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 includes time 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 type 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 an organizational structure (PLO #2).
9. The process of hiring staff and personnel (PLO #2).
10. The managerial budgeting concepts (PLO #2).
11. The techniques used to market a program or service (PLO #2).
12. The risks and legal concerns associated with an activity-based facility (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 Participation Grades. If a student is absent, they will not be allowed to make up daily assignments unless prior notification is received for an excused absence.

2. Written Exams and Assignments: 2 written exams, individual assignments, Discussion posts, quizzes and a group 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 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 (100 points):
Assignment 1 (50 points): Discussion posts in D2L throughout the semester. 10 points each for a 50 point total.

Assignment 2 (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. You will lose 3 points for every absence and 1 point for every time you are late to class.

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>Topic</th>
<th>Be prepared for</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/22-24</td>
<td>Syllabus; Getting Started Games and autobiography of a student</td>
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<td>Autobiography of student</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Chapters/Articles</td>
<td>Assignments/Due Dates</td>
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<tr>
<td>2</td>
<td>1/29-31</td>
<td>True Colors and discussion Chapter 1&amp;2 Leaders and Org design</td>
<td>Ch. 1&amp;2 discuss/quizzes</td>
<td>Discussion post 1 due 9/10</td>
</tr>
<tr>
<td>3</td>
<td>2/5-7</td>
<td>Chapter 3&amp;4: Recruiting, Training and Dev staff</td>
<td>Ch. 3&amp;4 Discuss/quizzes</td>
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<td></td>
<td></td>
<td>Delegating for Engagement (via Zoom likely)</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>2/12-14</td>
<td>Communication Working with people from all backgrounds</td>
<td>Communication and DEI articles discuss/quizzes</td>
<td>Discussion post 3 due 9/24</td>
</tr>
<tr>
<td>5</td>
<td>2/19-21</td>
<td>Ch. 5 Managing Staff How to tick off your boss pres.</td>
<td>Ch. 5 and articles discuss/quizzes</td>
<td>Discussion post 2 due 10/1</td>
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<tr>
<td>6</td>
<td>2/26-28</td>
<td>Ch. 9 Customer Service</td>
<td>Ch. 9&amp;10 discuss/quizzes</td>
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<td></td>
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<td>Ch. 10 Retaining Members - Program Mgmt</td>
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<td>7</td>
<td>3/4-6</td>
<td>Surveys, Feedback Exam 1</td>
<td>Articles on Assessment Exam on 10/11</td>
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<tr>
<td>8</td>
<td>3/18-20</td>
<td>Ch. 14 Facilities Time Management</td>
<td>Ch. 14 discuss/quizzes</td>
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<tr>
<td>9</td>
<td>3/25-27</td>
<td>Ch. 13 Risk Mgmt &amp; Ch. 15 Legal Issues Event Planning 101</td>
<td>Ch 13&amp;15 discuss/quizzes</td>
<td></td>
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<tr>
<td>10</td>
<td>4/1-3</td>
<td>Ch. 7 Marketing Ch. 12 Financial Management</td>
<td>Ch 7 and 12 and articles discuss/quizzes</td>
<td>Discussion post 4 due 11/5</td>
</tr>
<tr>
<td>11</td>
<td>4/8-10</td>
<td>Meet with your groups about the projects In class or on your own (pic as proof you met)</td>
<td>Assignment 2 due 3/20</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>4/15-17</td>
<td>Ch. 16 Strategic Planning and Evaluation; SWOT analysis Stress Management</td>
<td>Ch 16 and articles discuss/quizzes</td>
<td></td>
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<tr>
<td>13</td>
<td>4/22-24</td>
<td>Project Presentations</td>
<td>Assignment 3 due the day you present</td>
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<tr>
<td>14</td>
<td>4/29 – 5/1</td>
<td>Project Presentations: Wrap up – Life 101</td>
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<tr>
<td>15</td>
<td>5/6-8</td>
<td>FINALS WEEK – EXAM 2</td>
<td>Discussion post 5 due 12/6</td>
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</table>

*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.):

**Health Fitness Management**, by Mike Bates. Human Kinetics, third edition, 2018

**Others required** will be posted into 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 (the teaching itself and the content/assignments) taken within the PCOE. Evaluation data is used for a variety of important purposes including:

- Course and program improvement, planning, and accreditation;
- Instruction evaluation purposes; and
- Making decisions on faculty (full-time and part-time) annual evaluation processes, 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 summarized data 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

**Institutional Absences (HOP 04-110)**

- An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic activities. Students will be excused for institutional purposes from otherwise required academic activity only when a valid Institutional Absence is approved by the appropriate administrative unit or official and the documentation of approval is provided to the faculty member at least five (5) days in advance.

Institutional absences will not be approved for keystone events, defined as: a special or unique assignment, test, project, experience, or other academic exercise identified by the Faculty member as critical for successful completion of standards of the class and unable to be missed. These events must be identified on the syllabus at the beginning of the semester and communicated to the students. Events added to the syllabus at a later date will not qualify for Keystone Event status. Keystone Events where the date/time is changed will no longer be considered a Keystone Event. Students should make themselves aware of any Keystone Events identified in the syllabus to ensure there are no conflicts.

For keystone events where the assignment dates vary, it is incumbent upon the students to work with their faculty member to not select a conflicting date.

More information on Institutional Absences, including how to apply, can be found at https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences.

**Code of Student Conduct and Academic Integrity (In addition, you may include your guidelines for academic integrity as appropriate).**

- The Code of Student Conduct and Academic Integrity (HOP 04-106) outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not
authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially. For additional information, go to https://www.sfasu.edu/docs/hops/04-106.pdf.

**Withheld Grades Semester Grades Policy (HOP policy 02-206)**

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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/docs/hops/02-206.pdf.

- **Students with Disabilities**
  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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

- **Student Wellness and Well-Being**
  SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

  If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

- **Other important course-related policies:**
  ***Other SFA policy information is found in the Handbook of Operating Procedures (HOP)***

**IX: Resources**

- **On-campus Resources:**
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFASU Counseling Services • www.sfasu.edu/counselingservices
Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401

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

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

- To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
  - Health Services
  - Counseling Services
  - Student Outreach and Support
  - Food Pantry
  - Wellness Coaching
  - Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

- Crisis Resources:
  - Burke 24-hour crisis line 1(800) 392-8343
  - National Suicide Crisis Prevention: 9-8-8
  - 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.