Department of Kinesiology and Sport Studies
KSS 4325.02: Organization and Administration in Sport and Exercise Science
Fall 2012

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Office Hours:	MWF 10:00-11:00 am, MW 12:00-2:00 pm	**Classroom:**	2210 McAfee: T-TH 12:00-1:15 pm

Course Description: Analysis and application of the core management functions of planning, organizing, leading, and controlling essential to successfully managing a sport and/or fitness organization

Course Objectives: Upon successful completion of this course the student will be able to:

- **a.** Comprehend generally accepted principles of organization and administration commonly used by sport organizations
- **b.** Analyze concepts and theories regarding the core management functions of planning, organizing, leading and controlling fundamental to the successful administration of sport and exercise programs.
- **c.** Examine core management functions applied to event and facility management

Required Texts: Applied Sport Management Skills (Lussier & Kimball, 2009: Human Kinetics)

Supplementary Resources (Printed and Electronic) at Booth Library, the WWW, or my office:

Athletic Business (www.athleticbusiness.com)	IHSA.org (Illinois High School Association)
Fitness Management (www.fitnessmanagement.com)	NCAA.org (National Collegiate Athletic Association)
Athletic Management (www.athleticmanagement.com)	NFHS.org (National Federation of State High School Associations)
NASPE (National Association for Sport and Physical Education)	Journal of Sports Administration and Supervision (jsasonline.org)
Coach and Athletic Director (Booth)	Journal of Sport Management (Booth)

Activities and Grading: (300 Total Points) - * KSS 4325.02 is a writing-intensive course (http://www.eiu.edu/~assess)

Learning Activities	Points	Due	Assignment Description
"Case Study" Presentation & Paper (* groups of 4) * Evaluated w/ EIU oral speaking rubric * Each student must present 4+ slides	**40 points** (pres=24) (paper= 16) (*1 paper per group)	* Sign-up for topic via email Thursdays during semester	Each group will develop an effective presentation and written analysis on a case study topic provided in the text. Weave together important chapter discussion points & relevant open-ended case study questions (at least 5) into the presentation. * For presentation include - introduction, background info., chapter principles, relevant sport industry scenarios, discussion questions related to topic, conclusion/summary = 30 minutes (**PPT elements** = 15 slides+, 5+ relevant images, 5+ hyperlinks, 1 table, 1 graph, 3-5 min video) * For paper include – introduction, detailed discussion on key topic points, conclusion, 750+ wd.)
Sport-Fitness Organization Newsletter	**20 points** * (Email & print final copy)	Oct 25th	Select an organization and use MS Publisher or comparable software to create a professional looking newsletter with at least 5 unique content areas of information. ***(**Criteria - 5+ unique content areas, 5+ images, 2+ font types, 2+ font colors, Save as .pdf file.)
Leadership Paper * Evaluated with EIU writing rubric (Content, Organization, Style, Mechanics, References)	**40 points** * 5 major components (8 pts each)	Nov 13th * Finalize topic via email by Sept 30th	Craft a semi-formal research paper in 3rd person neutral about a "leader" who has made a significant impact on the sport-fitness industry. Weave at least 5 references into the discussion on what leadership skills this leader has effectively demonstrated and why others should respect and emulate this leader. * 750 word min. (EWP) *Submit via WebCT 'Assignments folder' Use * APA in-text referencing and attach a reference page that is in APA format * (include title page, introduction, relevant section headings, conclusion, DB space)
Mid-semester Exams	**50 points each** (*50 Qs)	Sep 14-15th Oct 12-13th Nov 15th	Exam #1 – covering content from chapters 1, 2, 3, 4 – via WebCT "Assessments" Exam #2 – covering content from chapters 5, 6, 7, 8 – via WebCT "Assessments" Exam #3 – covering content from chapters 9, 10, 11, 12 – via WebCT "Assessments"
Attendance	**taken daily**	any class	Attendance is expected. * Final grade will be reduced 1 letter after every 3 unexcused absences
Final Exam	**50 points** (*100 Qs)	Dec 10th	Cumulative exam over ppt notes, chapter readings, & discussion from full semester
Extra Credit (* 3 main options)	**5 points each** (*choose 2)	Dec 6th	a) Attend **professional development** workshop, show evidence, summarize experience b) **Volunteer or work at sports-fitness** event, provide evidence, summarize experience c) **Propose EX.CR**, justify rationale & benefits, get approval, summarize experience * Answer 3 key Qs in detail: 1) What did you do? 2) What did you learn? 3) How did you benefit?
Total Points	**300 points**	total	**A** = 90%+, **B** = 89%-80%, **C** = 79%-70%, **D** = 69%-60%, **F** = Below 60%

