

Department of Kinesiology and Sport Studies
KSS 4325: Organization and Administration in Sport and Exercise Science
Fall 2009

Instructor: Jon A. Oliver, Ph.D.	Office #: 2010 McAfee – (upper level – Northeast Corner)
Classroom: 2210 McAfee	Office Phone: 581-6366 (leave message)
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Course Description: Analysis and application of organizational and administrative theories, concepts, and principles essential to implementing a successful program in an exercise and/or sport-related environment

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

- a. Identify and apply the basic principles of administration and organization to realistic scenarios and cases common to sport and/or exercise programs
- b. Utilize concepts and theories regarding facility management, marketing, public relations, personnel management, and legal liability in realistic situations and circumstances common to administration of sport and exercise programs.
- c. Create appropriate and effective goals, objectives and implementation strategies for a sport or exercise program.
- d. Identify and apply effective managerial evaluation procedures to assess sport/exercise program effectiveness

Required Texts: Management of Physical Education and Sport (Krotee & Bucher – 13th Edition)

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)	Specialolympics.org
Coach and Athletic Director (Booth)	Journal of Athletic Training (Booth)

Disability Statement: If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (217-581-6583) as soon as possible.

Activities and Grading: (300 Total Points) - * PED 4325 is a writing-intensive course (<http://www.eiu.edu/~assess>)

Learning Activities	Points	Due	Assignment Description
Meet with the Professor	Pass/Fail	Sept 18th	Visit with the instructor in his office (2010 McAfee) during posted office hours or by appt. during first month of classes to discuss student interests, goals, and objectives
Sport Industry Issue Presentation + Paper (* groups of 2)	30 15 = paper 15 = pres	Sign-up	Present on a current issue or dilemma in your professional interest area. Share WWW news video clip (3-5 minutes) related to topic, present <u>at least</u> 5 discussion questions to class about topic, submit a response paper with 3 possible solutions to the issue * (400 word minimum, 1-inch margins, DB spaced, attach questions, include video link)
Dynamic Leadership in Sport Paper	30	Sep 30th	Craft a persuasive paper about a leader who has made a significant impact on the sport industry. Weave <u>at least</u> 5 references into your argument on why we should <u>respect</u> and <u>emulate</u> (& what we can learn from) this dynamic leader. 750 word min. * APA format
Fiscal (Budget) Mgmt. Article Analysis	20	Nov 6th	Article copy, typed analysis + opinion on article related to current fiscal (budgetary) issue in sport, fitness, recreation - * (2 <u>full</u> pages, 1-inch margins, 12 pt. font, double-spaced)
Sports Law Article Analysis	20	Dec 4th	Article copy, typed analysis + opinion on court case related to your professional area * (2 <u>full</u> pages, 1-inch margins, 12 pt. font, double-spaced)
Charleston/EIU Event Proposal (* groups of 3)	35	Dec 9th	Develop an event proposal that will be hosted here in Charleston/EIU that will satisfy consumer needs and wants. Include key event mgmt. aspects – local partners, facilities, staff, budget, registration, equipment, sponsors, marketing, publicity, awards, risk mgmt. (PPT: <u>at least</u> 10 slides, 5 images, 5 hyper links, 1 table, 1 graph, email by due date)
Quizzes	70 total (10 each)	See page 2	Quizzes covering content from assigned chapter readings. 10 questions each
Final Exam	75	Dec 16th	Cumulative exam over notes, readings, and discussion from full term
Participation – Attendance	20	daily	Expected. -2 points per absence. 10+ absences = Failing grade. <u>Perfect Attendance</u> = + 5
Extra Credit Options (examples listed)	5 points (choose 1)	Dec 11th	a) Attend a professional development event, provide evidence, share experience w/ class b) Volunteer for a sport organization, provide evidence, share experience w/ class c) Propose EX.CR (get approval), justify rationale/benefits, share experience w/class

Fall 2009 Tentative Class Schedule (subject to change with notice):

Week #	Planned Activities	Assignments Due
Week 1 = (Aug 24-26-28)	The Management Process	Read Krotee Chapter 1
Week 2 = (Aug 31, S 2-4)	Managing the Organization to Achieve Objectives	Read Krotee Chapter 2
Week 3 = (Sep 9-11) * Sept 7th (Mon) – Labor Day	Physical Educational Instructional Programs	Read Krotee Chapter 3 F - Sep 11th - Quiz #1 – Chaps 1, 2, 3
Week 4 = (Sep 14-16-18)	Recreational Sports: Intramural, Fitness, Club Programs	Read Krotee Chapter 4 F - Sep 18th – Meet w/Professor due
Week 5 = (Sep 21-23-25)	Competitive Sports: Interscholastic, Intercollegiate, other	Read Krotee Chapter 5 F - Sep 25th - Quiz #2 – Chaps 4 & 5
Week 6 = (Sep 28-30, O 2)	Sport-Fitness Programs in the Public and Private Sector	Read Krotee Chapter 6 W - Sep 30th - Leadership Paper due
Week 7 = (Oct 5 & 7) * Oct 9th (Fri) – Fall Break	Human Resource Management	Read Krotee Chapter 7
Week 8 = (Oct 12-14-16)	Program Development	Read Krotee Chapter 8 M - Oct 12th - Quiz #3: Chapters 6 & 7
Week 9 = (Oct 19-21-23)	Facility Management	Read Krotee Chapter 9
Week 10 = (Oct 26-28-30)	Fiscal Management (Budgetary Process)	Read Krotee Chapter 10, Appendix G M - Oct 26th - Quiz #4 – Chaps 8 & 9
Week 11 = (Nov 2-4-6)	Equipment Management	Read Krotee Chapter 11 F - Nov 6th - Fiscal Management Article Analysis Due
Week 12 = (Nov 9-11-13)	Legal Issues in Sport Management	Read Krotee Chapter 13 M - Nov 9th - Quiz #5 – Chaps 10 & 11
Week 13 = (Nov 16-18) * Nov 20 (Fri) - IAHPERD	Sports Medicine	Read Krotee Chapter 12 W - Nov 18th - Quiz #6: Chaps 12 & 13
Week 14 = (Nov 23-25-27)	Thanksgiving Break – no class	No Assignments
Week 15 = (Nov 30, D 2-4)	Public Relations, Marketing, Fundraising	Read Krotee Chapter 14 F – Dec 4th - Sports Law Article Analysis due
Week 16 = (Dec 7, 9, 11)	Charleston/EIU Event Proposals – present to class Final Exam Preview – Class Evaluations	M - Dec 7th - Quiz #7 – Chap 14 W - Dec 9th - Event Proposals due
December 16th, 2009 (W)	Final Exam - from 10:15 am to 12:15 pm	Cumulative exam over Semester content

- Notes.....**
- a. All work submitted by students must be **TYPED**
 - b. 20% off for each day an assignment is late
 - c. **10** unexcused absences or more results in a failing grade
 - d. Cell Phone Policy – no calls, no texts, leave phone on silent mode