_____ WSSD 605 Sport and the Law (3)

_____ WSSD 622 Sport Finance (3)

_____ WSSD 689 Topics: Marketing of Sport (3)

_____ WSSD 616 Internship in Sports Management (3)

_____ Program Elective (3) _____

Athletic Coaching Concentration Requirements (18 S.H.)

_____ WSSD 601 Organization and Administration of Sport Programs (3)

_____ WSSD 602 Sport in American Culture (3)

_____ WSSD 603 Moral and Ethical Issues in Sport (3)

_____ WSSD 604 Facilities and Event Management (3)

_____ WSSD 605 Sport and the Law (3)

_____ WSSD 619 Internship in Athletic Coaching (3)

_____ Program Elective (3) _____

_____ Program Elective (3) _____

_____ Program Elective (3) _____

Students in the Athletic Coaching Concentration may select WSSD 622 and WSSD 689 as electives.

Thesis Option:

_____ WSSD 698 Research Proposal

_____ WSSD 699 Thesis

Graduate Degree Audit Report

The Graduate Degree Audit Report organizes your courses according to degree requirements. It includes completed courses, transfer work and courses currently in progress. The degree audit provides detailed information about how your course work applies toward requirements in your degree program. It also identifies whether your degree requirements have been satisfied. When you apply for graduation, the degree audit will be used to verify that all graduation requirements have been met. It can serve as a guide for discussion with your adviser concerning your degree program and guide you in course selection and scheduling.

To access the Degree Audit Report:

- 1.) Go to millersville.edu and click on the “Current Students” tab at the top right section of the page
- 2.) From the drop-down menu under the “Current Students” tab select “Logins”
- 3.) From the Services Directory section, select “MAX”
- 4.) Log into your MAX account with your User ID and PIN
- 5.) Select “Student Services” and then select “Advisement”
- 6.) On the Advisement screen, select “Degree Audit Report”
- 7.) You will automatically be directed to the “Worksheets” tab. At this point, you will be able to see the student view of your Degree Audit Report.

The master's degree audits serve as an advisement tool to report progress toward completing program requirements. It indicates how the completed courses count toward each of the requirements in the curriculum. Students should submit an audit and review it with their graduate program coordinator because it can serve as a basis for discussion and assessment of the academic program and the continued development of the degree audit. Please continue to consult regularly with your graduate program coordinator and the graduate office to be aware of policy and curriculum details.

If you have questions about the master's degree audit, or if you think there might be errors or discrepancies, please contact degreeaudit@millersville.edu with "Graduate Degree Audit" in the subject heading.

Further questions about the program's curriculum, transfer courses ,or approved graduate courses taken in non-degree status applying towards the program requirements should also be emailed to the graduate office and your program coordinator with a copy to degreeaudit@millersville.edu. Since the master's degree audits are drafts, the requirements are unofficial until the development of curriculum on the graduate level is completed. Your communication will assist us with improving the master's degree audits. The graduate office and program coordinators will be actively involved with answering your questions.

Graduate Assistantship Program

Interested students should obtain a Graduate Assistantship Application at:

www.millersville.edu/admissions/graduate/current-student-resources/graduate_assistantships.php

The application deadline for Graduate Assistant applications is February 1.

Graduate assistants have an opportunity to work with professionals in areas commensurate with their course of study. This enables the graduate assistant to contribute significantly to his/her own intellectual development while gaining valuable professional experience and receiving a stipend. The college community benefits as well, as graduate assistants serve a vital role in the departments, offices, and programs where they are employed.

Typical graduate assistant opportunities include, but are not limited to, the following:

- Admissions / Recruitment Office
- Athletic Training
- Campus Recreation/Intramurals
- Development/ Fundraising
- Grants and Funded Projects
- Athletic Administration
- Residence Halls (room fees are waived for graduate assistants)
- Athletic Communications
- Sport Management Graduate Program
- University Communications
- University Marketing

Sports Management Members Only Page

The Members Only Page can be referenced by all members of the program for updates on internship and career opportunities, as well recommended job board websites.

<https://www.millersville.edu/wssd/graduate/members/>

MEMBERS ONLY

Thinking about getting your personal training certification?

National Academy of Sports Medicine (NASM) the industry standard is extending a savings offer of \$200 along with free shipping of materials.

You can still save \$200, on the CPT Associate Personal Trainer Experience with Job Guarantee package.

Visit <http://shop.nasm.org> or call 1-800-460-6276 to learn about NASM's flexible payment plans.

