



COURSE INFORMATION

Course / Section:	BU 314
Course Title:	Event Management
School Name:	School of Business and Communication
Term:	Spring 2025
Credits:	3
Class time:	MWF 1:30 – 2:20pm
Classroom:	Brogan 102

INSTRUCTOR INFORMATION

Instructor Name:	Dr. Wendy Lam (aka Wonderful Wendy 😊)
Email:	via Canvas mail
Office Phone:	(808) 739-4606
Office Location:	Kieffer Hall, Room 20
Office Hours:	M 11:30 am – 12:30 pm T 1:15 pm – 2:15 pm W 11:30 pm – 12:30 pm
Kindly make an appointment for a meeting during office hours. Other meeting times can also be arranged if needed.	

COURSE DESCRIPTION & LEARNING OUTCOMES

University Course Catalog Description:

This course is designed to prepare students for every aspect of planning, organizing, and executing major events with an emphasis upon events in Hawaii (sporting, academic, civic).

Course Overview

This course is designed for students to research and explore the field of event management. Students will also have an opportunity to apply their knowledge and evaluate the results of an actual event.

Canvas will be used for this course.

There will be a mixture of individual and group assignments to allow students to apply the concepts learned in class.

Methods of Delivery

This course is designed to promote student participation through discussion of the current business environment as it relates to event management. Students will study and apply various business techniques to plan and solve problems in their project.

Methods of delivery include but are not limited to weekly meetings, discussions, exercises and activities, and reflection.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice, and peace
5. Educate for adaptation and change

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957)
Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice, and Peace (Aloha) Ka lama kū o ka no'eau ('Ōlelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'eau 203)
All knowledge is not taught in the same school

Program Learning Objectives

1. Explain the complex driving forces influencing sport and event management at multiple levels.
2. Identify key factors for success in the management of sport and special events.
3. Assess the impact of sport and events on the physical environment.
4. Evaluate the degree to which sport and event management contribute to the advancement of quality of life.

5. Apply learned knowledge and skills in sport and event management to an experiential project and through an internship.

Course Learning Objectives

By the end of our course, students will be able to:

1. Discuss how business environments affect events. (Learning report I)
2. Explain the importance of various event elements in achieving the goals of an event. (Learning report II)
3. Create measurements for evaluating the success of an event (Assignment)

Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3
Marianist Values	2	2	2
Program Learning Objective	1	2	2

Course Prerequisites

Please **check** Chaminade's Course Catalog for pre-requisites for this class at: <https://catalog.chaminade.edu/>

COURSE TEXTBOOK, REQUIREMENT & RESOURCES

Required Learning Materials

Lee, S. & Goldblatt, J (2020), *Special Events: The Brave New World for Bolder and Better Live Events*, 8th edition, Hoboken, NJ: John Wiley.
ISBN: 978-1-119-49814-8

Please check with CUH bookstore on textbook.

Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in Canvas Students
- Live chat with Canvas for students
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video](#) to get you started
- [Online tutorials](#): click on "Students" role to access tutorials
- Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu or call (808) 735-4855

Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students.

Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua 'Ike's website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment.

Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Course Expectations

Your final grade will be based on your performance on exams, assignments, class participation, professionalism, and attendance.

Honest & Timely communication with me via e-mail is expected if any unexpected changes occur in your life.

Note: In case of class cancellation, you will be notified via Canvas and your Chaminade email.

I **DO NOT** accept late work unless it was pre-arranged with proper documentation (e.g., doctor's note, university's official excused letter...).

Computer Proficiency Expectations

Students in this course are expected to be proficient in the following technology areas:

- Canvas LMS
- Chaminade email
- Microsoft Word and Excel
- Google drive

Course Attendance

Students are expected to attend class meetings and log in to Canvas daily to check for course announcements, materials, and assignments.

Behavioral Expectations

You are expected to conduct yourself in a manner compatible with the college's function as an institute of higher learning. To uphold this principle in the face-to-face BUS classroom, no cell phones, or "side conversations" that disrupt the learning process or interfere with the primary activity are allowed. Laptop computers may be used for taking notes or engaging in class activities. Please refrain from surfing the Internet, or using your computer for anything other than classwork. Lastly, please silence your cell phones before entering class. Thank you in advance!

