CONCORDIA
UNIVERSITY IRVINE
Master of Arts in Coaching and Athletic Administration
1530 Concordia West • Irvine, CA 92612

SCHOOL OF ARTS AND SCIENCES
MA IN COACHING & ATHLETICS ADMINISTRATION

2016-2017 STUDENT HANDBOOK

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SECTION I: General Information

WELCOME TO THE SCHOOL OF ARTS AND SCIENCES GRADUATE PROGRAM

We are pleased that you have selected Concordia University as the university to complete your Master of Arts degree in *COACHING & ATHLETICS ADMINISTRATION (MCAA)*. The following pages will help provide you with needed information about the program.

SCHOOL OF ARTS AND SCIENCES PURPOSE STATEMENT

The School of Arts and Sciences strives to educate its students with the multi-faceted context of the liberal arts. Using both the riches of the past and the knowledge of today, Concordia instills in its students a disciplined and coherent worldview to prepare them to be active and effective leaders in today's world of athletics.

GENERAL UNIVERSITY INFORMATION

ACCREDITATION

Concordia University and the MCAA Program are fully accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, P.O. Box 9990, Oakland, CA 94613-0990, (510) 632-5000. Students and other interested parties may review accreditation documents by making a request to the Office of the Provost.

BOOKSTORE

Books are available online or through the bookstore. The campus bookstore is open during the regular academic year Monday–Thursday from 9:00 a.m.–6:30 p.m. and Friday from 9:00 a.m.–4:00 pm. Textbooks and school/study related items may be obtained as well as stationery items, gift items, cards and casual clothing carrying the university emblem. Additional hours and/or changes in hours will be posted. Summer hours vary. Please call the bookstore at 949-214-3454 for a summer schedule.

FOOD SERVICES

The university employs a professional food service to prepare food and provide an excellent dining service program for all students, employees and guests. The main dining hall is open during regular meal hours during the fall, winter, and spring terms and features a variety of "from scratch" entrees including a salad bar and made-to-order choices. Services in the Café also include a New York-style deli, full beverage bar and desserts ranging from fresh fruit to frozen yogurt. Money can be placed on one's student I.D. card through the campus bank. Students must be sure to specify that they want "flex" dollars put on their I.D. cards to use them in the Café. Cash is also acceptable.

LIBRARY AND LEARNING RESOURCES

In an era of technology and information, the library plays an essential role in providing resources students and faculty need to achieve academic excellence. Located next to the main parking lot, Concordia's library services provide rich on-campus collections complemented by many public, academic and research libraries in the area. Our librarians and student assistants are happy to acquaint students with the computer programs available for research. These include Sport Discuss, InfoTrac, ERIC, ALTA Religion Database and Unicorn (Online Catalog). Databases are accessible from any network port on campus and to registered students from off campus through a proxy server. Students must have a password to use these databases off campus. VCRs and monitors are provided for your convenience as well as copy machines. Conference rooms and a teacher resource room are also available on a first come, first serve basis. Please visit http://library.cui.edu/lib/index.htm for the most up-to-date library hours. Students must have a current student I.D. in order to check out library materials.

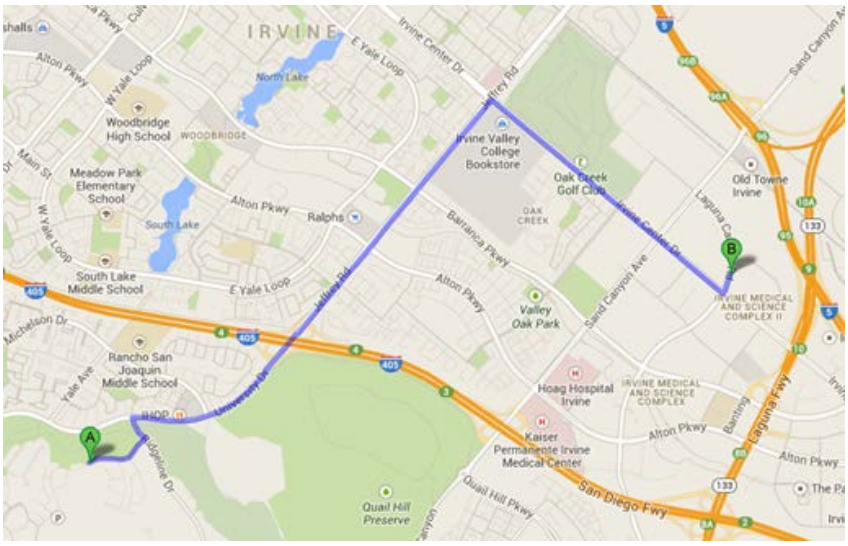
The Concordia Writing Center is available to all current Concordia University, Irvine students. The center can assist with brainstorming, focusing ideas, improving revision and proofreading skills, and format and documentation for research papers. The Writing Center is located in Theta Lounge. Call (949) 214-3444 to schedule an appointment. Students taking online courses can take advantage of the Online Writing Lab at http://www.cui.edu/StudentLife/Writing-Center/index.aspx?id=20512.

MCAA PROGRAM LOCATION

The MCAA Program is located at 15420 Laguna Canyon Road, Ste 150 Irvine, CA 92618. Parking is readily available. Below is a map and directions from Concordia University Irvine.

1. Turn left onto Ridgeline Dr. Go 0.1 miles.
2. Turn right onto University Dr. Go 0.8 miles.

3. Continue onto Jeffrey Rd. Go 1.5 miles.
4. Turn right onto Irvine Center Dr. Go 1.4 miles.
5. Turn left onto Laguna Canyon Rd. We are located on the right.



PARKING FACILITIES
The student and visitor parking lots, located on the west side of the campus close to the Library Arts Building have adequate parking for students. Parking permits are required for campus parking. These free permits can be picked up in the University Services/Security Department, Admin. 120. You will need to bring your drivers license, proof of insurance, and your vehicle registration to obtain your permit.

STUDENT IDENTIFICATION CARD
Graduate students may obtain their I.D. cards during normal business hours. At other times the I.D. cards can be obtained in the Registrar's Office (Grimm Hall 105). For out of area students, once you are enrolled contact Campus Safety at (949) 214-3000 to obtain an ID.

INSTRUCTIONAL TECHNOLOGY
For help with instructional technologies, please contact Walt Herd at 949-214-3258 or walt.herd@cui.edu. You can also contact Information Technology, located in Admin 220, or at ITS@cui.edu

APPLICATION INFORMATION
(see www.cui.edu/MCAA for application forms)

To be considered for admission to the master's program, a student must:

Have a bachelor's degree from a regionally accredited institution or an international evaluation verifying the equivalent of a regionally accredited U.S. bachelor's degree.

