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
Office: PEB 110
Phone: (940) 565-3431 (Office)
Email: jeff.goodwin@unt.edu

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. 21 Irrefutable Laws Of Leadership Quizzes (10%)
2. Exam 1 (15%): Chapters 1-2. Exam 1 has two parts: Part I = 5% and Part II = 10%.
3. Exam 2 (15%): Chapters 3-4. Exam 2 has two parts: Part I = 5% and Part II = 10%.
4. Exam 3 (15%): Chapters 5-7. Exam 3 has two parts: Part I = 5% and Part II = 10%.
5. Exam 4 (15%): Chapters 8-10. Exam 4 has two parts: Part I = 5% and Part II = 10%.
6. Exam 5 (15%): Chapters 11-12. Exam 5 has two parts: Part I = 5% and Part II = 10%.
7. Blackboard Chapter Assignments (15%)

Note: There is an Optional: Exam 6 (15%): Chapters 13-14. The score earned on Optional: Exam 6 will replace the lowest score earned on one of your previous exams.

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

## How To Calculate Your Grade

<table>
<thead>
<tr>
<th>Your Performance</th>
<th>Please see column, Quiz %, inside Blackboard (when posted).</th>
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<tr>
<td>Leadership Quizzes (10%)</td>
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<td>Quiz 1: ___ points</td>
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<td>Total Points: ___</td>
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| Please see column, Exam 1 %, inside Blackboard (when posted). |
|-------------------|-----------------------------|
| Exam 1 (15%) | ___ % |
| Exam 2 (15%) | ___ % |
| Exam 3 (15%) | ___ % |
| Exam 4 (15%) | ___ % |
| Exam 5 (15%) | ___ % |

| Please see column, Chapter Assignments %, inside Blackboard (when posted). |
|-----------------|----------------------------|
| Blackboard Chapter Assignments (15%) | ___ % |
| Chapter 1: ___ points | ___ points |
| Chapter 2: ___ points | ___ points |
| Chapter 3: ___ points | ___ points |
| Chapter 4: ___ points | ___ points |
| Chapter 5: ___ points | ___ points |
| Chapter 6: ___ points | ___ points |
| Chapter 7: ___ points | ___ points |
| Chapter 8: ___ points | ___ points |
| Chapter 9: ___ points | ___ points |
| Chapter 10: ___ points | ___ points |
| Chapter 11: ___ points | ___ points |
| Chapter 12: ___ points | ___ points |
| Total Points: ___ | ___ points |