Fall 2012 Tentative Class Schedule
(subject to change with notice)

Week #	Planned Discussion Topic	Assignments Due
Week 1 = (Aug 21-23)	Managing Sports	Read Chapter 1
Week 2 = (Aug 28-30)	The Sports Industry Environment	Read Chapter 2 Aug 30 - case study presentation
Week 3 = (Sep 4-6)	Creative Problem Solving and Decision Making	Read Chapter 3 Sep 6 - case study presentation
Week 4 = (Sep 11-13)	Strategic and Operational Planning **Ex** = EIU Athletics "Blueprint for Success"	Read Chapter 4 Sep 13 – case study ppt (EIU athletics) *** Sep 14th-15th = WebCT Exam #1**
Week 5 = (Sep 18-20)	Organizing and Delegating Work	Read Chapter 5 Sep 20 - case study presentation
Week 6 = (Sep 25-27)	Managing Change	Read Chapter 6 Sep 27 - case study presentation
Week 7 = (Oct 2-4)	Human Resource Management	Read Chapter 7 Oct 4 - case study presentation
Week 8 = (Oct 9-11)	Behavior in Organizations	Read Chapter 8 Oct 11 - case study presentation *** Oct 12th-13th = WebCT Exam #2**
Week 9 = (Oct 16-18)	Team Development	Read Chapter 9 Oct 18 - case study presentation
Week 10 = (Oct 23-25)	Communicating for Results	Read Chapter 10 Oct 25 - case study presentation *** Oct 25th = Newsletter due**
Week 11 = (Oct 30, Nov 1)	Motivating to Win	Read Chapter 11 Nov 1 – case study presentation
Week 12 = (Nov 6-8)	Leading to Victory John Wooden's 'Pyramid of Success'	Read Chapter 12 Nov 8 – case study presentation
Week 13 = (Nov 13) *** Nov 15 – no class session**	Controlling for Quality and Productivity	Read Chapter 13 *** Nov 13th = Leadership Paper due** *** Nov 15th = WebCT Exam #3**
Week 14 = (Nov 20-22)	*** Thanksgiving Break ***	*** No assignments due***
Week 15 = (Nov 27-29)	Facilities and Events	Read Chapter 14 Nov 29 - case study presentation
Week 16 = (Dec 4-6)	Future of Managing Sport Organizations Final Exam Preview, Extra Credit deadline	Finish Chapter 14 *** All extra credit on-before Dec 6th**
Week 17 – Final Exams Week	**Mon - December 10th, 2012 – 12:30 pm to 2:30 pm**	**Cumulative Exam – in class**

* Student Success Center (217-581-6696) contact for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other academic achievement skills - 9th Street Hall, Room 1302.

* Office of Disability Services (217-581-6583) - have a documented disability? Need academic accommodations? Please contact us.

* EIU Writing Center (217-581-5929) - a place where students can develop as independent writers and thinkers

Reminders:

a. All work must be **TYPED**
b. **20% off** each day an assignment is late
c. Attendance/Participation is expected – be on time
d. **Cell Phone Policy** – keep it in your pocket
e. Check EIU email everyday
f. "Better Late than Never" – explain