Steps to Apply to the MCAA Program:

1. Submit an online application for admission to the Graduate Admission's Office with **nonrefundable application fee of $50.00** (see www.cui.edu/MCAA for form).

2. Provide **ONE** official transcript from the college or university that shows your confirmed bachelors degree from a regionally accredited college or university. (*Transcripts must be received in an official SEALED envelope.*) If degree is from a non-U.S. institution, applicant must provide an official, detailed transcript evaluation from an approved international credential evaluation service that shows the equivalent of a regionally accredited bachelors U.S. degree. The Office of Graduate Admissions has approved IERF as an approved vendor for transcript evaluation. Information regarding this can be found at IERF.org.

3. A student may be **conditionally accepted** for 1 term (2 course maximum) with unofficial transcripts. The condition of this registration is that the official transcript must be received before registration for subsequent term is permitted. A "hold" will be placed on a student's account if official transcripts are not received. To remove a hold, contact the Bursar's office located on the 1st floor of Grimm Hall, or at (949) 214-3075.

4. **To be considered for full admission—**a cumulative GPA of 2.75 or better (4.0 scale) in all previous college work.

5. **To be considered for admission with a cumulative GPA below 2.75—**must submit a petition letter. This letter of appeal may be addressed to the Admissions Committee and mailed to Blake Hyepock or John Kulstad in the Graduate Admissions Office, 1530 Concordia West Irvine, CA 92612. For questions, contact Erika Arriaran at Erika.Arriaran@cui.edu or 949-214-3267.

International applicants whose first language is other than English must submit a passing TOEFL score. TOEFL scores must meet the minimum university requirement which is 550 for the paper based test, 213 for the computer based test and 79-80 for IBT. Official test scores must be mailed to Concordia directly from the test company.

Upon completion of all admission requirements, you will be notified by the Graduate Admission's Office regarding your acceptance into the MCAA program.

FINANCIAL AID INFORMATION

Concordia University participates in programs of financial aid to university students which have developed nationally, within the State of California, and within the church.

Federal student loans are also available to eligible post baccalaureate students. Financial Aid is distributed according to university policies. Financial Aid counselors will assist students in the completion of the appropriate forms. Forms are available in the Financial Aid Office (1st floor of Grimm Hall) or on the website at cui.edu/financialaid.

1. TUITION AND FEES

- Application fee is a one-time payment of $50.00 ($150.00 for international students). The application fee is due with the application for admission to the program. Payment may be made by cash, check or credit card. Tuition rate for each academic year is set prior to the summer session. Although some courses may have special fees, generally the only further costs are for textbooks and supplies.
- The tuition rates apply to the academic year June through May.
- Once the student is registered and fees paid for the first class and assuming continuous enrollment until the degree is completed, the tuition rate will remain the same until you graduate.
- Registration of your vehicle is required if classes are taken on the campus; however, there is no parking fee.

2. PAYMENT POLICIES AND PROCEDURES

Full payment of tuition and fees is due prior to the beginning of class. Total payment is due if your FAFSA has not been filed. Payment plans are available. Payment may be made by cash, credit card or check. Please contact the Laura Goodman at (949) 214-3122 for information regarding our monthly payment plan.

3. REFUND POLICY

- **Refunds Prior to Beginning of Courses**: Enrolled students may cancel enrollment and receive a refund of all monies paid (with the exception of the application fee) prior to the first day of classes for the course(s) in which they are enrolled.
- **REFUNDS AFTER CLASSES BEGIN:** Students who withdraw from school after classes begin may apply in the Bursar's Office for refunds (i.e., tuition, student service fee, room and board). Concordia University refund policy is determined by a weekly percentage. Once the 60 percent or more of the term is complete, refunds are no longer available.
- **RETURN OF TITLE IV FEDERAL FINANCIAL AID POLICY** (This policy is in effect as a result of the Higher Education Amendments of 1998 HEA 98). The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, Federal Stafford Loan and Federal Plus Loan. A student withdrawing from

Concordia University during a term must file an official withdrawal form with the Office of the Registrar located in Grimm Hall 119, or contact Charlie Rodrigues at charlie.rodrigues@cui.edu or (949) 214-3087. If a student is not able to visit the office, he/she may contact a staff person in the office regarding the withdrawal date. The student's official withdrawal date will be determined by the university as:

1) the date the student began the university's withdrawal process;
2) the midpoint of the term if the student withdraws without notifying the university; or
3) the student's last date of attendance at an academically related activity as documented by the university.

If the student begins the withdrawal process and then later decides to continue attendance at Concordia University, the student must indicate this in writing to the Office of the Registrar and indicate that his/her intention is to complete the term.

If a student withdraws during a term, the portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days that the student completed before he/she withdrew. If the percentage earned is 60 percent or greater, the student is considered to have earned 100 percent of eligibility. This policy does not affect the student's charges. The university's withdrawal policy will be used to determine the reduction, if any, in the student's tuition, student service fee, room and board charges. If it is determined that a portion of the financial aid received on the student's behalf is unearned, the university shares with the student the responsibility of returning those funds. Any grants and loans that a student is required to return to the federal programs are considered overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. **If the student fails to repay or make payment arrangements to repay an overpayment, the student will lose his/her eligibility to receive future federal financial aid at any institution.**

4. LOANS

As a graduate student at Concordia University, you are eligible to apply for federally guaranteed student loans under the Federal Family Education Loan Program (FFELP). The FFELP includes the Federal Subsidized Stafford Loan or the Federal Unsubsidized Stafford Loan. A Graduate PLUS loan, for which graduate students only are eligible, is also available. You become responsible to repay on a Federal Stafford Loan six months after you graduate, drop below half-time status or withdraw from school. The six months is called a "grace period." For the Unsubsidized Federal Stafford Loan, the borrower is responsible for interest that accrues during the in-school, grace and deferment periods. There is no grace period for the PLUS loans. Repayment begins immediately after the loan is fully disbursed.

5. FINANCIAL AID PROCESS

- Pick up financial aid paperwork from the Financial Aid Office, request it from the Financial Aid Office first floor of Grimm Hall (grad.finaid@cui.edu) or download it at www.cui.edu/financialaid.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Concordia University's code is 013885.
- Complete the post-baccalaureate financial aid application and submit it to the Financial Aid Office. If you have attended prior institutions, please list them at the bottom of the front page. Please complete all sections. On this form you will indicate the number of units you plan to take per term. Each course is four units. .
- You will receive a Student Aid Report (SAR) after you send your FAFSA to the Federal Student Aid Program. The SAR reports back all the information that you originally reported on the FAFSA. Once your receive it, please review it for accuracy and make any corrections that may be necessary.