Every student has the right to a respectful learning environment. In order to provide this right, students must take individual responsibility to conduct themselves in a mature and appropriate manner. I appreciate your serious approach to education.

COURSE ORGANIZATION, EVALUATION, GRADING & SCHEDULE

Course Organization

This course will comprise of class activities, group project, reports, and exams. A schedule is provided at the end of the syllabus.

Assessment

Assessment methods include tests, oral and written assignments, discussions, activities, and group work. Every effort will be made to return all student work in two weeks after submission.

Grade Distribution

Chapter presentation	40
Attendance	100
Test 1	100
Test 2	100
Assignments	180
Venue & Safety (40)	
Task & Timeline (50)	
Theme, Décor, Entertainment & Activities (50)	
Vendors evaluation (40)	
Learning report I	80
<u>Learning report II</u>	<u>100</u>
Total	700 pt

Grading Scale

A = 630 or more
B = 560 - 629
C = 490 - 559
D = 420 - 489
F = Below 420

Chapter Presentation

Submit annotated PowerPoint slides on the highlights of each chapter. Enter description under "Notes" for each slide. Each chapter presentation should have a 8 - 10 slides. Time limit is 10 minutes.

Assignments (4)

Will be posted on Canvas

Learning Report I – Environmental impact assessment

Research on the 2024 **Unity Prom on East Oahu**. Submit a 5-7 pages report (double spaced), not counting cover page and supporting materials.

- **Description** of the 2024 Unity Prom - including 5 W (1 page)
- **SWOT** analysis (1-2 pages)
- Research on **Best practices** AND **Other events** for Special Ed. students (1 - 2 pages)
- **Environmental Impact Assessment** (2 – 3 pages)
 - Discuss environmental sustainability strategies implemented and Recommend ways to minimize harm to the environment, promote sustainability and provide long-term benefits for communities in future Unity Proms. (e.g. energy consumption, waste generation, carbon emission, pollution, positive contributions to community...)
- Minimum 4 **References** in APA style. (1/2 page)

- Identify your sources in text AND on the reference page. Use headings for each section.

Neatness and professionalism are essential, and references must be accurate. Check with tutoring center before submission (with proof) to earn maximum points. Points will be deducted for spelling, syntax, and grammatical errors.

Please use APA guide to complete your written paper. Include references for all materials cited. Include control mechanism at each section. Include supporting materials such as photographs, sample invitations, menu, floor plan, guest list, decoration...as appropriate.

Learning report II

Attend the 2025 East Oahu Unity Prom

Submit a 6-8 pages report (double spaced), not counting cover page and supporting materials.

- **Event's Appeal to 5 senses** (1 page)
- **Identify and explain 2 Strengths & 2 Weaknesses** (2 pages)
- **Discuss 5 events details that you've learned to the event** (2-3 pages)
e.g. layout, flow, decor, finance, risks, staffing, safety, organization...
- **3 Suggestions** (with specific examples/ applications) for **West Oahu** event (2-3 pages)
- **Supporting materials**
e.g. correspondence from organizer, photo, coverage... of the event
- Use headings for each section.

Suggestions for Success

Manage your time wisely and stay organized! Learn how to use the required technology. Come to class prepared. Engage in the learning, discussions, and activities that take place in the classroom. Do not be distracted or distract others. Always do your best! 😊

Grading outside of Canvas

The faculty is responsible for correcting all submissions on Canvas. Please contact the faculty in advance if you cannot submit assignments on Canvas. It is the **students' responsibility** to check if the grade of an assignment is entered if the submission is not submitted on Canvas.

Challenging a Grade on an Individual Assignment

Should a student find at any point during the semester that they wish to challenge a grade they have received on an assignment, they are welcome to do so. Following are the grade challenging guidelines:

- Students must wait 48 hours after receipt of their assignment before challenging the grade
- Grade challenges must be submitted in writing via email, in respectful and professional prose
- Students must articulate, based on the merits of their work (not on circumstances) and the guidelines of the assignment/rubric, why they feel their grade should be amended
- Students have up to 2 weeks to challenge an assignment grade if desired.

Students also retain the right to academic grievance for final course grades through standard Chaminade processes should they feel this step is necessary.

COURSE POLICIES

Late Work Policy

Assignment submission boxes will promptly close on due date & time. Late work is NOT accepted unless it was pre-arranged with proper documentation (e.g. doctor's note, university's official excused letter...). Assignments which are not submitted by their due date will receive an automatic zero. Please plan ahead so that you can submit assignments on time.

