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.

Course Justification “Organization and Administration” (3 credits) typically meets 115 minutes of class time for 4 days a week for 5 weeks with a final exam on the Friday of the last week. Students will have significant weekly out of class assignments, such as; chapter and article readings, study for quizzes/exams over the course content, complete material in preparation for “daily application tasks” and/or complete reflections of tasks after completion. Students will work throughout the semester on the development of an “Activity Project” – working both individually and with a group to create various activities to teach to elementary age children to meet TEKS in physical education, health, and other academic areas. Students will also be preparing to teach at least two of these activities to their classmates. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours**

** In a Hybrid modality some work that you are doing outside of class is not “homework” in the traditional sense, it is actually activities, lecture, discussion, etc. that would typically be done during the 150 minutes of time that the class would be meeting face-to-face.

II. Intended Learning Outcomes / Goals / Objectives (Program/Student Learning Outcomes): Kinesiology

Program Learning Outcomes

1. This course links with SFA Initiative #4: Develop a learner-centered environment.

2. This course links with SFA’s COE Goal and Initiative #2: Prepare educators and industry professionals.

Student Learning Outcomes Kin 431

Student 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).
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6. The concepts of prioritization and time management (PLO #2).
7. The importance of planning (PLO #2).
8. The importance of developing an 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 NASPE/SHAPE</th>
<th>CAEP Standards</th>
<th>ISTE Standards</th>
<th>InTASC Standards</th>
<th>TEA Standards</th>
</tr>
</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 Listings</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>
<td></td>
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<tr>
<td>Test 1 Chapter 1-7</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>
<td></td>
</tr>
<tr>
<td>Mock Job Interviewing</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>Evaluating Interviewing</td>
<td>4a,4e</td>
<td>1.4</td>
<td>1b</td>
<td>1b,2a,4h,4j,4l,7a,7b,7c,7g</td>
<td></td>
</tr>
<tr>
<td>PowerPoint Presentation</td>
<td>3c,4e,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>
</tr>
</tbody>
</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 (approximately 700 points). See Section III for points available for each assignment

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

Methods of Instruction:
The course syllabus, course assignments, email, and grades will be available on the Desire2Learn (D2L) as well as in class.

Exam:  
(200 points). There will be two exams during the semester. The exam will be announced one week ahead of time, and consist of short answer and essays. The content for the exam will include all lecture information, handouts, all reading assignments per designated book. (Mid-Term and Final)

Project (100 points) PowerPoint project will deal with all aspect of running a business or a school district. A rubric will be handed out the first day of class.

Assignments: (450 points possible)

Assignment 1: (100 points). DAT’s (Discussion post over the book) Good to Great, Jim Collins, (2001)

Assignment 2: (50 points). Resume/Critique

Assignment 3 (100 points) Questions over each chapter

Assignment 4 (150 points) Discussion Posts

Assignment 5: (50 points). Mock Interview.

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>Reading</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Week 1-2</td>
<td>Syllabus</td>
<td>Resume Assigned. Visit CCPD Online</td>
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<tr>
<td></td>
<td>Chapters 1</td>
<td>Mock Interview Appt.</td>
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<td>Good to Great</td>
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<tr>
<td>Week 3</td>
<td>Chapter 2</td>
<td>Introduce Class Project</td>
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<tr>
<td></td>
<td>Good to Great</td>
<td>PowerPoint over safety</td>
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<tr>
<td>Week 4</td>
<td>Chapter 2</td>
<td>Safety Video</td>
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<tr>
<td>Week 5</td>
<td>September 21st</td>
<td>Chapter 3</td>
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<tr>
<td>Week 6</td>
<td>September 28th</td>
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<tr>
<td>Week 7</td>
<td>Chapter 4</td>
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<tr>
<td>Week 8</td>
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<td>Week 9</td>
<td>Chapter 5</td>
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<td>Week 10</td>
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<tr>
<td>Week 11</td>
<td>Chapter 6</td>
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<td>Week 12</td>
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<tr>
<td>Week 13</td>
<td>Chapter 7</td>
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<td>Week 14</td>
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<tr>
<td>Week 15</td>
<td>Chapter 8</td>
<td></td>
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<tr>
<td>Week 16</td>
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</tbody>
</table>

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

*Good to Great: Why Some Companies Make the Leap… and Others Don’t*

VII. Course Evaluations

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: (1) Course and program improvement, (2) Instruction evaluation, (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 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:

Attendance (Policy 6.7):

ATTENDANCE is expected and will be monitored by the instructor. Test material comes from class - if you miss class you miss test materials. Thus, **YOU are expected to be in class and ON TIME!!** 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 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. **You may jeopardize your financial aid for this course if absences are obsessive prior to the 12th Day Class (W, Sept. 10, 2014) AND the 3 DATs were not completed on the date due (SEE Sec. V). No abuse will be tolerated.** 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.

Students with Disabilities (Policy 6.1 & 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, 468-3004/468-1004 (TDD) 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/](http://www.sfasu.edu/disabilityservices/). Location: Human Services Building, room 325. Phone: (936) 468-3004.

Student Academic Dishonesty (Policy 4.1):

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

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; and/or;
- 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; and/or,  
- 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)**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, 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 within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms 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. Information regarding the Early Alert program is found at [https://www.sfasu.edu/judicial/earlyalert.asp](https://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

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 no 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:**

**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.

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, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/ <http://www.texas.ets.org/registrationBulletin/>). 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 concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.

This course contains physical activity which may consist of but not limited to running, jumping, lifting, throwing, leaping, striking, etc. Participation in these activities comes with inherent risks of injury. Possible injuries include,
but are not limited to heat stroke, strains, sprains, scrapes, bruises, and fractures. By registering and participating in this course, students are aware of the possible injuries that may occur and acknowledge that they participate at their own risk. The university is not responsible for any medical costs associated with any injury students may sustain; therefore, students are strongly recommended to procure personal health and accident insurance to cover any medical costs. Students are encouraged to notify the instructor of any relevant prior medical history regarding injuries, surgeries, medications, or other considerations which may affect or impair participation in this course. If necessary, students will provide, upon request, a physician’s statement clearing them to participate in this course. 

**Procedures to be Followed for Injury or Accident of a SFA Student.**

1. Administer appropriate first aid.

2. For a major medical emergency, a phone call should be placed to the University Police Department (UPD) (911). UPD will report to the scene of a medical emergency, assist with first aid, and contact an ambulance service.

3. Students may choose to report directly to the Student Health Services for minor first aid needs or routine medical services.

4. If assistance is needed in transporting the injured student, call the UPD non-emergency phone number at 936-468-2608.

5. The instructor should complete an accident report which can be obtained from the department office.