The federal processor randomly selects one-third of all FAFSAs submitted for a process called verification. If you are selected, you will need to provide the following documents:

* Submit a signed copy of your/your spouse's IRS 1040, 1040A or 1040EZ to the Financial Aid Office. Please be sure to include all pages you submit to the IRS, including copies of your W-2 forms. If you do not file with the IRS, you must indicate so on the verification worksheet and you may be requested to complete a budget worksheet.
* Submit a verification worksheet.

Once all of these steps have been completed and you are registered for classes, the Financial Aid Office will review your information and determine your eligibility for financial aid for the academic year in which you are enrolled. This will include reviewing the resources you have available to pay for your education and the educational costs that you will incur while attending Concordia University.

Satisfactory Academic Progress (SAP) Policy

- Federal regulations require all schools participating in Title IV financial aid programs to have a Satisfactory Academic Progress SAP policy. Title IV financial aid programs include: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan, Federal Direct PLUS Loans, and Work-Study. The requirements of this policy apply to all students receiving federal, state, and institutional aid.

Minimum Standards

To remain eligible for federal grants, loans, and work-study, students must meet the standards indicated below at the end of each term. Please note the standards to establish and maintain eligibility for Title IV assistance are more stringent than the University's academic standards for continuous enrollment. At the end of each term of enrollment, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum timeframe. Failure to meet the minimum cumulative standards may result in a loss of financial aid eligibility.

- **Qualitative Measure of Progress**

The qualitative requirement sets a minimum Cumulative Grade Point Average (GPA) for the degree level at which a student is classified. Note: This is the GPA used to determine one's status and includes grades from courses taken at all other schools that are accepted by Concordia. To remain in compliance, a student must maintain the following cumulative GPA after each period of assessment:

  - Graduate students 3.0

- **Quantitative Measure of Progress**

The quantitative requirement contains two components, (1) Pace of Progression and (2) Maximum Timeframe.

1. **Pace of Progression/Completion Rate**

   The credit hour completion rate reflects the pace at which students must progress to ensure that they are able to complete their degree program within the maximum timeframe. The pace of progression is calculated by dividing the cumulative number of hours the student has successfully earned by the cumulative number of hours the student has attempted. All students regardless of classification must earn 67% of all hours attempted. This is a cumulative calculation and includes credits attempted at all schools before and while attending Concordia.

Hours Attempted: Hours attempted include all hours pursued in the student's career and are counted in the maximum timeframe whether or not financial aid was received. Attempted hours also include the following: withdrawals, incompletes, failing grades, remedial coursework, repeated coursework, and transfer credits accepted by the University.

Satisfactory Academic Progress (SAP) Appeals are available. Contact the Financial aid Office for more information.

Repeated Coursework: Students are allowed to repeat a previously passed course and have it count toward enrollment for financial aid eligibility only once. However, all repeats count against the maximum timeframe (total attempted credits) and reduce the pace/completion rate because they count as earned credits only once.

For Financial Aid questions contact Chris Preszler at (949) 214-3077 or chris.preszler@cui.edu.

ACADEMIC INFORMATION AND POLICIES

1. ACADEMIC ADVISING

Planning for the MCAA degree program must be done in consultation with an MCAA Academic Advisor: Chelsea Mailhiot (Chelsea.mailhiot@cui.edu or 949-214-3261) or Lupe Valdivia (Lupe.valdivia@cui.edu or 949-214-3260). The best time to reach Chelsea is from 8am to 5pm ET Monday through Friday, and Lupe from 8am to 4:30pm PST Monday through Friday. This ensures that the candidate is aware of the current program requirements and has scheduled his/her program to be completed with these requirements.

2. MASTER OF ARTS DEGREE

A student has six years to complete all requirements in the MCAA degree.

3. CLASS ATTENDANCE

Registered students have freely accepted personal responsibility for enrollment and class attendance. Students are expected to participate in all class activities for the online, onsite, or blended courses in which they are enrolled. Students are expected to notify their instructor(s) of planned absences in advance and unplanned absences, due to sickness or emergency, within a reasonable period of time. All homework is to be turned in on time. Any late work will receive a reduced number of points.

Each onsite or blended course meets for a maximum of (11) class sessions. If a student is absent for more than one class session, without prior approval of the instructor, the student shall be subject to receiving an "F" for the course. Extenuating circumstances will be considered at the discretion of the instructor. Failure to attend class does not constitute a "withdrawal."

4. COURSE BLACKBOARD SHELL AVAILABILITY

The course Blackboard shell will be open to students on the first day of the term and will close one week after the course is completed. Students should save electronic and/or hard copies of all papers returned through Blackboard with professors' comments to serve as a record of the completed work and to provide assistance with future chapters that may be included in the MCAA 595 professional portfolio.

5. COURSE LIMITATIONS

Students are limited to taking 8 units during the Fall, Winter, and Spring terms and 12 units during the Summer term.

6. COURSES: ADD—DROP—CHANGES

After the registration period has closed, it is the student's responsibility to contact the registrar's office to make course changes. Changes need to be made on the official Add/Drop form available from MCAA Academic Advisors

Courses may be **added** during the first week of the term using the Add/Drop form referenced above.

A course may be **dropped** during the first two weeks of the term without receiving a "W" on the academic record. Courses dropped after week two up to the last week of classes will receive a grade of Withdrawal "W." **A course may not be dropped during the final week of the term.**

Please pay close attention to the add/drop dates; they will be strictly enforced. You must formally withdraw from a course; **non-attendance does not constitute a withdrawal.** If a course is not dropped using the above procedures, the instructor will assign an A/B//F grade.

A student will not receive a full refund for any courses dropped after the first day of classes for the term in which they are enrolled. Full refunds will not be given, even if the student has not attended class.

7. GENERAL APPEALS POLICY FOR GRADES/ACADEMIC DISPUTES

For all issues other than admission, the following summarizes procedures for appeals. Students with grievances must address those grievances with the person or office directly involved. If the student does not feel the issue is satisfactorily resolved he/she may file a formal written appeal with the Dean of the School of Arts and Sciences. The appeal should contain a rationale as to why the decision in question should be reconsidered. The Dean will render a decision within seven days or call for an appeal committee composed of two MCAA faculty and one graduate

student. Any current graduate student may appeal the Dean's decision and request a formal appeal hearing. The findings of the Appeal's Committee are final.

8. STOPPING OUT AND INACTIVE STATUS

Students may stop taking classes for one term. However, if a student stops taking courses for two consecutive terms, he or she must complete a re-admission application and will be responsible for the current tuition rate at which they re-enter the program. If the stop out is longer than one year, the student is considered inactive and must re-apply through Admissions.

