



**DEPARTMENT OF HEALTH & HUMAN PERFORMANCE
COURSE SYLLABUS
FALL 2024**

**HHPS 400 01E
MANAGEMENT OF SPORT & RECREATION ORGANIZATIONS**

COURSE VALUE:	Three (3) credit hours
COURSE LOCATION:	<i>NHS 162 MWF 1:00-1:50 PM - Attendance required</i>
PROFESSOR:	Ms. Brandy Runyan, PhD Candidate
OFFICE:	Nursing & Health Sciences Building, NHS 141
OFFICE HOURS:	M/W/F 9:00 AM- 12:00 PM
PHONE:	(903) 886-5308
EMAIL:	Brandy.Runyan@tamuc.edu

REQUIRED TEXT: **The Management of Clubs, Recreation, and Sport: Concepts and Applications:** 9781571670274: **Thomas H. Sawyer**, Owen Smith: Books.

Course Description

An examination of the management and operational techniques and strategies for sport and recreation programs. Topics include an in-depth look at strategic management and governance of international sporting organizations and other organizations in the sport and recreation industry (which may include NCAA Division II Intercollegiate athletics, Campus Recreation, City Parks and Recreation), managing people in sport organizations, as well as the determination of strategic direction for sport and recreation organizations and effective implementation of strategies.

Course Objectives

At the end of this course the students will be able to:

The functions of planning and organizing are an integral part of the course, as well as managing budgets, political challenges, staffing, strategic planning, emotional intelligence and diversity.

Culture and a better understanding of complex problem solving in a very fast paced and ever changing climate in the sport and recreation field.

Go beyond book and classroom knowledge and transition into the actual practice of sport and recreation management.

Demonstrate knowledge of the interconnectedness of global dynamics and apply that knowledge as an engaged citizen within an interconnected and diverse world.

Course Requirements

Please note that all assignments **must be typed, a 1-inch margin on all sides, double-spaced in 12-point font (in Arial, Cambria, Calibri or Times New Roman only). Please use APA 7th Edition (American Psychological Association).**

Summary of Assignments and Assessments:

Assignments	# of assignments	Individual weights	Total Points
Weekly Participation	15	20	300
Weekly Quizzes	15	10	150
Exams	2	100	200
Papers	2	175	350
Total Possible Points			1,000

****Extra Credit Work:** There is no guaranteed extra credit in this course. However, if the opportunity for extra credit arises, I will post it in our D2L course space and notify you via email or course announcements.

****No Late Work Accepted:** If students have foreseeable issues turning in their work on time they are encouraged to work with their professor to arrange to turn their assignments in *before* the due date. No late work will be accepted in this course. Most course content is due by 11:59 PM on Sundays before Monday starts the next week, unless otherwise instructed.

****Work hard!** Grades are earned, not given. You will receive the grade that you earn so manage your time wisely, ask questions, and do not wait until the last minute to review lectures or begin your work. You are 100% responsible for your academic work-ethic, failure, and success in this course. You can do it!

****Statement on AI:** Use of AI is prohibited on any portion of this course without the instructor's consent. While there may occasionally be opportunities where AI is encouraged, all students must be aware that use of AI without instructor approval will result in an immediate zero on the assignment it was used for. If you have any questions about the use of AI or this policy, please feel free to contact me to discuss further.

Assignments

This course will include the following:

- **Weekly Participation**
 - Class attendance is mandatory for this face to face course
 - Students are expected to be on-time, if not *early* for each class
 - Late arrivals will be locked out to prevent disturbances to lectures that have already started
 - All class participation will be in-class and recorded with forms provided by the instructor
 - Students with a university-approved excuse (with required documentation) will be allowed to submit their participation to the instructor via email **by the due date listed in the syllabus for the week the absence is excused**. Failure to participate when absent will result in a score of 0 for each day the student is not participating. It is possible for an absence to be non-excused and the student still gain participation point if the student is in contact with the instructor in relation to the absence (email or other documentation before the due date will be required in order to obtain participation credit).
- **Weekly Quizzes**
 - There is a quiz affiliated with each planned lecture during the course. There will be times when there is more than one quiz due in one week. The quizzes are designed to test the student's knowledge of the material being presented in class lectures. Quizzes will included T/F and multiple choice questions.

