UNIVERSITY OF NORTH TEXAS

Department of Kinesiology, Health Promotion and Recreation

COURSE SYLLABUS

Course Number and Title: KINE 3400 Administrative Theory and Practice in Athletic and Sport Regulatory Organizations

Instructor: Dr. Jeff E. Goodwin
Phone: (940) 565-3431 (Office)
E-Mail: jeff.goodwin@unt.edu

Office: PEB 110
Office Hours: TR 7:30-8:00, TR 11:00-12:00, or by appointment

Course Description: Administrative theory and practices in planning, organizing, staffing and evaluating athletic and sport organizations. Emphasis is placed on factors involved in administrator behaviors needed for successful programs in school athletic and sport regulatory organizations.

General Overview: The course is an in-depth analysis of the relationship of sports and management. The study of sport includes sporting goods manufacturers; fitness centers; recreation departments; broadcasting; Little League teams; and high school, NCAA, and professional leagues. The study of management follows the four functions of management (planning, organizing, leading, and controlling).

General Objectives:

1. To teach you the important principles, concepts, research, and theories of management.
2. To develop your ability to apply the management principles to sport organizations.
3. To develop your management skills in your personal and professional lives.

Grading:

1. Exam 1 (15%)
2. Exam 2 (15%)
3. Exam 3 (15%)
4. Exam 4a (10%)
5. Exam 4b (10%)
6. Exam 5 (15%)
7. Blackboard Chapter Assignments (20%)

Grading Scale:

90.00 - 100.00% -- A
80.00 - 89.99% -- B
70.00 - 79.99% -- C
60.00 - 69.99% -- D
00.00 - 59.99% -- F

Textbook:

Lussier, R., & Kimball, D. (2009). *Applied sport management skills*. Champaign, IL: Human Kinetics.

TENTATIVE COURSE SCHEDULE

DATE	TOPIC	ASSIGNMENT
08-26 R	Introduction to Course	
08-31 T	21 Irrefutable Laws of Leadership Video	
09-02 R	21 Irrefutable Laws of Leadership Video	
09-07 T	21 Irrefutable Laws of Leadership Video	
09-09 R	21 Irrefutable Laws of Leadership Video	
09-14 T	Managing Sports - Blackboard Chapter 1 Assignment	Read Chapter 1
09-16 R	The Sport Industry Environment: Globalization, Ethics, and Social Responsibility - Blackboard Chapter 2 Assignment	Read Chapter 2
09-21 T	Practice Quiz: Chapters 1 and 2	
09-23 R	EXAM 1: Introduction to Sport Management (Chapters 1-2 and 21 Irrefutable Laws of Leadership)	
09-28 T	Creative Problem Solving and Decision Making - Blackboard Chapter 3 Assignment	Read Chapter 3
09-30 R	Strategic and Operational Planning - Blackboard Chapter 4 Assignment	Read Chapter 4
10-05 T	Practice Quiz: Chapters 3 and 4	
10-07 R	EXAM 2: Planning (Chapters 3-4)	
10-12 T	Organizing and Delegating Work - Blackboard Chapter 5 Assignment	Read Chapter 5
10-14 R	Managing Change: Sport Culture, Innovation, and Diversity - Blackboard Chapter 6 Assignment	Read Chapter 6
10-19 T	Human Resources Management - Blackboard Chapter 7 Assignment	Read Chapter 7
10-21 R	Practice Quiz: Chapters 5, 6, and 7	
10-26 T	EXAM 3: Organizing (Chapters 5-7)	
10-28 R	Behavior in Organizations: Power, Politics, Conflict, and Stress - Blackboard Chapter 8 Assignment	Read Chapter 8
11-02 T	Team Development - Blackboard Chapter 9 Assignment	Read Chapter 9
11-04 R	Communicating for Results - Blackboard Chapter 10 Assignment	Read Chapter 10
11-09 T	Practice Quiz: Chapters 8-9	
11-11 R	EXAM 4a: Leading (Chapters 8-10)	
11-16 T	Motivating to Win - Blackboard Chapter 11 Assignment	Read Chapter 11
11-18 R	Leading to Victory - Blackboard Chapter 12 Assignment	Read Chapter 12
11-23 T	Practice Quiz: Chapters 11-12	
11-30 T	EXAM 4b: Leading (Chapters 11-12)	

12-02 R	Controlling for Quality and Productivity - Blackboard Chapter 13 Assignment	Read Chapter 13
12-07 T	Facilities and Events - Blackboard Chapter 14 Assignment	Read Chapter 14
12-09 R	Practice Quiz: Chapters 13-14	
12-14 T (8:00)	EXAM 5: Controlling (Chapters 13-14)	

Course Policy:

1. The Department of Kinesiology, Health Promotion and Recreation is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the Department of Kinesiology, Health Promotion and Recreation will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

   If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.

   Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14, at www.unt.edu/oda, and by visiting the ODA in Room 321 of the University Union. You also may call the ODA at 940.565.4323.

2. This class is an extensive learning experience. The amount of knowledge gained is limited only by motivation and interest.

   Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

   I expect ALL individuals to:

   - attend and be punctual to ALL classes;
   - turn cell phones off during class;
   - complete ALL reading assignments prior to class;
   - be energetic in bringing relevant information to class; and

- participate fully in class discussions.

