Department of Kinesiology and Sport Studies (KSS)
KSS 4325.02: Organization and Administration in Sport and Exercise Science
Spring 2013

Instructor:	Jon A. Oliver, Ph.D.	**Office Telephone:**	(217) 581-6366
Office Address:	2010 McAfee-EIU, Charleston, Il, 61920	**Email Address:**	jaoliver@eiu.edu
Office Hours:	MW 10:00-11:00 am, MTW 2:00-3:00 pm	**Classroom:**	2210 McAfee: MWF 9:00-9:50am

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 how core management functions apply 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 (http://www.athleticbusiness.com)	IHSA.org (Illinois High School Association)
Fitness Management (http://www.fitnessmanagement.com)	NCAA.org (National Collegiate Athletic Association)
Athletic Management (http://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 (* groups of 4) * Evaluated w/ EIU oral speaking rubric	**40 points** (PPT elements = 15) (Oral presentation = 25) * Each student must present 4+ slides	* Sign-up for topic via email Fridays	Each group will develop an effective presentation on a case study topic provided in the text. Weave in important chapter discussion points & 5+ relevant open-ended case study questions into the presentation. * For presentation include: introduction to case topic, background info., related sport industry scenarios, 5+ discussion questions, connection to chapter principles, conclusion/summary *(PPT elements = title slide, slide headings, 4+ content slides per student, 5+ relevant images, 5+ hyperlinks, create 1 table for data, create 1 graph for data, 3-5 min video)
Sport-Fitness Organization Newsletter	**30 points** * Finalize topic ('what' & 'why') via D2L by Jan 25 (*3 points)	Feb 6 *Upload in D2L 'dropbox' folder by start of class	Using desktop publishing software create a professional looking newsletter for an organization you want to complete an internship with that 'informs', 'promotes', and 'sells' ***(**Criteria = 5+ unique content areas, 5+ images, 2+ font types, 2+ font colors, Save as .pdf file.)
Leadership Paper * Evaluated with EIU writing rubric	**60 points** * 5 major components (12 pts each) (Content, Organization, Style, Mechanics, Referencing)	Mar 29 *Upload in D2L 'dropbox' folder by start of class	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 5+ references into the discussion on what leadership skills this leader has effectively demonstrated and why others should respect and emulate this leader. * 750+ words (EWP) - *Submit via D2L 'Assignments folder' Use * APA in-text referencing and attach a 'References' page that is in APA format * (include title page, introduction, relevant section headings, conclusion, DB space)
Mid-semester Exams	**40 points each** (*50 Qs) (*60 min)	#1: Jan 28 #2: Mar 1-2 #3: Apr 5-6	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 5 unexcused absences
Final Exam	**50 points** (*100 Qs)	April 30	Cumulative exam over ppt notes, chapter readings, & discussion from full semester
Extra Credit (* 3 main options)	**5 points each** (*choose 2)	By Apr 26	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 pts**	total	**A** = 90%+, **B** = 89%-80%, **C** = 79%-70%, **D** = 69%-60%, **F** = Below 60%

Spring 2013 Tentative Class Schedule
(*subject to change with notice)

Week #	Planned Discussion Topic	Assignments Due
Week 1 = (Jan 7-9-11)	Chap 1 - Managing Sports Chap 2 - The Sports Industry Environment	Read Chapters 1 & 2
Week 2 = (Jan 14-16-18)	Chap 2 - The Sports Industry Environment Chap 3 - Problem Solving & Decision Making	Read Chapters 2 & 3
Week 3 = (Jan 23) *** Jan 21st – MLK Holiday** *** Jan 25th – no class session**	Chap 4 - Strategic and Operational Planning **Ex** = EIU Athletics "Blueprint for Success"	Read Chapter 4 *** Jan 25 = Newsletter topic due - D2L**
Week 4 = (Jan 30) *** Jan 28th – no class session** *** Feb 1st – IAHPERD conf.**	Chap 5 - Organizing and Delegating Work	*** Jan 28th = Exam #1 - D2L** Read Chapter 5
Week 5 = (Feb 4-6-8)	Chap 5 - Organizing and Delegating Work	Read Chapter 5 - Case study presentation *** Feb 6 = Organization Newsletter due - D2L**
Week 6 = (Feb 11-13) *** Feb 15th – Lincoln's B-day**	Chap 6 - Managing Change	Read Chapter 6 - Case study presentation
Week 7 = (Feb 18-20-22)	Chap 7 - Human Resource Management	Read Chapter 7 - Case study presentation
Week 8 = (Feb 25-27-Mar 1)	Chap 8 - Behavior in Organizations	Read Chapter 8 - Case study presentation *** Mar 1-2 = Exam #2 - D2L**
Week 9 = (Mar 4-6-8)	Chap 9 - Team Development	Read Chapter 9 - Case study presentation
Week 10 = (Mar 11-13-15)	*** Spring Break – no classes**	*** No Assignments**
Week 11 = (Mar 18-20-22)	Chap 10 - Communicating for Results	Read Chapter 10 - Case study presentation
Week 12 = (Mar 25-27-29)	Chap 11 - Motivating to Win	Read Chapter 11 - Case study presentation *** Mar 29 = Leadership Paper due - D2L**
Week 13 = (Apr 1-3-5)	Chap 12 - Leading to Victory John Wooden's 'Pyramid of Success'	Read Chapter 12 - Case study presentation *** Apr 5-6 = Exam #3 - D2L**
Week 14 = (Apr 8-10-12)	Chap 13 - Controlling for Quality and Productivity	Read Chapter 13 - Case study presentation
Week 15 = (Apr 15-17-19)	Chap 14 - Facilities and Event Management	Read Chapter 14 - Case study presentation
Week 16 = (Apr 22-24-26)	Chap 14 - Facilities and Event Management Final Exam Preview, Extra Credit deadline	Finish Chapter 14 *** All extra credit due by Apr 26th**
Week 17 – Final Exams	**Monday, Apr 29, 2:45-4:45 pm**	**Cumulative Exam –** D2L

* 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 assignments due by start of class b. **20% off** each day an assignment is late c. Check EIU email everyday