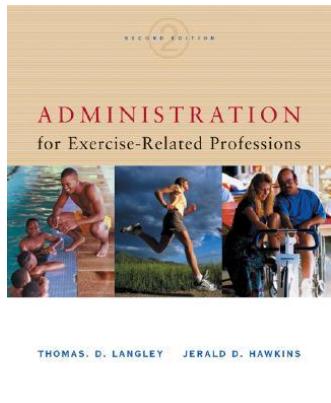


HHPK 444
Administration of Kinesiology and Sports Programs
Fall 2013, 3 hours

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. Betty A. Block **E-mail:** [bette.block@tamuc.edu](mailto:betty.block@tamuc.edu)

Office: Field House 100B **Office Phone:** 886-5545

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%

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 pts each	45

Course Procedures/Policies:

This course will contain teacher-student and student-student interactions. At times you will be placed in groups and at other times, you will be expected to work alone. Please stay current with discussions as I will close them after we have covered a particular topic. There will be no opportunities to revisit discussions after they have been closed.

I will primarily use the instructional approach called guided discovery for this course. This means that you will be given a roadmap for the course, but primary responsibility for learning the content is up to you. Again, you must be a self-starter and stay current.

You will be expected to complete work on time. You will be expected to thoughtfully and respectfully interact with me and with your classmates when engaging in class discussions.

Numerous assignments will need to be completed in this course. Many of these assignments will be based on readings, assignments, presentations, and discussions. All assignments will be graded either by an assessment rubric or electronically through eCollege. Some assignments will need to be submitted electronically. See the next section for submission requirements.

Know that the course schedule is tentative. We may need more time on a particular topic or less time on another one. I reserve the right to slightly change the schedule based on your learning needs.

This course will utilize eCollege. Class announcements, readings, and other documents will be exclusively posted within the course, so it is your responsibility to check the site for any pertinent class information daily. You will need your TAMU-C username and password to access this site. Additionally, if you are unfamiliar with on-line learning, you should take the tutorial provided by the Instructional Technology and Distance Education Department prior to beginning the course. You may also click on the Help icon on the Tools bar.

Submitting Written Assignments

All written assignments, except discussions assignments, will be submitted in the Dropbox assignment link for each week. I will share documents with you in the Doc Sharing section.

Use the following process to prepare and submit assignments:

1. Prepare your document using Microsoft Word. Name your assignment with the following convention: last name, first name, and project title (example: doejohnlab1.doc). **You will need to choose the .doc file type from the drop down menu in your save window (under the name of the document) before uploading your document.**
2. Click on the assignment link that is designated for that particular assignment in the Dropbox.

Upload your document and Click "Submit"

3. When assignments are received, I will make comments, ask questions, and grade your work. I will then return your assignment back to the Dropbox. Note: be advised that your papers are subject to plagiarism detection programs.

How to send E-mails

All electronic mail communication related to this course will utilize the Email tab. To communicate by E-mail within the course with other participants or all participants, click the Email tab link located on the Tools bar.

You are able to send messages to All Users or Select Users in the course, including the instructor. Be sure to only check the recipients that you want to receive the E-mail.

Do not submit assignments through the Email tab.

Discussions

All threads (topics) pertinent to a category will appear as links under that subject's forum. The instructor has control of what general subject categories are available for discussion in the course. At the instructor's discretion, students may or may not have the option of starting a new thread under the general subject categories and may or may not be able to edit their comments after they have been posted.

Students can (and will be required to) respond to threads in the course discussion. To respond to a thread:

Click the Discussions tab located in each Week's module.

Click on a topic link to open it and view the contents within.

Click "Respond" to post your initial comments to respond to any existing posts.

Be sure to click submit to add your posting.

Your response will now appear in the table, along with your name as author and date/time of posting.

Any Issues Unique to the Course:

If at any time you are having technical difficulties, please contact the eCollege Helpdesk in the Student Orientation Tutorial. Do not delay as sections of the course will be unavailable for viewing after a designated period of time.

Additional Issues:

Tenets of common behavior statement: "All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See current Student Guidebook);

Students with Disabilities information: Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library

Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

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: October 14
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: November 15
3	Personnel	Chapter 9	
3	Fiscal and Physical Resources	Chapter 10	
3	Tort law	Chapter 13	Section 3 due: December 7
1,2,3	Final Exam	Comprehensive	Complete by December 12

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