Showing up late, leaving early, or stepping out of class to use your cellular phone is distracting to the other students in class. Cellular phones and other electronic devices can be distracting if used inappropriately. During class, turn cell phones to vibrate or off. You are not to have earphones of any type in during class. All electronic devices are to be turned off prior to entering the classroom. You may, of course audio record the lectures or have your computer on for taking notes. Students found to have computers on for purposes other than this class will be asked to leave the room. During quizzes and examinations, cell phones and other electronic devices must be turned off and placed out of sight. Failure to do so may result in you: (a) being asked to leave the classroom; and/or (b) receiving a "zero" on the quiz or examination.

I expect ALL assignments to be prepared and evaluated consistent with the level of performance expected from a select group of highly motivated undergraduate individuals. Since this course is at the undergraduate level, it is my expectation that ALL work conducted by individuals will be reflective of undergraduate level quality.

Please note that I do NOT normally curve assignments or examinations and that the grade individuals receive will be the grade earned. Based on past teaching practices, I have found that failure to attend classes for whatever reason results in significantly lower academic grades.

Attendance will enhance your understanding of material, thus it will have an indirect impact on your grade. You are expected to be in class. If you decide not to attend class or determine that you cannot attend class, you are responsible for material covered in class that day. I will be happy to meet with you to answer any questions you have; however, I will not repeat the lecture missed or provide copies of class notes.

Having stated my expectations, individuals have the right to expect the following from the instructor:

- impartial, fair, and dignified treatment;
- reasonable opportunities to ask questions and to express ideas;
- respect for his/her right of privacy to personal views;
- clear statements of standards for acceptable work in advance of grading and other assignments;
- knowledge of the grading system early in the semester and the absence of unfair, capricious or discriminatory grading categories;
- regularly scheduled office hours, with additional time at hours which are mutually convenient for the instructor and student;
- explicit and early description of the instructors policy for penalties regarding failure to participate in class; and
- advance knowledge, when possible, of cancellation of class or office hours.

3. Academic Dishonesty: Cheating will not be tolerated in the class. Individuals are not to receive information from another student or give information to another student during a quiz or examination. Individuals are to use only their memory. Individuals caught cheating during a quiz or examination will be charged under the University's Code of Student Conduct. Among other punishments, students found guilty run the risk of having their score changed to a zero, receiving a grade of F for the course, and/or dismissal from the University.

   Academic dishonesty includes cheating, plagiarism, fabrication, and facilitating academic dishonesty. Cheating refers to collaborating on assignments and using unauthorized materials. Plagiarism refers to presenting ideas, words, or statements of another person without giving credit to that person. If you have questions about cheating or plagiarism, please see me.

4. Family Educational Rights and Privacy Act (FERPA) Information: Students have the right to expect their grades will be kept confidential. There are a few things, because of the size and/or nature of this class, the instructor must advise you of regarding collection and distribution of examination results, quiz results, homework assignments, roll sheets, projects, etc. During this class it may be necessary for you to pass your assignments forward to the instructor or it may be necessary for the instructor to call your name and then return your completed assignment to you by passing it across the room. The instructor, under the reasonable assumption guidelines, assumes students are collecting only their own materials. Every attempt will be made to keep your information confidential. Neither your course grades nor grades for any assignment will be posted in a way that could result in your being identified by other students or faculty members.

5. Blackboard Chapter Assignments are required for this course. Log on to https://ecampus.unt.edu and select the KINE 3400 (Goodwin) Section 001 (Fall 2010) course. At that point, select Course Content and then select Blackboard Chapter Assignments. When a Blackboard Chapter Assignment is due on a specific day, individuals are responsible for completing and submitting the assignment on that day. Blackboard Chapter Assignments will NOT be accepted for any reason after the deadline. Missing assignments will be assigned a grade of zero.

6. Failure to take examinations at the scheduled time will result in a grade of zero, unless individuals have made special arrangements with the instructor ***prior*** to the class. Make-up examinations will NOT normally be administered. When examinations are administered, you must remove your hats/caps as you enter the classroom. You may NOT wear a hat/cap of any type (including, but not limited to, baseball, Easter, sombrero, bonnet, cowboy, bandera, nylons, etc.) during examinations. Please see me personally if you have a religious- or medical-based matter to discuss related to this policy.

7. I will present the results of examinations to the class within two class periods after the examination was administered. Individuals will NOT have the opportunity to review examinations during class. Individuals have the responsibility of reviewing examinations during the instructor's office hours (or by appointment). Individuals have one week to review examinations. After the one week period, individuals will NOT have the opportunity to review examinations.

8. All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via EagleConnect. Due to the amount of spam e-mail messages, I normally do not receive or respond to messages sent from outside service providers (e.g., Yahoo, Hotmail, AOL, Verizon, Gmail, etc.).

9. Chapter outlines for this course are available for you to print. Log on to https://ecampus.unt.edu) and select the KINE 3400 (Goodwin) Section 001 (Fall 2010) course. At that point, select Course Content and then select Chapter Outlines.

NAME:_____ **ID:**_____

1. **What is your gender?**
   A. female
   B. male

2. **What is your classification?**
   A. first year
   B. sophomore
   C. junior
   D. senior
   E. other

3. **What is your grade point average (skip if you are just starting college)?**
   A. 3.50 - 4.00
   B. 3.00 - 3.49
   C. 2.50 - 2.99
   D. 2.00 - 2.49
   E. below 2.00

4. **How many times have you enrolled in KINE 3400?**
   A. one - my first time is this semester
   B. two
   C. three

5. **What final course grade do you expect to earn?**
   A. grade of A
   B. grade of B
   C. grade of C
   D. grade of D
   E. grade of F

6. **How many classes do you plan to miss?**
   A. zero
   B. one
   C. two
   D. three
   E. four or more

7. **How many hours a week do you work?**_____

8. **Why are you enrolled in this course?**