9. MAINTAINING GOOD STANDING IN THE MCAA PROGRAM

Students are responsible for maintaining and monitoring their own satisfactory progress. A student must maintain a cumulative 3.0 to remain in good standing in the MCAA program. If a student drops below a 3.0, the student has one term on probation. By the end of that term, the student must have brought the GPA back to the acceptable 3.0 cumulative or the student will be dismissed from the program.

10. PROBATIONARY STATUS

A student is classified as on probation if he/she has been fully admitted to a degree program and does not maintain the appropriate cumulative 3.0 GPA or receives an F in a course. Other reasons a student may be classified as probationary may include issues related to moral or ethical character and/or other conditions or combination of conditions that cause substantive reason to question the student's fitness for the program. A student must resolve any issues leading to the probationary status by the last day of the term following the term in which the condition resulting in probationary status arose. If this is not possible, i.e. the course needing to be repeated is not offered, the program director may determine an appropriate time line. If the probationary status is not remedied, the student will be dropped from the program.

11. MCAA PROGRAM HONOR CODE

Rationale of an Honor Code in the MCAA Program at Concordia University

The essence of the Christian message is succinctly articulated by the Apostle Paul in Ephesians 2:8-9: *"For it is by grace you have been saved through faith; and this is not your own doing, it is the gift of God – not because of works, lest any man should boast."* Paul makes it poignantly clear that we humans can do nothing to save ourselves but rather, that our salvation is all about Christ. The Christian's response to this grace is to live with great humility and thankfulness and strive to honor Christ their Savior by their actions and words.

It has been said that the "price of freedom is responsibility." The quality of our democratic society depends upon individuals being accountable for their moral decisions and daily behavior. Each of us must be able to answer for our conduct and learn to be trustworthy to all in society who depend upon our character and performance. Unfortunately, we don't have to look very far to find an absence of values that were once embraced in early American history by respected titans such as Washington, Jefferson, Lee, and Teddy Roosevelt.

Donald McCabe from Rutgers University served as the first President of the *Center for Academic Integrity*, which is housed at Duke University. Dr. McCabe's ongoing research highlights the absence of an essential value that is at the core of one's character – *Honesty*. McCabe reports that "75% of university students today admit to some form of cheating." McCabe goes on to say that "there have always been struggling students who cheat to survive, but more and more, there are students at the top who cheat to thrive" (Perez-Pena, New York Times, 2012). In a recent study by Roberts & Wasieleski (as reported in Perez-Pena, 2012) at Duquesne University it was found that "the more online tools college students were allowed to use to complete an assignment, the more likely they were to copy the work of others."

The *Center for Academic Integrity* is a consortium of 200 universities that have developed honor codes to signify their determination to take a determined stand for the fundamental value of – Honesty. The *Center for Academic Integrity* is convinced that the majority of students would prefer an environment where honesty, rather than cheating, is the norm. Researchers found that when a school clearly articulates its

standards and asks students to take responsibility for upholding them, most students will try to live up to those expectations.

The purpose of implementing the Honor Code system for the MCAA Program at Concordia University Irvine is to promote the highest standards of academic integrity. This integrity is upheld by individuals who strive to maintain a personal sense of honor while at the same time encouraging others to assume similar expectations. Concordia University Irvine assumes that each student holds honor and integrity in the highest esteem unless his or her actions prove otherwise. The goal of the Honor Code is to create a community of trust and respect.

Implementation of the Honor Code at Concordia University Irvine

Each student enrolled in the MCAA Program at Concordia University Irvine is to assume responsibility for refraining from dishonorable conduct. The Honor Code empowers each member of the community by providing the opportunity to act with honor and to make a choice between what is right and what is wrong. All students upon admission to the program will be asked to sign a document pledging to abide in a culture of honesty at Concordia University.

Academic Misconduct

Academic misconduct includes all acts of dishonesty in any academic matter. Academic dishonesty includes, but is not limited to the following:

Cheating: using unauthorized materials, information, study aids, or papers purchased from computer resources

Plagiarism: failing to cite information taken from someone else and using it in papers suggesting the words, data, or ideas are one's own

Fabrication: presenting information as being genuine when it is in fact, false

Misrepresentation: falsifying, altering, misstating the contents of documents, or reporting information as factual that is taken from unreliable sources.

Penalties for academic misconduct can range from a reprimand to a penalty as severe as failing an assignment or course, suspension for a definite time or even expulsion from the program. The Director of the MCAA Program has the authority to impose the full range of penalties.

Honor Code Violations

The Director of Curriculum and Instruction of the MCAA Program will investigate all alleged reports of Honor Code violations that are brought to his/her attention by the students, faculty, or administrative staff of Concordia University Irvine. Each student is considered not guilty until determined guilty in respect to reports of acts of dishonesty. If a level of guilt is established, the Director of the MCAA Program will make a ruling on appropriate consequences. The Dean of the Arts and Sciences has the power to endorse, reverse, or modify the original ruling should an appeal be made.

Concordia University Irvine is committed to helping its students become Wise, Honorable, and Cultivated citizens. All students are expected to embrace lives of integrity and observe standards of conduct appropriate to a community of honorable scholars.

The Honor Code Pledge:

I pledge that I will not at any time be involved with cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student in the MCAA Program at Concordia University Irvine. I understand that violation of this code will result in penalties as severe as indefinite suspension or expulsion from the University.

Student Signature: _____ Date: _____

12. ACADEMIC DISMISSAL

The first step in academic dismissal is placing a student on probationary status. Students who do not remedy academic difficulties and return to "good standing" within one term will be dismissed from their program.

13. REPETITION OF MCAA COURSES

A master's degree course may be repeated only one time in order to improve the GPA necessary for continued enrollment in the program. Courses must be repeated at Concordia. No more than one course may be repeated. When a course is repeated, the higher grade takes precedence and is averaged into the GPA. The lower grade is still indicated on the transcript but is not averaged into the GPA. (For instance, if a student earned an "F" the first time he/she took a course, but earned a "B" upon retaking the course, his/her transcript would indicate both times the student took the course along with the respective grades. The "B" grade would be averaged into the GPA, because it is the higher of the two. The "F" grade would no longer be averaged into the GPA; however, the transcript would still indicate that the student received an "F" the first time he/she took the course.

14. DISABILITY SERVICES AND ACCESSIBILITY

Concordia University, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, is committed to providing reasonable accommodations for qualified students with disabilities so that they can participate in the university's educational programs and activities. It is the student's responsibility to make his/her needs known in a timely manner by providing the university with proper verification and documentation of the disability. Guidelines for proper verification can be obtained from the Disability and Learning Resource Center (www.cui.edu/DLRC) director. As procedures for documentation and accommodation review take time, the student is encouraged to request accommodations prior to the beginning of each course. Requests for reasonable accommodations are facilitated through the Disability and Learning Resource Center.

