

Department of Kinesiology and Sport Studies
KSS 4325: Organization and Administration in Sport and Exercise Science
 Spring 2010

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 a sport, fitness, and/or exercise environment

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

- a. Identify and apply generally accepted principles of administration and organization to realistic management scenarios and situations 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)

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	Feb 1st	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 for due date	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	35	Feb 10th	Craft a persuasive paper about a leader who has made a significant impact on the sport-fitness 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. Use * <u>APA in-text referencing</u> and attach a reference page that is in <u>APA format</u>
Fiscal (Budget) Mgmt. Article Analysis	20	Mar 26th	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)
Sport Law Article Analysis	20	Apr 7th	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 4)	35	Apr 19th	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-sponsors, facilities, staff, budget, registration, equipment, 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 + ppt notes. 10 questions per. * Quizzes <u>will not</u> be given early to accommodate vacation plans. (* Only with EIU activities)
Final Exam	70	April 26th	Cumulative exam over ppt notes, chapter 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)	By Apr 16th	a) Attend a professional development event, provide evidence, share experience w/ class b) Volunteer for sport event/organization, provide evidence, share experience w/ class c) Propose EX.CR (get approval), justify rationale/benefits, share experience w/class

Spring 2010 Tentative Class Schedule (subject to change with notice):

Week #	Planned Activities	Assignments Due
Week 1 = (Jan 11-13-15)	The Management Process	Read Krotee Chapter 1
Week 2 = (Jan 18-20-22) * Jan 18th: No class (MLK)	Managing the Organization to Achieve Objectives	Read Krotee Chapter 2
Week 3 = (Jan 25-27-29)	Physical Educational Instructional Programs	Read Krotee Chapter 3 F – Jan 29th - Quiz #1 – Chaps 1, 2, 3
Week 4 = (Feb 1-3-5)	Recreational Sports: Intramural, Fitness, Club Programs	Read Krotee Chapter 4 M – Feb 1st – Meet w/Professor due
Week 5 = (Feb 8-10-12) * Feb 12th: no class (Lincoln)	Competitive Sports: Interscholastic, Intercollegiate, other	Read Krotee Chapter 5 W - Feb 10th - Leadership Paper due
Week 6 = (Feb 15-17-19)	Sport-Fitness Programs in the Public and Private Sector	Read Krotee Chapter 6 M – Feb 15th - Quiz #2 – Chaps 4 & 5
Week 7 = (Feb 22-24-26)	Human Resource Management	Read Krotee Chapter 7 F – Feb 26th - Quiz #3: Chapters 6 & 7
Week 8 = (Mar 1-3-5)	Program Development Facility Management	Read Krotee Chapters 8 & 9
Week 9 = (Mar 8-10-12)	Fiscal Management (Budgetary Process)	Read Krotee Chapter 10, Appendix G M – Mar 8th - Quiz #4 – Chaps 8 & 9
Week 10 = (Mar 15-17-19)	Spring Break – no classes	No assignments
Week 11 = (Mar 22-24-26)	Equipment Management	Read Krotee Chapter 11 F – Mar 26th - Fiscal Management Article Analysis Due
Week 12 = (Mar 29-31-A2)	Legal Issues in Sport Management	Read Krotee Chapter 13 M – Mar 29th - Quiz #5: Chaps 10 & 11
Week 13 = (Apr 5, 7, 9)	Sports Medicine	Read Krotee Chapter 12 M – Apr 7th – Sport Law Analysis due F - Apr 9th - Quiz #6: Chaps 12 & 13
Week 14 = (Apr 12, 14, 16)	Public Relations, Marketing, Fundraising	Read Krotee Chapter 14 F – Apr 16th - Quiz #7 – Chap 14
Week 15 = (Apr 19, 21, 23)	Charleston/EIU Event Proposals – present to class Final Exam Preview – Class Evaluations	M – Apr 19th * All Event Proposals due
Week 16 – Final Exam * April 26th, 2010	Monday, April 26th: 8:00 – 10:00 AM = in class	Cumulative Exam of Semester

* **Student Success Center** – contact for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement – for appointment call 217-581-6696, 9th Street Hall, Room 1302. (www.eiu.edu/~success)

* **Disability Statement:** Have a documented disability & need academic accommodations? ... Contact the Office of Disability Services (217-581-6583).

Reminders:

a. All work must be **TYPED**
c. Attendance is expected

b. **20% off** for each day an assignment is late
d. **Cell Phone Policy** – no calls, no texts, leave phone on silent mode in pocket