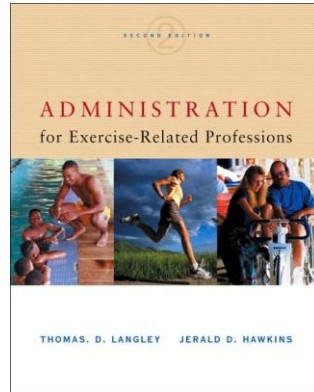


HHPK 444 W
Administration of Kinesiology and Sports Programs
Fall 2012, 3 hours

Class Meeting Time: This class is entirely web-based.

Textbook (required): Administration for Exercise-Related Professions, by Langley and Hawkins, 2nd edition.



This book should be available in the bookstore and also at many online book retailers and resellers.

Instructor: Dr. Sandy Kimbrough **E-mail:** sandy.kimbrough@tamuc.edu

Please address me as “Dr. Kimbrough” or “Dr. K”, not “Coach,” “Miss,” “Mrs.” etc....

Office: Field House 100G **Office Phone:** 886-5555

Catalog Description: An integrated study of the administration of traditional and contemporary kinesiology and sports programs. Philosophies and principles of the administration of kinesiology and sports programs will be applied to various areas of concern such as personnel policies, leadership, facilities, equipment, record keeping, finance, legal implications, and program promotion.

Course objectives

Upon completion of the course, the student should be able to...

1. Discuss current trends in exercise-related professions related to administration.
2. Discuss the potential impact the quality of physical education programs and the practices of varsity athletics might have on attitudes toward lifelong physical activity.
3. Discuss organizational concepts such as scope of responsibility, delegation of responsibility and authority, and doctrine of unity.
4. Identify and develop an effective organizational plan.
5. Identify principles of effective administration, decision-making, and communication.
6. Identify common leadership styles, identify a personal leadership style, and create a personal leadership philosophy.
7. Discuss goal-setting, vision statements, purpose statements, and program evaluation and be able to develop/conduct each for a variety of professions in physical education and sport.
8. Identify legal and practical aspects of personnel administration (including hiring and firing).
9. Develop effective strategies for budget planning and facility administration.
10. Explain some legal aspects related to administration, explain the term “risk management,” and devise a plan for risk management based on the needs of a specific program.
11. Provide creative and effective solutions to administrative issues presented in a case analysis format.
12. Work independently on a variety of projects, gather information, and formulate ideas.

Grading Scale

90– 100 %	A	(exceptional, excellent, mastery)
80– 89%	B	(above average, good performance and learning)
70– 79%	C	(average)
60-69%	D	(below average)
0-59%	F	(failing)

Evaluation

Percent

1. Section 1	25%
2. Section 2	25%
3. Section 3	25%
5. Final exam	25%

“No excuses, just results.”

Section Quizzes and Participation

Each section will contain several lectures. At the end of each lecture, you will be directed to do some laboratory/research-type work and then participate in a discussion, take a quiz, and/or complete an assignment. ALL portions of each section MUST be completed by that section’s “end date.” You MUST do the 3 sections in order. Assignments, quizzes, etc, not submitted by the due date will receive a grade of zero. Do not wait until the last minute. The total point value for each section accounts for 25% of the course grade. The total point value for each section will be 100. For example, section 3 may break down in this way:

Quizzes	4@ 10 pts each	40
Discussions	1@15 pts	15
Assignments	3@15 points each	45

So if your grades were as follows:

Quiz 1	8
Quiz 2	7
Quiz 3	10
Quiz 4	10
Discussion	13
Assignment 1	13
Assignment 2	13
Assignment 3	15
89=TOTAL for Section 3	

Submitting assignments/using the drop box

All assignments will have a “drop box.” When you drop an assignment for me to grade, it MUST be a WORD document (or EXCEL document if it is a spreadsheet), and it must be titled appropriately. For example, if one of the assignments is called “leadership assignment” and your last name is Collins, the name of the document you drop must be “Collins leadership.doc” Also, at the top of the first page of every assignment, you must include your name and the name of the assignment. If it is a spreadsheet, gridlines should be showing and a header should include your name and the name of the assignment. You should print-preview your document so that when I print it, it is lined up correctly and does not have columns, rows, etc. hanging out off the edge of a sheet. If you do not name and label the document correctly, you will lose 20% of the value of that assignment.

