

**Eastern Illinois University**  
**New/Revised Course Proposal Format**  
 (Approved by CAA on 4/3/14 and CGS on 4/15/14, Effective Fall 2014)

**Banner/Catalog Information (Coversheet)**

1.  New Course or  Revision of Existing Course
2. **Course prefix and number:** KSS 3860
3. **Short title:** Org & Admin in Ex Science
4. **Long title:** Organization and Administration in Exercise Science
5. **Hours per week:** \_3\_ Class \_0\_ Lab \_3\_ Credit
6. **Terms:**  Fall  Spring  Summer  On demand
7. **Initial term:**  Fall  Spring  Summer Year: \_2015\_
8. **Catalog course description:** Analysis and application of organizational and administrative theories, concepts, and practices essential to implementing a successful program in an exercise setting. Topics include organizational design, facility management, staff development, member recruitment, retention, and profitability, and risk management and their application in health and fitness facilities.

9. **Course attributes:**

General education component: n/a

Cultural diversity  Honors  Writing centered  Writing intensive  Writing active

10. **Instructional delivery**

**Type of Course:**

Lecture  Lab  Lecture/lab combined  Independent study/research  
 Internship  Performance  Practicum/clinical  Other, specify: \_\_\_\_\_

**Mode(s) of Delivery:**

Face to Face  Online  Study Abroad

Hybrid, specify approximate amount of on-line and face-to-face instruction. 50% Face to Face, 50% Online.

11. Course(s) to be deleted from the catalog once this course is approved. n/a

12. **Equivalent course(s):** n/a

a. **Are students allowed to take equivalent course(s) for credit?**  Yes  No

**13. Prerequisite(s): BIO 2001G, KSS 1500, and KSS 2440**

- a. Can prerequisite be taken concurrently?  Yes  No
- b. Minimum grade required for the prerequisite course(s)? C or better
- c. Use Banner coding to enforce prerequisite course(s)?  Yes  No
- d. Who may waive prerequisite(s)?  
 No one  Chair  Instructor  Advisor  Other (specify)

**14. Co-requisite(s): n/a**

**15. Enrollment restrictions**

- a. Degrees, colleges, majors, levels, classes which may take the course: KSS majors within Exercise Science Concentration.
- b. Degrees, colleges, majors, levels, classes which may not take the course: All non-KSS majors and KSS majors who are not in the Exercise Science concentration.

**16. Repeat status:**  May not be repeated  May be repeated once with credit

**17. Enter the limit, if any, on hours which may be applied to a major or minor:** n/a

**18. Grading methods:**  Standard  CR/NC  Audit  ABC/NC

**19. Special grading provisions:**

- Grade for course will not count in a student's grade point average.
- Grade for course will not count in hours toward graduation.
- Grade for course will be removed from GPA if student already has credit for or is registered in:  
\_\_\_\_\_
- Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in: \_\_\_\_\_

**20. Additional costs to students:**

- Supplemental Materials or Software None \_\_\_\_\_
- Course Fee  No  Yes, Explain if yes \_\_\_\_\_

**21. Community college transfer:**

- A community college course may be judged equivalent.
- A community college may not be judged equivalent.

Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.

## **Rationale, Justifications, and Assurances (Part I)**

1.   X   Course is required for the major(s) of KSS with concentration in Exercise Science.

     Course is required for the minor(s) of \_\_\_\_\_

     Course is required for the certificate program(s) of \_\_\_\_\_

     Course is used as an elective

### **2. Rationale for proposal :**

Exercise Science is an expanding field that requires students to have a basic understanding of administrative and managerial responsibilities in health and fitness facilities. Developing competency in the areas of facility management, personnel management, fiscal management, legal foundations, and marketing management is essential to be an effective fitness program professional. Revision to course is, in part, to enable online delivery of the course.

### **3. Justifications for (answer N/A if not applicable)**

Similarity to other courses: n/a

Prerequisites: Successful completion of BIO 2001G, KSS 1500 and KSS 2440 assures that the student has been accepted into the KSS program.

Co-requisites: n/a

Enrollment restrictions: Organizing and administering fitness and exercise facilities is specific to outcomes with the KSS Exercise Science concentration.

Writing active, intensive, centered: n/a

### **4. General education assurances (answer N/A if not applicable)**

General education component: n/a

Curriculum: n/a

Instruction: n/a

Assessment: n/a

### **5. Online/Hybrid delivery justification & assurances (answer N/A if not applicable)**

Online or hybrid delivery justification:

The major assignments of the class are to develop a business plan and an operations manual for a new small business in the health or fitness industry. These major projects require a significant number of smaller assignments that become part of the two major projects. Feedback and grading of the assignments and projects can easily be done electronically allowing flexibility with students and faculty interaction. The background information required to understand the assignments and projects is at a level that can effectively be disseminated online allowing students to progress through the content, assignments and projects at their own pace.