15. TRANSCRIPTS

A transcript order is defined as a request for a transcript to each separate destination/address; each separate destination/address constitutes a separate order. Students may obtain an official transcript of their academic record by filing a request at the Office of the Registrar. A fee is charged for transcripts and must be paid in advance. Ten working days should be allowed for processing and mailing of the transcript. Transcripts will not be released until all fees have been paid. Transcripts from other schools become the property of the university and will not be released or copied. Concordia University students transitioning from BA status to graduate status will not need to order transcripts from other institutions attended. Unofficial transcripts can be printed using Banner Web.

16. TRANSFERRING IN COURSES

A maximum of nine (9) term graduate units may be transferred for elective courses only into the Master of Arts in Coaching & Athletic Administration Program.

- Three graduate level courses of transfer which are 3 units each (total of 9 units) for two MCAA graduate level classes (8 units).
- Two graduate level courses of transfer which are 3 units each (total of 6 units) for one MCAA graduate level class (4 units).
- One graduate level course of transfer (3 units) will require an additional 1 unit independent study graduate level course taken through the MCAA Program with approval from the Director of the MCAA Program.

These courses must be approved by the Director of the MCAA Program and must closely match course descriptions in Concordia's program. All requests must be in writing along with appropriate course descriptions, syllabi and transcripts. Please note that Concordia University cannot guarantee that courses can be transferred to other institutions. For questions, please contact Lupe Valdivia at Lupe.valdivia@cui.edu or (949) 214-32640.

17. GRADING SYSTEM

The grade point average (GPA) at Concordia University is computed on a four-point scale and determined on the basis of the scale below. Specific grading requirements for each course will vary greatly, and the letter grades cannot be defined here other than in a general manner. ***Only grades of A through B- may be applied towards the Masters in Coaching and Athletic Administration.***

The following grade points are applied by the Office of the Registrar to the grade point average for each final grade given by the professor.

	A	**4.0 grade points**
	A-	**3.7 grade points**
	B+	**3.3 grade points**
	B	**3.0 grade points**
	B-	**2.7 grade points**
	F	**0.0 grade points**
	P	**Passing Grade – No grade points**
AUD	**Audit**	Assigned for classes attended for no credit and for the purpose of gaining information without the requirements of tests and papers.
IF	**Incomplete**	Assigned when a student, with the consent of the instructor, postpones the submission of certain work because of extenuating circumstances. **Incompletes must be removed within seven weeks from the beginning of the next term, excluding summer sessions, unless an extension is granted by the instructor with an approval from the dean.** Incompletes incurred during summer sessions must be removed within seven weeks from the beginning of the fall term with the same stipulation. Failure to remove an incomplete will result in the automatic change to the alternate grade (F).
IP	**In Progress**	Assigned when an educational experience (e.g. thesis and practicum) is designed to extend beyond a single grading period. An "IP" grade must be accompanied by the terminal date at which the regular grade is due. When the grade is not assigned and submitted to the registrar within the specified time after the terminal date, the grade of "I" will be assigned in accordance with the policy on the grade of "Incomplete." Thereafter, the course is governed by the rule of "I."
CR	**Credit**	Assigned when credits are earned by examination rather than by attendance.
W	**Withdrawal**	Assigned when a student officially withdraws from a class after the sixth week.
WF	**Withdraw F**	Assigned when a student officially withdraws from a class after the sixth week through the last day of instruction.

Grade Changes It is the student's responsibility to bring any error in grades to the attention of the instructor within one term following the issued grade. Grade changes are made only because of computation or recording errors and must be corrected no later than the last day of classes of the next full term. Submission of extra work after a term is completed will be permitted only when a grade of "Incomplete" was assigned.

GRADUATION

All Master of Arts students are encouraged to celebrate the completion of their program by participating in either the December or May graduation ceremony. However, students need to plan ahead for this event and be in good academic standing (cumulative GPA 3.0). All students must have completed their program or be currently enrolled in MCAA 595 or MCAA 595E with plans [verified by their academic supervisor] to have their culminating project completed by December or May in order to participate in the graduation ceremony.

GRADUATION POLICIES

Each student must register for graduation by the specified deadline. Applications for graduation are available on the Concordia University website and must be completed even if you do not plan to participate in the graduation ceremonies. Graduation application deadlines are available at http://www.cui.edu/studentlife/registrar/index.aspx?id=23588.

Graduation applications deadlines are posted on the Registrar's page of the website. Concordia University holds commencement in December or May. Applications are processed at the end of each term. Please allow four to five weeks for your degree to be posted upon the completing of the term. Graduation applications deadlines are posted on the Registrar's page of the website.

SECTION II: Program Overview

RATIONALE

The School of Arts and Sciences offers a master's degree program in coaching & athletics administration. This program provides a unique opportunity for programs in athletic administration or physical education. Concordia's program provides leadership as coaching and athletics administration develop as a profession, especially in the realm of infusing ethics and values into coaching.

Issues facing programs include: lack of well-qualified personnel; a need for ethics training, and a defining philosophy of sport. The MA in Coaching & Athletics Administration Program will combine the best practice in instructional methods in sport science and will include material that emphasizes ethical practices and principles in real life situations. This is consistent with the mission of Concordia University, Irvine. The program is broad in its foundation building upon the liberal arts, yet sufficiently focuses on the emerging profession and discipline of coaching.

ACCREDITATION STANDARDS AND/OR PROFESSIONAL ASSOCIATION GUIDELINES

The National Standards for Athletic Coaches (37 standards organized into eight domains) as developed by the National Association for Sport and Physical Education (SNASPE) as its program standards. Students will develop portfolios as a part of their culminating projects demonstrating competency in each of the eight domains. Course projects that support the eight domains will be identified in the course syllabi. The eight domains are:

1. Injury Prevention, Care and Management
2. Risk Management
3. Growth, Development and Learning
4. Training, Conditioning, and Nutrition
5. Social-Psychological Aspects of Coaching
6. Skills, Tactics and Strategies
7. Teaching and Administration
8. Professional Preparation and Development

MCAA REQUIREMENTS

Master of Arts; Coaching and Athletics Administration — **36 Units (TOTAL)**

Master of Arts; Coaching and Athletics Administration Core — **20 Units**

Course	Name	Units
MCAA 510	Principles of Coaching & Leadership	4
MCAA 530	Ethics and Sport	4
MCAA 550	Research Methods & Analysis	4
MCAA 580	Legal Aspects of Sport	4
MCAA 595	Culminating Project	4