Feedback on assignments

For most of your assignments, I will save your work, then use the "track changes" feature on the document itself to make corrections, write comments, etc. I will then attach the document back to your inbox so you will have written feedback from me. USE this information to improve your work on future assignments.

Final Examination.....oral

It is extremely important that you are LEARNING the information that is being covered in the lectures and the textbook. Around the end of November, I will send you an e-mail asking you to select a preferred exam time from a list of provided times. I will call you on the phone and ask you questions that cover the course material. You will be at the phone at your selected time. Questions may cover any of the course content. No two oral exams will be identical, so talking to someone else about what I asked him/her will not help you.

Course Policies

1. Because this is an online course, you may never meet me or your other classmates face-to-face after the orientation. That means that written communication must be clear in all circumstances.
2. While completing assignments, chatting, etc within the e-college environment (within this class), be professional. In other words, quality matters. Write clearly with correct spelling, punctuation, and grammar. Actively prepare by reading the assigned materials. Share your thoughts (i. e. ask and answer questions). Have course materials with you when you are online (you can use materials during quizzes, etc). Please refrain from anything that is not class-related while "in" this course. Unless you are quoting someone else directly, language should be "G-rated."
3. END DATES: The "end dates" listed for sections are the LAST chance to submit them. Please submit your work early. I DO NOT accept late assignments.
4. If you have a question or concern, e-mail me. Please include in the subject of the e-mail ("HHPK 444") and the subject of the message. I will respond promptly during the week. If you want me to take a look at assignments before you submit them, you may ask me to do so through e-mail. I will NOT grade assignments ahead of time, but I will give you general feedback about how your work looks.
5. Use the following e-mail address for me: sandy.kimbrough@tamuc.edu
6. You MUST check your e-mail regularly in case I need to communicate with you. I will not e-mail you junk, and I request that you do the same for me and your classmates.
7. If you have a question or concern, communicate with me!

Student and Instructor Expectations:

Expectations are high for both of us. I strive to be the best teacher possible. I expect you to perform to the best of your ability. Making an "A" in this class is quite an accomplishment, and will be earned only by those who are willing to put forth the necessary effort. There is no grading curve - you will get the grade you earn!!!!

PLAGIARISM

The handouts used in this course are copyrighted. By "handouts," I mean all materials generated for this class, which include but are not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy the handouts, unless I expressly grant permission.

As commonly defined, plagiarism consists of passing off as one's own the ideas, words, writings, etc., which belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it is as your own, even if you should have the permission of that person. Plagiarism is one of the worst academic sins, for the plagiarist destroys the trust among colleagues without which research cannot be safely communicated.

If you have any questions regarding plagiarism, please consult me. If you plagiarize in my class, you will automatically receive a grade of "F" and disciplinary action will be sought.

Statement on Student Behavior All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (see Student's Guide Handbook).

ADA statement

Students requesting accommodations for disabilities must go through the Academic Support Committee. For more information, please contact the Director of Disability Resources and Services, Gee Library (903) 886-5835.

Section	Lecture Titles	Accompanying textbook info	
1	Intro to class/ Goal-setting		
1	Historical foundations/trends and issues	Chapters 1 and 2	
1	Communication/group dynamics	Chapter 8	
1	Group dynamics/leadership	Chapter 8	Section 1 due: September 19
2	Psychological assessment		
2	Decision-making	Chapters 6 and 7	
2	Principles of Administration	Chapter 5	
2	Principles of Organization	Chapters 3 and 4	Section 2 due: October 23
3	Personnel	Chapter 9	
3	Fiscal and Physical Resources	Chapter 10	
3	Tort law	Chapter 13	Section 3 due: November 25

Summary of Assignments for Section 1 (point total=100)

Topic	Quiz Pts	Discussion Pts	Assignment Pts
Intro to class	10		
Historical foundations/trends and issues	10		
Goal Setting	10		5
Communication	10	10	5
Group dynamics	10	10	5
Leadership	10		5
TOTAL PTS	60	20	20

Summary of Assignments for Section 2 (point total=100)

Topic	Quiz Pts	Discussion Pts	Assignment Pts
Psychological assessment	10		10
Decision making	10	10	10
Principles of administration	10		10
Principles of organization	20		10
TOTAL PTS	50	10	40

Summary of Assignments for Section 3 (point total=100)

Topic	Quiz Pts	Discussion Pts	Assignment Pts
Personnel	20	10	
Fiscal and Physical Resources	20		20
Tort law	20	10	
TOTAL PTS	60	20	20