



HHPK 444 – Administration of Kinesiology and Sports Programs

COURSE SYLLABUS: Spring 2016

Instructor:	Steve Prewitt, PhD Please address me as “Dr. Prewitt” or “Dr. P”, not “Coach,” “Mr.” etc....
Office Location:	Field House 100H
Office Hours:	Since this is an online class, my “office” hours will be Tuesdays from 7pm-8pm. I will be on my computer at this time to answer questions immediately. Otherwise, I will try to answer questions within 24 hours.
Office Phone:	903.468.8196
Email Address:	steve.prewitt@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required – You must have a copy

Administration for Exercise-Related Professions, by Langley and Hawkins, 2nd edition.

Other Readings posted to eCollege.

Course 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.

Student Learning Outcomes

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.

COURSE PROCEDURES/POLICIES

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

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.....

It is extremely important that you are LEARNING the information that is being covered in the lectures and the text. During the last week of class, I will send you an e-mail letting you know when the final assessment will be available and what it entails. Questions may cover any of the course content.

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 (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: steve.prewitt@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. Make sure that your preferred email is listing in myLeo. There is no excuse for not checking you email.
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.

ACCESS AND NAVIGATION

Pearson LearningStudio Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University Commerce. To get started with the course, go to:

<http://www.tamuc.edu/myleo.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with an Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed?

1. Students must report the problem to the help desk. You may reach the helpdesk at
2. helpdesk@online.tamuc.org or 1-866-656-5511
3. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
4. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
5. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson help desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at <https://leo.tamuc.edu>.

Learner Support

Go to the following link [One Stop Shop](#)- created to serve you by attempting to provide as many resources as possible in one location.

Go to the following link [Academic Success Center](#)- focused on providing academic resources to help you achieve academic success.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

Communication is crucial to teaching. The best way to contact me is through email. I strive to respond within 24hrs unless it is the weekend. Talk to me after class or come by my office. I have an open door policy.

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

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).

Section	Lecture Titles	Accompanying textbook info	
1	Intro to class/ Goal-setting		Section 1 due: February 26 midnight
1	Historical foundations/ trends and issues	Chapters 1 and 2	
1	Communication/group dynamics	Chapter 8	
1	Group dynamics/ leadership	Chapter 8	
2	Psychological assessment		Section 2 due: April 1
2	Decision-making	Chapters 6 and 7	
2	Principles of Administration	Chapter 5	
2	Principles of Organization	Chapters 3 and 4	
3	Personnel	Chapter 9	Section 3 due: May 6
3	Fiscal and Physical Resources	Chapter 10	
3	Tort law	Chapter 13	

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

