Instructor: Jessica Thompson, MS
Office: EDAN 105
Office Phone: 936.468.1817
Main Office: 936.468.3505
Prerequisites: None

Course Time & Location: Hybrid (Online and Zoom)
MW 1:00-2:15pm
Office Hours: Online M 12:30-2:30pm & W 11-1:00pm. In-person by appointment only
Credits: 3 hours
Email: Students should use Brightspace/D2L to email the professor regarding class.

I. Course Description:
This course is designed to introduce you to the organizational, administrative functions, and structures used in activity programs and facilities. Organization and Administration is a three-credit survey course offered by the Department of Kinesiology and Health Science. The purpose of the course is to introduce, analyze, and apply the organizational and administrative functions and structures used in physical activity programs and facilities. Check with faculty to address any curriculum changes that have taken place such as a prerequisite or course description change.

KINE4331 “Organization and Administration” (3 credits) typically meets 150 minutes of class times each week for 15 weeks and also meets for a 2-hour final examination. Summer courses meet for 115 minutes for 4 days a week for 5 weeks with the final exam on the Friday of the last week. Students will have significant daily out of class reading assignments, including chapter and article readings, as well as additional preparation for weekly assigned discussion and debate topics. Students will work as an individual as well as a group to design and prepare a major presentation. The “organizational project” is a PowerPoint presentation to the class illustrating a business/educational proposal. The rubric requires the students to address 14 different areas when running a business or a school system. These activities average at a minimum of 6 hours of work each week to prepare outside of classroom hours.

The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):
The complete listing of the standards associated with the PLOs, SLOs, assignments, and assessments are located on the PCOE website.

Program Learning Outcomes:
1. This course links with SFA Initiative #4: Develop a learner-centered environment.
2. This course links with the SFA’s COE Goal and Initiative #2: Prepare educators and industry professionals.

Student Learning Outcomes:
Students will be able to explain the following:
1. The nature of leadership and management (PLO #2).
2. The purpose and scope of managing physical education, fitness, and sports programs (PLO #2).
3. The characteristics of effective leaders and directors (PLO #2).
4. The process of making wise decisions (PLO #2).
5. The importance of communication in leadership and management roles (PLO #2).
6. The concepts of prioritization and time management (PLO #2).
7. The importance of planning (PLO #2).
8. The importance of developing and organizational structure (PLO #2).
9. The importance of the control function (PLO #2).
10. The process of hiring staff and personnel (PLO #2).
11. The managerial budgeting concepts (PLO #2).
12. The techniques used to market a physical activity program (PLO #2).
13. The risks and legal concerns associated with an activity-based facility (PLO #2).
14. The value of computer applications in an activity-based program (PLO #2).

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

1. Attendance and Participation: (PLO #4). Specifically, you are required to attend course lectures and participate in scheduled academic activities. Failure to do so will impact your final grade. There will be in-class opportunities for Daily Grades. If a student is absent they will not be allowed to make up daily assignments. All missed exams will be made up during the day of the scheduled final exam.

2. Written Exams and 3 Assignments: 2 written exams, 2 individual assignments, and a group PowerPoint project to be turned in at the end of the semester.

3. Students will be required to utilize their SFASU e-mail account and D2L to obtain course information and instructions from the instructor.

KIN 431 Organization and Administration Alignment with Professional Standards

<table>
<thead>
<tr>
<th>Assessment/Assignment</th>
<th>Program Standards</th>
<th>CAEP Standards</th>
<th>ISTE Standards</th>
<th>InTASC Standards</th>
<th>TEA Standards</th>
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</thead>
<tbody>
<tr>
<td>Daily Activities</td>
<td>3b,3c,3d,3f</td>
<td>1.4</td>
<td>1b</td>
<td>1b,2a,4h,4j,4l,7a,7b,7c,7g</td>
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<tr>
<td>Research Job Listing</td>
<td>4c,6a,6b</td>
<td>1.4</td>
<td>1b</td>
<td>1b,2a,4h,4j,4l,7a,7b,7c,7g</td>
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<tr>
<td>Resume</td>
<td>4a</td>
<td>1.4</td>
<td>1b</td>
<td>1b,2a,4h,4j,4l,7a,7b,7c,7g</td>
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<tr>
<td>Test 1</td>
<td>3b,3e,4a,4c,4d</td>
<td>1.4</td>
<td>1b</td>
<td>1b,2a,4h,4j,4l,7a,7b,7c,7g</td>
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<tr>
<td>Mock Job Interview</td>
<td>4c</td>
<td>1.4</td>
<td>1b</td>
<td>1b,2a,4h,4j,4l,7a,7b,7c,7g</td>
<td></td>
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<tr>
<td>Evaluation of Interview</td>
<td>4a,4c</td>
<td>1.4</td>
<td>1b</td>
<td>1b,2a,4h,4j,4l,7a,7b,7c,7g</td>
<td></td>
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<tr>
<td>PowerPoint Presentation</td>
<td>3e,4a,4c,4d</td>
<td>1.4</td>
<td>1b,1c</td>
<td>1b,2a,4h,4j,4l,7a,7b,7c,7g</td>
<td>Standard X 10.1k,10.2k,10.3k,10.4k,10.5k,10.6k 10.1s,10.2s,10.3s</td>
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</table>
A copy of CAEP, ISTE, InTASC and TEA Commissioner Teaching standards can be found on the Perkins College of Education website