INTERNSHIP OPPORTUNITIES

Spooky Nook, Sports Operations Intern, Manheim, PA

The Spooky Nook Sports Operations Internship will provide a comprehensive experience in a variety of operational departments. The main areas of focus for the internship will be Food and Beverage, Guest Services, Facility Operations, Facility Enhancement and Security. The starting pay rate for this position is \$12.50/hour. The average number of hours per week will range between 20-29 hours and will primarily occur Thursday through Monday. Saturday and Sunday shifts each week are a requirement of the internship. This internship will begin as soon as the candidate is available, preferably at the beginning of September 2021. The internship will run through the fall semester with the possibility of extending beyond based on availability and performance.

The Baltimore Orioles, Corporate Partnership Sales Intern, Baltimore, MD

The Baltimore Orioles Corporate Partnership department is seeking a Sales Intern to join our team. This is a wonderful opportunity for a current student seeking a career in sports and media sales. The Intern will assist the Corporate Partnership sales staff on a variety of projects including identifying prospects, researching targets, participating on calls, attending sales meetings, developing sales proposals, participating in negotiation process, drafting contracts and the execution of elements. Hours are flexible with a minimum of 20 hours per week. This position is available starting in May, and end date/holiday schedule is flexible.

Monmouth University, Sports Information Intern, West Long Branch, NJ

The candidate would be expected to: serve as the primary sports information contact for Monmouth's highly successful field hockey, track and field/cross country and additional programs, including writing recaps, maintaining social media accounts and updating records; supervision of home game management and staff for all specified sports, as well as developing a daily working relationship with coaches, external media sources and the Monmouth Athletics marketing department to promote specific sports.

Identification Cards

Using your Identification Card

Keep your I.D. card with you at all times. You'll need it to use the facilities and services. Your I.D. card contains your name and your photograph. The magnetic stripe on the back of the card is encoded with your identification number, a lost-card code, and a school code.

Lost I.D. Cards

If you have lost your I.D. card, you should report the loss to the Campus I.D. office as soon as possible by calling (717) 871-7008 during office hours. You may suspend your card by accessing your account via the myville portal.

Your I.D. Card and a Marauder Gold Account

Marauder Gold is the former Millersville Advantage Plan (MAP). Marauder Gold is a declining balance program that works like a credit card in reverse. Money deposited into your Marauder Gold account may be used to make cash-free purchases at various on and off campus locations that display the Marauder Gold logo. Having a Marauder Gold account is more convenient than carrying cash.

<https://www.millersville.edu/univsvcs/maraudergold/index.php> for more details.

Housing and Residence

Graduate students who are interested in living on campus should send an email to housing@millersville.edu

Dining Options

Meal Plans through Millersville University are available for graduate students. Meal Plans can be added on the Max Account. For information regarding dining services and hours of operation please visit: *<https://www.millersville.edu/dining/general-information/index.php>*

Dining & Conference Services Gordinier Hall
40 James Street
Millersville, PA 17551

Professional Development/Organizations of Interest

The following is a non-exhaustive list of different professional organizations and journals that students are encouraged to research:

- North American Society for Sport Management - www.nassm.com
- Pennsylvania Coaches Association - www.piaa.org/pca/
- Pennsylvania State Athletic Directors Association - www.psada.org
- National Federation of State High School Associations - www.nfhs.org
- National Intramural-Recreation Sports Association - www.nirsa.org
- Sport and Recreation Law Association - www.srlaconference.com
- Street and Smith's SportsBusiness Journal - www.sportsbusinessjournal.com
- National Sports Marketing Network - www.sportsmarketingnetwork.com
- Sports Lawyers Association - www.sportslaw.org
- Sports Turf Managers Association - www.stma.org
- Association of Luxury Suite Directors - www.alsd.com
- International Ticketing Association - www.intix.org
- North American Society for the Psychology of Sport and Physical Activity - www.naspspa.org
- American College of Sports Medicine - www.acsm.org
- National Athletic Trainers' Association - www.nata.org
- National Sporting Goods Association - www.nsga.org
- College Sports Information Directors of America - <http://www.cosida.com/>

Additional Resources and Forms

Request to Change Concentration Form:

www.millersville.edu/admissions/graduate/current-student-resources/change_of_curriculum.pdf

Application for Graduation:

www.millersville.edu/admissions/graduate/files/graduate-forms/grad-applic-for-graduation.pdf