ELECTIVES
Must choose 4 classes — **16 Units**

Course	Name	Units
MCAA 520	Psychology of Coaching	4
MCAA 540	Sport Technologies	4
MCAA 541	Advanced Sport Technologies	4
MCAA 560	Leadership & Administration	4
MCAA 561	Athletic Finance	4
MCAA 562	Facility Planning and Event Management	4
MCAA 563	Intercollegiate Athletics in America	4
MCAA 564	Adv. Theories and Strategies for Coaching Competitive Cheer	4
MCAA 565	Advanced Theories and Strategies for Coaching Tennis	4
MCAA 568	Advanced Theories and Strategies for Coaching Soccer	4
MCAA 569	Advanced Theories and Strategies for Coaching Lacrosse	4
MCAA 570	Sport Medicine & Performance	4
MCAA 571	Advanced Theories and Strategies for Coaching Golf	4
MCAA 572	Advanced Theories and Strategies for Coaching Cross Country	4
MCAA 573	Advanced Theories and Strategies for Coaching Basketball	4
MCAA 574	Advanced Theories and Strategies for Coaching Football	4
MCAA 575	Advanced Theories and Strategies for Coaching Softball	4
MCAA 576	Advanced Theories and Strategies for Coaching Volleyball	4
MCAA 577	Advanced Theories and Strategies for Coaching Baseball	4
MCAA 578	Advanced Theories and Strategies for Coaching Water Polo	4
MCAA 579	Advanced Theories and Strategies for Coaching Wrestling	4
MCAA 582	Women in Sport	4
MCAA 585	Strength, Speed & Conditioning	4
MCAA 586	Advanced Strength, Speed & Conditioning	4
MCAA 590	Coaching Academy	4
MCAA 591	Athletic Director Institute	4
MCAA 592	Internship	4

** A maximum of two sport specific classes may be taken as electives.*

** Most sport specific classes are offered in the summer.*

The MCAA courses are offered four times during the year: Fall, Winter, Spring and Summer.

Key:	
Fall	Course begins the last Monday in August
Winter	Course begins in mid November
Spring	Course begins in February, the last Monday of the month
Summer	Tentative Summer Course Schedule will be posted in March
	One week summer intensive classes meet M-F, 8 a.m. - noon and 1 p.m. - 5 p.m. on the scheduled days.

Students in the onsite program will meet from 6:00 pm to 10:00 pm on Mondays for eleven weeks during the Fall, Winter, and Spring terms. Students may take two or three courses during the Summer terms; these terms are one week long from 8:00 am to 5:00 pm Monday through Friday. The on-line courses follow the same calendar and are available on a 24-hour basis.

SECTION III: COURSE DESCRIPTIONS

Master of Arts: Coaching & Athletics Administration (36 units)

MCAA 510 Principles of Coaching & Leadership **4**

Methods of teaching sport skills, and sport management skills. The purpose will be to promote athletes' growth, development, and learning, while teaching age-appropriate skills. Includes analysis of National Coaching Standards.

MCAA 520 Psychology of Coaching **4**

Sport psychology principles applied in a coaching environment, including the concepts of motivation, confidence building, competitive anxiety, communication skills, group processes, and emotional growth.

MCAA 530 Ethics and Sport **4**

Examines and analyzes the philosophy and ethics of coaching. Students will examine how values are communicated, and how to facilitate positive social and emotional growth. Students will write personal statements on their philosophy of coaching, and will work through ethical dilemmas in sport.

MCAA 540 Sport Technologies **4**

Examines current uses and application of technology in sport. Included will be video analysis of skill, analysis of computer data printouts, and integration of technology with coaching and administration applications. Students will apply skills, strategies and tactics in applied analysis training
**Students may select 540 OR 541 but not both.*

MCAA 541 Advanced Sport Technologies **4**

Advanced sport technologies will be integrated into coaching and administration applications to enhance athletic performance. The use of technology to analyze athletic performance and maintain health prevention will be covered. Cutting edge advances in equipment and products will be studied and researched. Students will apply skills, strategies and tactics into their specific career for practical application.
**Students may select 541 OR 540 but not both.*

MCAA 550 Research Methods & Analysis **4**

Review of graduate research techniques. Introduction to action research and professional portfolio development.

MCAA 560 Leadership & Administration **4**

Principles of leadership, organization, and management of sport programs. Included will be leadership skills and techniques, communication, scheduling, and program reviews.
**Students may select 560 OR 563 but not both.*

MCAA 561 Athletic Finance **4**

An advanced study in the marketing and sponsorship of sport programs. It will incorporate the theories of athletic finance, current strategic planning models, and application for budgeting, grant writing, and fundraising.

MCAA 562 Facility Planning and Event Management **4**

An advanced study in event management and planning of sport facilities. It will incorporate the development of new sport facilities and the management of existing sport facilities. Included in the study will be current event planning models, sport facility related finance, and facility management.

MCAA 563 Intercollegiate Athletics in America **4**

This course is designed to help athletics administrators take the next step in their journey to leadership excellence. Identifying timeless principles will help both two-year and four-year collegiate athletics directors navigate a course involving studying, practicing, and developing leadership skills and competencies. Through integrating and implementing leadership concepts, applications and frameworks, leadership performance will be enhanced. To develop and improve administrative skills, students will interview a two or four-year athletics administrator covering seven key areas of administration. A focus is placed on branding and developing pillars to support an athletics program. As always, the dynamics of the MCAA program and this specific course content are created for practical application.
**Students may select 563 OR 560 but not both.*

MCAA 564 Advanced Theories and Strategies for Coaching Competitive Cheer **4**

The course focuses on the coach's responsibilities and assists in meeting the requirements to coach cheer at the competitive level for school-based teams. The curriculum teaches strategies that will assist the athletic director and school administrator. Topics include: history/tradition, skill breakdown, strategic choreography, practice and competition organization.

MCAA 565 Advanced Theories and Strategies for Coaching Tennis **4**

This course will provide tennis coaches with the tools to take their coaching to the next level. Emphasis will be on coaching philosophy, program development, and continued professional growth. Topics covered are; physical training techniques, technical vs. tactical training, mental training, cultivating relationships with administrators, parent groups, and officials and preparing players for the next level. This will be done through classroom and practical instruction; as well as presentations by guest speakers. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

MCAA 567 Advanced Theories and Strategies for Coaching Track and Field *Intensive Course **4**

Curriculum is broad based, covering all key aspects of managerial and technical coaching. Technical sections are illustrated with pertinent video created specifically for this course, to enhance clarity and understanding. The course MCAA 567 Advanced Theory and Strategy for Coaching Track and Field includes managerial, ethical and technical duties of the track and field coach as well as aspects of training design and event-specific training.