www.sfasu.edu/education

A copy of NASPE standards can be found on the Kinesiology and Health Science Departments website

http://www.sfasu.edu/kinesiology/

IV. Evaluation and Assessments (Grading):

Grade is based on the % of the total points assigned during the semester.

A = 90 – 100% of the point total
B = 80 – 89.9% of the point total
C = 70 – 79.9% of the point total
D = 60 – 69.9% of the point total
F = below 60% of the point total

Methods of Instruction:
The course syllabus, course assignments, email, and grades will be available on Brightspace/Desire2Learn(D2L).

Exams (200 points): There will be two exams during the semester, one Mid-term and one Final, each worth 100 points. All exams will be announced one week ahead of time and consist of multiple choice, true/false-matching, and short answer formats. The content for the exams will include all lecture information, handouts, all reading assignments per designated chapters, and any information pertaining to completed group assignments from the respective unit. Exams will be administered through Brightspace/D2L during scheduled class time.

Group Project (100 points): The “organizational project” is a PowerPoint presentation to the class illustrating a business/educational proposal. You will pick all essential professional staff from your group. Each person will create their assigned area with equipment, recruiting staff (how many, salary, and hourly wages). Training staff, examples or evaluation sheets, promotion and marketing for your facility, budget for each area, emergency action plan, legal requirements, etc…. You will use every chapter/topic we discuss in class for this assignment. (Examples: Health and Wellness Facility, PT Clinic, AT Clinic, New Coaching Facility, Etc…)

Assignments (250 points):

Assignment 1 (100 points): Discussion posts throughout the semester (including chapter summaries). All discussion posts will be announced one week prior to due date.

Assignment 2 (50 points): Critique of Resume and Updated Resume. Students will be required to produce a resume and submit it to the Center for Career and Professional Development (CCPD) for review. Student will be required to submit the CCPD critique along with a revised version of their original resume. Due dates can be found on the course syllabus.

Assignment 3 (50 points): Mock Interview. Students will be required to sign up for and attend a mock interview through the CCPD. Students will be required to submit the CCPD interview critique as well as a short essay on the interview experience, their performance during the interview, and how they can improve their interview skills for the future. Due dates can be found on the course syllabus.

Assignment 4 (50 points): Group Project Evaluations. Students will be asked to evaluate their performance and the performance of their peers with respect to their “organizational project”.
Students grades for this assignment will be comprised of their critique and the critiques of their peers.