If you find that you are having technical difficulties, please contact the Chaminade IT Helpdesk for issues related to Chaminade technology. If you have documentation from the Helpdesk indicating that they have identified a problem with the technology, I will allow you to submit the assignment once a resolution has been reached at no penalty to you. If students are unsure of their home technology, they should plan ahead to use the computer lab on-campus in order to submit work in a timely manner.

Grades of "Incomplete"

Incomplete grades are reserved for cases of illnesses and other emergencies that cause a student to be unable to complete the course by the due date. In such cases, the instructor has the option of issuing an "incomplete" grade at the end of the semester. Requests for an "incomplete" must be accompanied by substantive documentation.

Writing Policy

APA Style writing will be used in this class. For more information about this writing style, please visit:

<https://apastyle.apa.org/>

Instructor and Student Communication

Questions for this course can be sent via Canvas mail.

In-person or virtual meetings can be arranged. I will respond within 24 hours. If you do not hear back from me, please check your spam box and use another communication medium to contact me.

Student Conduct Policy

Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one students may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, [please refer to the Chaminade Catalogue](#).

IMPORTANT INFORMATION

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an "F" grade for the work in question, an "F" grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

Nondiscrimination Policy & Notice of Nondiscrimination

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found at the [Chaminade University Title IX Office Contact Information and Confidential Resources website](#). On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

CUH Alert Emergency Notification

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

Assessment for Student Work

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

Student with Disabilities Statement

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at ada@chaminade.edu each semester if changes or notifications are needed.

Kōkua 'Ike: Tutoring & Learning Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua 'Ike's](#) website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account > TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10-week term, or equivalent amount of work over a different amount of time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes, or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

This is a three-credit hour course requiring a minimum of 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend 21 hours preparing chapter

summaries, 15 hours meeting with faculty, 12 hours researching, participating and writing the four-page Learning Report I, 12 hours researching, participating and writing four-page Learning Report II, 48 hours researching and completing four assignment. There will be an additional 27 hours of work required beyond what is listed here (readings, communicating, presentation, attending and volunteering events etc.), averaging 1.8 hours each week.

TENTATIVE SCHEDULE

Faculty retain the rights to adjust the schedule. Any changes will be announced on Canvas.

Week	TOPICS - CHAPTERS	ASSIGNMENT
1/6 1/8 1/10	Welcome & Introduction Discuss course requirement	Read syllabus
1/13 1/15 1/17	Ch 1 Introduction to Event Leadership Sign up for a chapter presentation	
1/20 1/22 1/24	Fr. Chaminade/Dr. Martin Luther King Day – No class Ch 2 Research & SWOT	
1/27 1/29 1/31	Ch 3 Sustainable Event Plan & Design Work on Learning Report 1	Chapter 3 presentation Learning report 1 due
2/3 2/5 2/7	Brainstorm Schools to invite Site visit (TBA)	
2/10 2/12 2/14	Ch 4 HR & Time Management Study guide posted	Chapter 4 presentation
2/17 2/19 2/21	Presidents' Day holiday Ch 5 Financial leadership	Chapter 5 presentation Assignment 1 due
2/24 2/26 2/28	Ch 6 Vendors, Contracts, Onsite production Identify vendors & evaluate	Chapter 6 presentation
3/3 3/5 3/7	TEST #1 (Ch 1, 2, 3, 4)	3/7 Test #1
3/10 3/12 3/14	Ch 7 Event Marketing	Chapter 7 presentation Assignment 2 due

3/17 3/19 3/21	Spring Break week – No class	
3/24 3/26 3/28	Ch 8 Safety & Security	Chapter 8 presentation Assignment 3 due
3/31 4/2 4/4	Ch 9 Virtual event	
4/7 4/9 4/11	Volunteer for East Oahu Unity Prom (Date: TBA)	Assignment 4 due
4/14 4/16 4/18	Recap Study guide posted Good Friday Holiday – No class	
4/21 4/23 4/25	Work on Learning report 2	Learning report II due
4/29 (TUE)	According to CUH Final Exam Schedule 4/29 (Tue) 11:00am, classroom	Final Exam (Ch 5, 6, 7, 8, 9)