MCAA 568 Advanced Theories and Strategies for Coaching Soccer *Intensive Course **4**

Will provide soccer coaches with the tools to build upon their coaching philosophy, assist with program development, and continue with professional growth. The program will include; practice planning, technical vs. tactical training, cultivating relationships with administrators, parent groups, and officials and preparing players for the next level. This will be done though classroom and practical instruction; as well as presentations by guest speakers. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

MCAA 569 Advanced Theories and Strategies for Coaching Lacrosse **4**

This course will serve to further the knowledge of both the veteran and the new lacrosse coach, covering topics such as: skills development, teaching lacrosse tactics and strategy, coaching philosophy, practice organization, developing strength training/conditioning programs, improving relationships with game officials, parents and Booster groups, and more.

MCAA 570 Sport Medicine & Performance **4**

Recognizing and caring for sport injuries. Included will be basic physical evaluation and taping skills, as well as purposes and procedures for adequate care of injured athletes. An application of nutrition information and eating to win is also included.

MCAA 571 Advanced Theories and Strategies for Coaching Golf *Intensive Course **4**

Advanced training to improve the coaching of golf. Theories, strategies and course content will include: history and etiquette of the game, proper mechanics and teaching/recruiting techniques. A combination of classroom learning and practical application of driving range. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

MCAA 572 Advanced Theories and Strategies for Coaching Cross Country *Intensive Course **4**

A professional development training designed for high school and college cross country and distance running coaches. Topics will include: philosophy of the sport, best coaching practices, warm-up and stretching, successful training theory, cardio-training, nutrition, injury prevention, weight training theory, cardio-training, nutrition, injury prevention, weight training, mental training, and recruitment. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

MCAA 573 Advanced Theories and Strategies for Coaching Basketball *Intensive Course **4**

A professional seminar designed to assist basketball coaches in developing their coaching philosophy, team building, and coaching strategies. Topics will include rules/regulations, team defense, special situations, fundamental offensive and defensive drills, strength and conditioning, and more. Experts currently working in the field will share/discuss their best practices coaching basketball. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

MCAA 574 Advanced Theories and Strategies for Coaching Football *Intensive Course **4**

This course will offer football coaches the opportunity to increase their knowledge of operating a football program. This class will cover; position specific drills, offensive and defensive alignment and strategies, the importance of continual learning, the recruiting process, and situational coaching. Course instructors will include high school and collegiate level coaches leading in-class and on-filed sessions. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

MCAA 575 Advanced Theory and Strategy for Coaching Softball *Intensive Course **4**

This advanced level course will enhance the knowledge of novice and experienced softball coaches. Experts currently working in the field will discuss best practices for coaching successful softball programs. Areas covered will include: philosophies implementation of good practices, identifying common coaching mistakes, fundamentals for each position, on-field implementation drills, good hitting basics, technology to improve hitting, on-field team defense and strategy, recruiting process, identification of coaching methods and personal coaching. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

MCAA 576 Advanced Theory and Strategy for Coaching Volleyball *Intensive Course **4**

This class will provide volleyball coaches with advanced training to improve coaching in volleyball. Discussion will include coaching philosophy, difference in the men's and women's game, training techniques in practice, coaching strategy, use of technology in practice and matches, sand volleyball, and running of high school, club and collegiate programs. The class will cover the various skills of volleyball, including attacking, blocking, setting, defense, passing and serving. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

MCAA 577 Advanced Theory and Strategy for Baseball *Intensive Course **4**

This class will provide advanced training to improve the coaching in baseball. Theories, strategies and best practices will include: planning, organizing and conducting quality practices; hitting and pitching mechanics and fundamentals; offensive and defensive strategies; baseball specific strength and conditioning; college recruiting and professional scouting elements. There will be guest instructors and on-field demonstrations throughout the class. *Requires class attendance as well as participation in pre and post attendance distance learning requirements.

MCAA 578 Advanced Theories and Strategies for Coaching Water Polo *Intensive Course **4**

An educational seminar designed to assist water polo coaches in developing a framework for the operation of an aquatics program. This training will serve as a valuable tool for veteran and new aquatics coaches. Topics will include: rules/regulations, coaching philosophy, best practices within training sessions, developing strength training/conditioning programs and improving relationships among game officials, parents and Booster groups. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

MCAA 579 Advanced Theory and Strategy for Coaching Wrestling *Intensive Course **4**

This course will serve to enhance the knowledge of both the new and veteran wrestling coach. Topics to be discussed will include skills development, tactics and counter moves, promoting your program, use of technology, coaching philosophy, strength and conditioning, practice organization, and community/media relations. There will be demonstrations and distinguished guest speakers throughout the course. *Requires class attendance as well as participation in pre and post attendance distance learning requirements.

MCAA 580 Legal Aspects of Sport **4**

Legal aspects of sport administration and coaching, including analysis of liability, application of sport law, and risk management. Included will be case reviews.

MCAA 582 Women in Sport **4**

Examines the historical, contemporary, and future perspectives of women in sport. Reviews insights from history, psychology, and sociology related to women in sport, as well as athletes' perceptions of their performance. Focuses on information and issues which are fundamental to understanding women's participation in sport.

MCAA 585 Strength, Speed & Conditioning **4**

Principles of strength, flexibility, power and cardiovascular conditioning. Students will learn to construct and apply conditioning programs.

MCAA 586 Advanced Strength, Speed, & Conditioning **4**

An advanced course that integrates sport training programs for individuals and teams will be studied. Proper resistance training, nutrition and conditioning will be developed and applied to construct a year-long training guide for optimal athletic performance.

Enrollment Requirements:

- Any student that has a credential in Strength, Speed and Conditioning, such as the CSCS (Certified Strength and Conditioning Specialist) from the National Strength and Conditioning Association.
- Any student that received an undergraduate degree in Exercise Science, Kinesiology, Biomechanics, etc. would be a candidate.
- A student with 5 years or more experience will be considered with instructor permission.
- A students working with the collegiate population.

MCAA 590 Coaching Academy **4**

This seminar prepares students in the areas of coaching certification, drug testing programs, and administration of athletic programs.

MCAA 591 Athletic Director Institute **4**

This seminar prepares students regarding the duties and responsibilities of becoming an Athletic Director. Topics include but not limited to: budgets, leadership, facilities management, administration of athletic programs.

MCAA 592 Internship **4**

The internship experience benefits the students by allowing them to apply graduate level training in an everyday job situation while continuing to earn college credit. Students will have the opportunity to choose from a variety of internship settings related to coaching or athletic administration. Students are responsible for securing their own internship site and facilitator. Students will be issued a MCAA 592 syllabus of specific assignments and objectives that they will need to complete as separate work for the course. Students must complete three courses of the MCAA program one of which is MCAA 510 Principles of Coaching and Leadership before they are to enroll in MCAA 592 or have ten years of experience in athletics.

