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 a team 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 many 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.

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, sport and recreation 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.

2. Written Exams and Assignments: 2 written exams, 3 individual assignments, and a group PowerPoint project to be presented 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.

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 major 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.

Quizzes (100 points): There will be 10 quizzes throughout the semester (1 each week for weeks 2-11) worth 10 points each for a total of 100 points. These will be administered during class so students need to be prepared and have read the chapters and materials beforehand for each class.
**Group Project (100 points):** The “organizational project” is a PowerPoint presentation to the class illustrating a business/educational proposal. 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 (150 points):**

**Assignment 1 (50 points):** Discussion posts in D2L throughout the semester. 10 points each for a 50 point total.

**Assignment 2 (50 points):** Creation of an effective customer survey tool based on our discussion in class and research. Due dates can be found on the course syllabus.

**Assignment 3 (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”. Student’s grades for this assignment will be comprised of their critique and the critiques of their peers.

**Attendance (50 points)** Daily attendance and participation will count for 50 points of final grade.

IV. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Be prepared for:</th>
<th>Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/23-25</td>
<td>Syllabus; Getting Started Module True Colors and discussion of how it effects your work/life</td>
<td>Discussion post 1 due 8/27</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8/30-9/1</td>
<td>Chapter 1&amp;2 Leaders and Org design</td>
<td>Ch. 1&amp;2 discuss/quizzes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9/6-8</td>
<td>Chapter 3&amp;4: Recruiting, Training and Dev staff Delegating for Engagement</td>
<td>Ch. 3&amp;4 Discuss/quizzes</td>
<td>Discussion post 2 due 9/10</td>
</tr>
<tr>
<td>3</td>
<td>9/13-15</td>
<td>Ch. 5 Managing Staff How to tick off your boss pres.</td>
<td>Ch. 5 and articles discuss/quizzes</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9/20-22</td>
<td>Communication EDI issues</td>
<td>Communication and EDI articles discuss/quizzes</td>
<td>Discussion post 3 due 9/25</td>
</tr>
<tr>
<td>6</td>
<td>9/27-29</td>
<td>Ch. 9 Customer Service Ch. 10 Retaining Members - Program Mgmt Surveys, Feedback</td>
<td>Ch. 9&amp;10 discuss/quizzes</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>10/4-6</td>
<td>Exam 1 Ch. 12 Financial Management</td>
<td>Exam on 10/4 Ch. 12 discuss/quizzes</td>
<td>Assignment 2 due 9/28</td>
</tr>
<tr>
<td>8</td>
<td>10/11-13</td>
<td>Ch. 13 Risk Mgmt Ch. 15 Legal Issues</td>
<td>Ch 13&amp;15 discuss/quizzes</td>
<td>Discussion post 4 due 10/15</td>
</tr>
<tr>
<td>9</td>
<td>10/18-20</td>
<td>Ch. 7 Marketing Event Planning 101</td>
<td>Ch 7 discuss/quizzes</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10/25-27</td>
<td>Ch. 14 Facilities</td>
<td>Ch 14 and articles discuss/quizzes</td>
<td>Discussion post 5 due 10/29</td>
</tr>
</tbody>
</table>
VI. Readings (Required and recommended – including texts, websites, articles, etc.):


Others required will be emailed via D2L and may include articles and videos

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: Found at http://www.sfasu.edu/policies

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/](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.

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student’s mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**

**SFASU Counseling Services**  
www.sfasu.edu/counselingservices  
3rd Floor Rusk Building  
936-468-2401

**SFASU Human Services Counseling Clinic**  
www.sfasu.edu/humanservices/139.asp  
Human Services Room 202  
936-468-1041

**Crisis Resources:**  
Burke 24-hour crisis line 1(800) 392-8343  
Suicide Prevention Lifeline  1(800) 273-TALK (8255)  
Crisis Text Line: Text HELLO to 741-741

**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.