V. **Tentative Course Outline/Calendar:**
Note: The instructor reserves the right to modify the course beyond the syllabus.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Readings/Topics</th>
<th>Due</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 24 &amp; 26</td>
<td>Syllabus, Getting Started Module</td>
<td>8/26: Introduction Video, Getting Started Quiz</td>
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<td>2</td>
<td>Aug 31 &amp; Sep 2</td>
<td>Chapter 1: Good is the Enemy of Great Group Project Assignments and Instructions</td>
<td>9/2: Mock Interview Date</td>
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<td><strong>9/2 ZOOM CLASS MEETING</strong></td>
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<td>3</td>
<td>Sep 7 &amp; 9</td>
<td>Understanding Organizational Design</td>
<td>9/9: Ch 1 Discussion</td>
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<td>4</td>
<td>Sep 14 &amp; 16</td>
<td>Chapter 2: Level 5 Leadership</td>
<td>9/16: Ch 2 Discussion</td>
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<td>5</td>
<td>Sep 21 &amp; 23</td>
<td>Recognizing the Importance of Leaders and Managers</td>
<td><strong>9/23 ZOOM CLASS MEETING</strong></td>
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<td>6</td>
<td>Sep 28 &amp; 30</td>
<td>Chapter 3: First Who…Then What Recruiting, Training, and Developing Staff</td>
<td>9/30: Resume Critique, Ch 3 Discussion</td>
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<td>7</td>
<td>Oct 5 &amp; 7</td>
<td>Chapter 4: Confront the Brutal Facts</td>
<td><strong>10/7 ZOOM CLASS MEETING</strong></td>
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<td>10/7: Mock Interview, Critique, Corrected Resume, Ch 4 Discussion</td>
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<td>8</td>
<td>Oct 12 &amp; 14</td>
<td>10/14 EXAM 1</td>
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<td>9</td>
<td>Oct 19 &amp; 21</td>
<td>Chapter 5: The Hedgehog Concept, Financial Management</td>
<td><strong>10/21 ZOOM CLASS MEETING</strong></td>
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<td>10/21: Ch 5 Discussion</td>
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<tr>
<td>10</td>
<td>Oct 26 &amp; 28</td>
<td>Chapter 6: A Culture of Discipline Risk Management</td>
<td><strong>10/28 ZOOM CLASS MEETING</strong></td>
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<td>10/28: Ch 6 Discussion</td>
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<tr>
<td>11</td>
<td>Nov 2 &amp; 4</td>
<td>Chapter 7: Technology Accelerators Marketing, Customer Service, and Retention</td>
<td><strong>11/1 ZOOM CLASS MEETING</strong></td>
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<td>11/4: Ch 7 Discussion</td>
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<tr>
<td>12</td>
<td>Nov 9 &amp; 11</td>
<td>Marketing, Customer Service, and Retention Legal and Insurance Issues</td>
<td><strong>11/11 ZOOM CLASS MEETING</strong></td>
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<td>11/11: Ch 8 Questions</td>
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<td>13</td>
<td>Nov 16 &amp; 18</td>
<td>Chapter 8: The Flywheel and the Doom Loop Strategic Planning and Evaluation</td>
<td><strong>11/18 ZOOM CLASS MEETING</strong></td>
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<td>11/18: Ch 8 Questions</td>
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<td>14</td>
<td>Nov 23 &amp; 25</td>
<td><strong>THANKSGIVING BREAK</strong></td>
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<td>15</td>
<td>Nov 20 &amp; Dec 2</td>
<td>Chapter 9: From Good to Great to Built to Last</td>
<td><strong>12/2 ZOOM CLASS MEETING</strong></td>
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<td>12/4: Group Project, Group Project Evals</td>
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<tr>
<td>16</td>
<td>Dec 7 &amp; 9</td>
<td>FINALS WEEK – EXAM 2</td>
<td><strong>12/7 from 1:30-4pm</strong></td>
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*All assignments are to be turned in to Brightspace/D2L no later than 11:59pm on the due date specified on the syllabus or in class.

VI. Readings (Required and recommended – including texts, websites, articles, etc.):


VII. Course Evaluations:

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:
1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.
As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:

Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/

Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.
**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source;
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5**
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Student Code of Conduct: Policy 10.4**
Disruptive Behavior--Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


**Additional Information Specific to Educator Preparation:**

**Code of Ethics for the Texas Educator:**
The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

Please go to TAC 247.2 – Code of Ethics and Standard Practices for Texas Educators. This can be found at https://texreg.sos.state.tx.us/public/readtac#ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y.

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person’s potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual’s self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a non-refundable fee. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification. You are eligible to request a Preliminary Criminal History Evaluation if:

- You enrolled or planning to enroll in an educator preparation program or
- You are planning to take a certification exam for initial educator certification, and
- You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.

In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation. Additional information can be found at https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/.

2. Provide one of the following primary ID documents: passport, driver’s license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at http://www.tx.nesinc.com/PageView.aspx?f=GEN_Tests.html. YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.
3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information, contact the Office of Assessment and Accountability at 936-468-1282 or edprep@sfasu.edu.

IX. Other Relevant Course Information:
Proper etiquette for online discussions is required. No late work will be accepted. Students should email the instructor through D2L in the course. Email will be responded to within 24 hours Monday- Thursday. I will check email daily Monday-Friday. Students should also check email in the course every day during the week or have D2L email forwarded to their personal email accounts.