Instruction:

The course will be delivered and administered through an online learning management system (e.g. Desire2Learn). Quizzes and exams will be completed and graded online. Assignments will be delivered through the online learning management system and graded electronically. Participation in online discussion will be conducted, monitored and graded through the course management system's discussion forum.

Integrity:

The course syllabus will contain a statement on academic integrity and honesty. Quiz and exam items will be delivered randomly from a selected pool of questions to prevent any two students from having the exact same sequence of questions. Quizzes and exams will be time restricted. Essay questions will require critical analysis and application that will discourage plagiarism. Writing assignments will be submitted to plagiarism detection software (e.g. Turnitin).

Interaction:

The instructor and students will be able to communicate with each other through online chat, discussion, and pager options along with email available through the online learning management system.

**Model Syllabus (Part II)**

Please include the following information:

1. Course number and title
2. Catalog description
3. Learning objectives.
4. Course materials.
5. Weekly outline of content.
6. Assignments and evaluation, including weights for final course grade.
7. Grading scale.
8. Correlation of learning objectives to assignments and evaluation

Eastern Illinois University

Department of Kinesiology and Sports Studies

KSS 3860 - Organization and Administration in Exercise Science. 3-0-3 credit hours

Semester: \_\_\_\_\_

Instructor: \_\_\_\_\_

Office: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Office Hours: \_\_\_\_\_

**Catalog Course Description:** This course covers the analysis and application of organizational, administrative and practices essential to implementing a successful program in an exercise setting. Topics include organizational design, facility management, staff development, member recruitment, retention, profitability, and risk management and their application in health and fitness facilities. (Prerequisites; BIO 2001, KSS 1500 and KSS 2440.)

**Learning Objectives:**

1. Implement effective safety procedures and emergency plans for a health/fitness facility.
2. Create a plan for developing or modifying a fitness facility that includes overseeing the purchasing, maintenance, and placement of exercise equipment, effective and safe floor plans, and the general oversight of various facilities such as pools, sport courts, classrooms, multipurpose areas, outdoor recreational areas, etc.
3. Conduct interviews that determine employee/client compatibility, client goals and objectives, informed consent to physical training with a personal trainer, and retention of clients.
4. Work with a client within the confines of the law in a manner such as to avoid injury to the client and legal action upon the personal trainer and to deal with legal liability in realistic situations and circumstances common to the administration of exercise programs.
5. Select and modify exercise facilities for various special populations (e.g. elderly, children, and health limitations such as pulmonary, orthopedic, etc.)
6. Using current technology, create tools to promote or distribute content for facility management, marketing, public relations, and personnel management.

**Course Material:**

**Textbooks:**

1. Ware, C. M., Bamford, C. E., & Burton, G. D. (2013). Business Management for the Personal Fitness Trainer. McGraw-Hill: New York.
2. American College of Sports Medicine. (2012). ACSM's Health/Fitness Facility Standards and Guidelines. 4<sup>th</sup> Edition, Human Kinetics: Champaign, IL.

**Outline and Schedule:**

	<b>Topic</b>	<b>Face-to-Face</b>	<b>Hybrid</b>	<b>Online</b>
Week 1	Introduction to Small Businesses and Small business	150 minutes	FF: 100 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.

	start-ups			
Week 2	Idea generation and Competition	150 minutes	FF: 100 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 3	Business mission and strategy and Financial matters	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 4	Legalities	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 5	Operations	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 6	Financing and accounting	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 7	Human resources and Marketing	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 8	Future considerations and Franchising	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 9	Business Plan	150 minutes	FF: 100 O: Web based assignments	Online lecture videos and assignment.
Week 10	Staff and employee responsibilities. Orientation, education and supervision	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.

Week 11	Pre-activity screening. Management and emergency policies	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 12	Staff and independent contractors	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 13	Facility operating practices	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 14	Facility design and construction and equipment	150 minutes	FF: 50 O: Discussion board and web based assignments	Online lecture videos, discussion board and assignments.
Week 15	Facility Operations Manual	150 minutes	FF: 100 O: Web based assignments	Online lecture videos and assignment.

**Assignments and Evaluation:**

1. Assignments: 40 % (Objectives 1-6)
2. Business Plan: 20% (Objective 6)
3. Facility Operations Manual: 20% (Objective 2)
3. Exams : 20% (Objectives 1-6)

**Grading Scale:**

- A ≥ 90% of total points.
- B 80-89% of total points.
- C 70-79% of total points.
- D 60-69% of total points.
- F < 60% of total points.

**General Course Policies:**

- **Academic integrity** - Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.
- **Students with disabilities** - If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.
- **The Student Success Center** - Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center ([www.eiu.edu/~success](http://www.eiu.edu/~success)) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9<sup>th</sup> Street Hall, Room 1302.

**Date approved by the department or school: October 24, 2014**

**Date approved by the college curriculum committee:**

**Date approved by the Honors Council (*if this is an honors course*):**

**Date approved by CAA:       CGS:**