- **Papers**

- **Governance Paper**

- Following a special Governance topic lecture, students will be required to write a paper on their chosen organization's governance. This paper will be due in Week 4.
 - Instructions & specific rubric will be provided in-class.

- **Strategy Paper**

- Following a special Strategy topic lecture, students will be required to write a paper on their chosen organization in relation to strategic planning and implementation. This paper will be due in week 12.
 - Instructions & specific rubric will be provided in-class.

- **Exams**

- Mid-Term Exam: Week 8
 - Final Exam: Week 16

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

A = 900 +
B = 800 - 899
C = 700 - 799
D = 600 - 699
F = under 600

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 BOOK.)

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, ROOM 132, (903) 886-5835.

**SOCIAL ISSUES IN A GLOBAL SPORT ECONOMY
Fall 2024**

Course Outline

DATE	AREA OF FOCUS	ASSIGNMENTS DUE
Week 1 8/26-9/1	Course Orientation & Welcome Iceberg Exercise Lecture #1: Managing Human Resources	Quiz #1 Icebergs Due Participation #1 Due
Week 2 9/2-9/8	Lecture #2: The Planning Process Lecture #3: Programming for Success	Quiz #2 Quiz #3 Participation#2
Week3 9/9-9/15	Lecture #4 The Budget Process Lecture #5: Revenue Generation	Quiz #4 Quiz #5 Participation#3
Week 4 9/16-9/22	Governance: Special Topic Lecture Governance Paper Writing Governance Paper Writing	Governance Paper Due Participation#4
Week 5 9/23-9/29	Lecture #6: Promotions and Advertising Lecture #7: Fund Raising	Quiz #6 Quiz #7 Participation#5
Week 6 9/30-10/6	Lecture #8 Membership Retention Lecture #9: Equipment/Supplies Management	Quiz #8 Quiz #9 Participation#6
Week 7 10/7-10/13	Lecture #10: Managing the Marketplace	Quiz #10 Participation#7
Week 8 10/14-10/20	Exam Review Week	Exam #1 Participation#8
Week 9 10/21-10/27	Lecture #11: Public and Media Relations	Quiz #11 Participation#9
Week 10	Lecture #12: Planning New Facilities	Quiz #12 Participation#10

10/28-11/3		
Week 11 11/4-11/10	Lecture #13: Facilities and Events Management	Quiz #13 Participation#11
Week 12 11/11-11/17	Strategy: Special Topic Lecture Strategy Paper Writing Strategy Paper Writing	Strategy Paper Due Participation#12
Week 13 11/18-11/24	Lecture #14: Legal Issues in Sport Management	Quiz #14 Participation#13
Week 14 11/25-12/1	In-class Activity Thanksgiving Break	Participation#14
Week 15 12/2-12/8	Lecture #15 Risk Management Final Exam Review	Quiz #15 Participation#15
Week 16 12/9-12/13	FINALS WEEK	Final Exam due 12/11/24 by 11:59 PM CST

*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 as well as attend class.

Communication & Support

The best way to reach me is via email (Brandy.Runyan@tamuc.edu) as I check it frequently. When emailing me, please include your First & Last Name along with the class name! 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.

D2L Brightspace Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year. Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- **For YouSeeU Sync Meeting sessions 8 Mbps is required.** Additional system requirements found here: <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "[click here](#)" to submit an issue via email.



System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

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.

Respect Differing Views

As with all courses, 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.

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

Examination Policy

Exams are timed but they are open book.

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.

Course Communication

Course communication will occur through your MyLeo Account. You will need to regularly and systematically review your e-mail on a timely basis.

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>

Counseling Center

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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

Student Disability Resources & Services

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).

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.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

