

TEXAS A&M UNIVERSITY – COMMERCE
DEPARTMENT OF HEALTH & HUMAN PERFORMANCE
COURSE SYLLABUS FALL 2017

HHPK444
ADMINISTRATION OF KINESIOLOGY & SPORTS PROGRAMS

COURSE VALUE: Three (3) credit hours
COURSE LOCATION: Online
PROFESSOR: Clay Bolton
OFFICE: Field House 100D
OFFICE HOURS: MW 1:30-3:30 pm T 9:30-11:30 am
PHONE: (903) 886-5544
FAX: (903) 886-5365
EMAIL: clay.bolton@tamuc.edu

REQUIRED TEXT: Langley, T.D. & Hawkins, J.D. (2003) *Administration for Exercise-Related Professions* (2nd edition). Belmont, CA: Wadsworth Publishing

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.

Course Objectives

At the end of this course, the students will 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 Requirements

Section Quizzes and Participation

Each section will contain several lectures. At the end of each lecture, you will be directed to do some 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 EACH SECTION IN ORDER

Assignments, quizzes, etc, not submitted by the due date will receive a grade of zero. **Do not wait until the last minute to submit your work.** The total point value for each section accounts for the following portion of the final grade:

- Section ONE: 100 points
- Section TWO: 100 points
- Section THREE: 100 points

The total point value for each section will be 100. For example, section ONE may break down in this way:

Written assignments will be graded according to the following criteria:

- Completeness of response to the assignment: 40% of grade
- Organization and coherence: 40% of grade
- Appropriate grammar, punctuation, spelling: 15% of grade
- Use of disciplinary format and citation style (paper displays correct use of student's disciplinary format and citation style (APA, 6th Edition) for papers submitted for presentation or publication. Non-cited statements within a paper will result in a loss of points in accordance with the 5% earned for APA format and citation): 5% of grade

Final Exam – 100 points

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 email 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 phoned at the selected time and 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.

Grading

Your grade will be determined through a combination of your grades on the module exams, participation in the discussion groups, reflection assignments, and group projects. Each of these will carry assigned weight to determine your final grade. Keep in mind that discussions and reflections assignments are graded. They make up a part of your grade as does the content mastery exam. You must participate in these activities.

The following final grading scale will be utilized to determine the final grade based on the average of your course work:

- A = 360-400 points
- B = 320-359 points
- C = 280-319 points
- D = 240-279 points
- F = under 239

Your grade will be calculated by adding total points earned.

Course Policies

1. Because this is an online course, you may never meet me or your other classmates face-to-face after the orientation. All written communication must be clear in all circumstances.
2. While completing assignments, chatting, etc, within the e-college environment, be professional. Write clearly with correct spelling, punctuation and grammar.
3. END DATES listed for sections are the LAST chance to submit them – please submit work early, I do not accept late assignments
4. If you have a question or concern, please email me. Please include in the subject of the email (HHPK444) and the subject of the message. I will respond promptly during the week.
5. Use the following email address for me: clay.bolton@tamuc.edu
6. You must check your Leo email regularly!

Extra Credit Policy - There is NO extra credit permitted in this course.

Technology Requirements

The following information on technological requirements has been provided to assist you in preparing to use technology successfully in this course. You should have access to a computer with:

- Internet access/connection – high speed recommended (not dial-up)
- Microsoft Office

You also have access to a personal MyLeo account and a **MyLeo email address**. This is the email address that I will use to send you information regarding this course. Please check it regularly, and be sure to send me emails from this address too.

Access and Navigation

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/login.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.

Communication & Support

The best way to reach me is via email (Samantha.Roberts@tamuc.edu) as I check it frequently. I will aim to reply with 24 hours to your MyLeo email address. Please be courteous and professional in all of your interactions with me and fellow students.

eCollege Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. 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 eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the '*Help*' button on the toolbar for information regarding working with eCollege (i.e. How to submit to Dropbox, How to post to Discussions etc...)

Course & University Procedures/Policies

Class Participation

Systematic and timely on-line participation is expected. University policy notes that excused absences include (i) participation in an authorized university activity, (ii) illness verified by a physician, (iii) death in the immediate family, and (iv) verifiable, official court appearance. Keep in mind that this course has been developed to allow maximum flexibility in regard to your online access. You are not required to logon at specific times on specific dates.

Assignments Submitted by Deadlines

Assignments are due as stated.

Respect Differing Views

This course deals with ideas. Please be respectful of individuals with ideas and beliefs that differ from your own. If you disagree with someone then ask them why they believe as they do, and then listen to the answer. People can have complex reasoning for what is seen as, on the surface, a simple idea. Only civil and even tempered discussions will be permitted in class.

Academic Honesty

Plagiarism within an assignment will result in a failing grade for that assignment. I expect all assignments for this course to be original works produced specifically for this course. Work produced, whether in part or in whole, from assignments for other courses will not be accepted for credit.

Late Assignments

Late assignments will lose one letter grade (10%) per day late. The measurement of days ends at 11:59pm the following day of class. A new day begins at Midnight (12 am) at continues to 11:59 pm.

Examination Policy

Exams will take place in the last week of the semester and will be oral.

Religious Holidays Policy

Reasonable accommodation will be given to students who require homework extensions because of religious holidays. However, your best option is to complete the required work early, as this is a fast paced summer course and you will not want to get behind.

Dropping the Class

If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. If you fail to officially drop the class, a failing grade shall be assigned at the end of the course.

Incompletes: Per university policy is granted only for circumstances beyond student's control which prevented the student from attending classes during Finals Week or the preceding three weeks (Policy A 12.07, 1998). The extension cannot exceed one semester. Failure to fulfill plan requirements within the specified time will result in an F.

Writing Center

Students are encouraged to visit the A&M-Commerce Writing Center for writing assistance. Visit the website at: <http://web.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/default.aspx>

University Specific Procedures

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

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).

HHPK444 ADMINISTRATION OF KINESIOLOGY & SPORTS PROGRAMS Course Outline Fall 2017

SECTION	CHAPTERS	SUBJECT	DEADLINES
1		Introduction to Class Goal Setting	
1	1 & 2	Historical Foundations Trends and Issues	
1	8	Communication Group Dynamics	
1	8	Group Dynamics Leadership	Section One Due: October 13
2		Psychological Assessment	
2	6 & 7	Decision Making	
2	5	Principles of Administration	
2	3 & 4	Principles of Organization	Section Two Due: November 17
3	9	Personnel	
3	10	Fiscal & Physical Resources	
3	13	Tort Law	Section Three Due: December 8

*Please note that this schedule is tentative and is subject to change. Also, this is NOT all-inclusive (i.e., Homework/Participation). Other assignments might be given throughout the semester, so you MUST check the class announcements and e-mail frequently.

Summary of Assessment

Section ONE: 100 Points

SUBJECT	QUIZ POINTS	DISCUSSION POINTS	ASSIGNMENT POINTS
Introduction 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	60	20	20

Section TWO: 100 Points

SUBJECT	QUIZ POINTS	DISCUSSION POINTS	ASSIGNMENT POINTS
Psychological Assessment	10		10

Decision Making	10	10	10
Principles of Administration	10		10
Principles of Organization	20		10
TOTAL	50	10	40

Section THREE: 100 Points

SUBJECT	QUIZ POINTS	DISCUSSION POINTS	ASSIGNMENT POINTS
Personnel	20	10	
Fiscal & Physical Resources	20		20
Tort Law	20	10	
TOTAL	60	20	20

Final Exam – 100 points

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 email 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 phoned at the selected time and 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.