MCAA Internship Requirements:

- Students must be in good academic standing (i.e., 3.0 or greater cumulative GPA).
- Applicants should complete the 592 Candidate Application Form no later than two weeks prior to the internship.
- Applicants are required to receive advanced approval for MCAA 592 from Tony Diaz and the Internship Coordinator. This _____ done at the time of registering for the class.
- Upon internship completion, a final internship reflection paper will be submitted to the class instructor, who will determine whether the student successfully met all requirements.

MCAA 595 Culminating Project **4**

This 4-unit experience will be an application of knowledge and skills related to one's area of coaching. Students must complete **a professional portfolio** which will be completed in their last session of attendance. A passing grade on the project is needed to complete this course. In order to enroll in MCAA 595 a student must have completed 4 core and 4 elective MCAA courses and have a cumulative G.P.A of 3.0 or higher in the program.

MCAA 595E1 Continuing of Culmination Project **4**

This class is an extension of MCAA 595 and students are to enroll in this course if they have not completed their professional portfolio while enrolled in MCAA 595. This course is 4 units with a fee of $1,000. If students enroll in this course they are responsible for following the ***current*** MCAA 595 portfolio guidelines at the time they submit the final portfolio. Therefore, previously written chapters that were completed

during ***any*** previous terms may need to be re-written in order to satisfy the ***current*** portfolio guidelines. Students are responsible for following all current guidelines. Portfolios submitted based on previous guidelines will not be approved.

MCAA 595E2 Continuing of Culmination Project **4**

This class is an extension of MCAA 595E1 and students are to enroll in this course if they have not completed their professional portfolio while enrolled in MCAA 595E1. This course is 4 units with a fee of $1,000. If students enroll in this course they are responsible for following the ***current*** MCAA 595 portfolio guidelines at the time they submit the final portfolio. Therefore, previously written chapters that were completed during ***any*** previous terms may need to be re-written in order to satisfy the ***current*** portfolio guidelines. Students are responsible for following all current guidelines. Portfolios submitted based on previous guidelines will not be approved.

MCAA 595E3 Continuing of Culmination Project **4**

This class is an extension of MCAA 595E2 and students are to enroll in this course if they have not completed their professional portfolio while enrolled in MCAA 595E2. This course is 4 units with a fee of $1,000. If students enroll in this course they are responsible for following the ***current*** MCAA 595 portfolio guidelines at the time they submit the final portfolio. Therefore, previously written chapters that were completed during ***any*** previous terms may need to be re-written in order to satisfy the ***current*** portfolio guidelines. Students are responsible for following all current guidelines. Portfolios submitted based on previous guidelines will not be approved.

QUESTIONS ABOUT THE SCHOOL OF ARTS AND SCIENCES MCAA PROGRAM SHOULD BE DIRECTED TO:

PROGRAM ADMISSIONS	ACADEMIC ADVISEMENT	PROGRAM DIRECTOR QUESTIONS OR INQUIRIES
Blake Hyepock Associate Director of Admissions – MCAA Concordia University 1530 Concordia West Irvine, CA 92612 Blake.hyepock@cui.edu 949-214-3577 John Kulstad Senior Graduate Admissions Counselor – MCAA Concordia University 1530 Concordia West Irvine, CA 92612 John.kulstad@cui.edu 949-214-3575	Lupe Valdivia Graduate Advisor Concordia University 1530 Concordia West Irvine, CA 92612 Lupe.valdivia@cui.edu 949-214-3260 Chelsea Mailhiot Graduate Advisor Concordia University 1530 Concordia West Irvine, CA 92612 Chelsea.mailhiot@cui.edu 949-214-3261	Tony Diaz MCAA Program Director Concordia University 1530 Concordia West Irvine, CA 92612 Anthony.diaz@cui.edu 949-214-3268

SUMMARY OF PORTFOLIO

The portfolio/independent research paper engages the student in the summary, synthesis and interpretation of relevant literature on a coaching portfolio issue. The paper builds upon, but does not directly replicate work from, previous papers written for courses. The most up to date documents regarding the portfolio are posted in MCAA 595 Culminating Project blackboard course each term.

MCAA Program Learning Outcome #5

Graduates will be able to: Design a personalized comprehensive athletic leadership portfolio

Course Learning Outcomes

Upon the completion of this course, the student will be able to:

1. Evaluate and refine the coaching philosophy. *(Outcome 1; Chapter II)*

2. Analyze an ethical dilemma from multiple perspectives in a Christian worldview. *(Outcome 2; Chapter IV)*

3. Demonstrate their understanding of legal issues, duties and risk management. *(Outcome 4, Chapter V)*

4. Demonstrate their understanding of research design by creating a research report which identifies the problem, includes a review of literature, methodology, findings and summary. *(Outcome 3; Chapter VI)*

5. Apply elective courses to personalize their portfolio which demonstrates athletic leadership. *(Outcome 5; Chapters III, VII and VIII)*

6. Demonstrate their understanding of an exemplary sport or athletic department by describing a quality program. *(Outcome 5; Chapter VI)*

MCAA 595 Culminating Project: What is the Culminating Project?

The Culminating Project is a professional portfolio which demonstrates, applies and articulates specific knowledge and skills related to professional and academic development. You will draw upon knowledge gained in your coursework through the MCAA program.

The project is a form of assessment written to a professional standard in APA format. The project will be submitted with appropriate binding and published to the MCAA Program, ultimately becoming a part of Concordia University.

Grading Policy

This is a Pass /Fail class. Students who do not finish MCAA 595 in one term will receive an IP (In Progress) grade. The student will then enroll in MCAA 595E1 the following term. At completion of the portfolio the student will either receive a "P" passing grade or "F" failing grade.

Course Evaluation

- **a. Grading Criteria and Structure:** All assignments must be submitted by the due dates. Material handed in after the due date will affect the time for instructor feedback.
- **b.** Students who desire reasonable accommodations due to a **documented** disability need to inform the instructor.
- **c. Policy on Academic Honesty and Plagiarism is available on Blackboard.**

Portfolio Completion Policy

Effective beginning Summer 2016, students will enroll in MCAA 595, a 4 unit course, and pay the full tuition for the course. If the student does not finish after one term (11 weeks), they will be required to enroll in MCAA 595E1, a four unit extension course, for an additional term (11weeks). If the student does not complete their culminating project in MCAA 595E1 they must register into MCAA 595E2, also a four unit extension course (11 weeks). If they don't finish again, they would be eligible for one last extension and enroll in 595E3, a four unit course (11 weeks). For each extension, students will be charged a $1000 extension fee. As a reminder, a student has six years to complete all requirements in the MCAA degree. Any students enrolled in MCAA 595 or 595E in the Spring of 2016 will be grandfathered in under the old policy.

For more information or questions you may have about the Culminating Project please contact Chelsea Mailhiot Chelsea.mailhiot@cui.edu 949-214-3261.