| Optional: Exam 6 (15%) | ___ % |
## Tentative Course Schedule

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<tr>
<th>Date</th>
<th>Topic</th>
<th>What To Do!</th>
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| 01-17 T  | Introduction To Course Leadership Questionnaire                      | 1. Read And Understand Course Syllabus  
2. Turn In Pages 9-10 From Course Syllabus At End Of Class  
3. Complete Leadership Questionnaire  
4. Purchase Or Rent Textbook  
5. Print 21 Irrefutable Laws Of Leadership Outline (Select Blackboard Chapter Assignments Then 21 Irrefutable Laws Of Leadership ) |
| 01-19 R  | 21 Irrefutable Laws Of Leadership Video                            | 1. Notes On Introduction – Law 4  
2. Complete What Did We Learn! |
| 01-24 T  | 21 Irrefutable Laws Of Leadership Video                            | 1. 21 Irrefutable Laws Of Leadership Quiz 1  
2. Notes On Laws 5-9  
3. Complete What Did We Learn! |
| 01-26 R  | 21 Irrefutable Laws Of Leadership Video                            | 1. 21 Irrefutable Laws Of Leadership Quiz 2  
2. Notes On Laws 10-13  
3. Complete What Did We Learn! |
| 01-31 T  | 21 Irrefutable Laws Of Leadership Video                            | 1. 21 Irrefutable Laws Of Leadership Quiz 3  
2. Notes On Laws 14-17  
3. Complete What Did We Learn! |
| 02-02 R  | Managing Sports – Chapter 1                                       | 1. Read Chapter 1  
2. Complete Blackboard Chapter 1 Assignment  
Available: 02-01 @ 7:00 AM  
Deadline: 02-02 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 1 |
| 02-07 T  | 21 Irrefutable Laws Of Leadership Video                            | 1. 21 Irrefutable Laws Of Leadership Quiz 4  
2. Notes On Laws 18-21  
3. Complete What Did We Learn! |
| 02-09 R  | 21 Irrefutable Laws Of Leadership Video                            | 1. 21 Irrefutable Laws Of Leadership Quiz 5  
2. Understanding Online Class: Blackboard Chapter Assignments |
| 02-14 T  | The Sport Industry Environment – Chapter 2                         | 1. Read Chapter 2  
2. Complete Blackboard Chapter 2 Assignment  
Available: 02-13 @ 7:00 AM  
Deadline: 02-14 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 2 |
| 02-16 R  | Exam 1 – Part I: Introduction to Sport Management (Chapters 1-2) Part I = 5%  
If you earn a grade of “A” or “B” on Part I, then you may use that grade for Part II. | 1. Review Blackboard Chapter 1 Assignment  
2. Review What Did We Learn: A Recap – Chapter 1  
3. Review Blackboard Chapter 2 Assignment  
4. Review What Did We Learn: A Recap – Chapter 2  
5. Complete Preparation Guide For Exam 1 |
| 02-21 T  | Exam 1 – Part II: Introduction to Sport Management (Chapters 1-2) Part II = 10% | 1. Review Blackboard Chapter 1 Assignment  
2. Review What Did We Learn: A Recap – Chapter 1  
3. Review Blackboard Chapter 2 Assignment  
4. Review What Did We Learn: A Recap – Chapter 2  
5. Complete Preparation Guide For Exam 1 |
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<th>DATE</th>
<th>TOPIC</th>
<th>WHAT TO DO!</th>
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| 02-23 R    | Online Class                                              | 1. Read Chapter 3  
2. Complete Blackboard Chapter 3 Assignment  
   Available: 02-22 @ 7:00 AM  
   Deadline: 02-23 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 3 |
|            | Creative Problem Solving and Decision Making – Chapter 3   |                                                                            |
| 02-28 T    | Online Class                                              | 1. Read Chapter 4  
2. Complete Blackboard Chapter 4 Assignment  
   Available: 02-27 @ 7:00 AM  
   Deadline: 02-28 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 4 |
|            | Strategic and Operational Planning – Chapter 4             |                                                                            |
| 03-02 R    | Online Class                                              | 1. Review Blackboard Chapter 3 Assignment  
2. Review What Did We Learn: A Recap – Chapter 3  
3. Review Blackboard Chapter 4 Assignment  
4. Review What Did We Learn: A Recap – Chapter 4  
5. Complete Preparation Guide For Exam 2 |
|            | Exam 2 – Part I: Planning (Chapters 3-4)  
   Part I = 5%  
   If you earn a grade of “A” or “B” on Part I, then you may use that grade for Part II. |                                                                            |
| 03-07 T    | Online Class                                              | 1. Review Blackboard Chapter 3 Assignment  
2. Review What Did We Learn: A Recap – Chapter 3  
3. Review Blackboard Chapter 4 Assignment  
4. Review What Did We Learn: A Recap – Chapter 4  
5. Complete Preparation Guide For Exam 2 |
|            | EXAM 2 – Part II: Planning (Chapters 3-4)  
   Part II = 10% |                                                                            |
| 03-09 R    | Online Class                                              | 1. Read Chapter 5  
2. Complete Blackboard Chapter 5 Assignment  
   Available: 03-08 @ 7:00 AM  
   Deadline: 03-09 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 5 |
|            | Organizing and Delegating Work – Chapter 5                |                                                                            |
| 03-21 T    | Online Class                                              | 1. Read Chapter 6  
2. Complete Blackboard Chapter 6 Assignment  
   Available: 03-20 @ 7:00 AM  
   Deadline: 03-21 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 6 |
|            | Sport Culture, Innovation, and Diversity – Chapter 6      |                                                                            |
| 03-23 R    | Online Class                                              | 1. Read Chapter 7  
2. Complete Blackboard Chapter 7 Assignment  
   Available: 03-22 @ 7:00 AM  
   Deadline: 03-23 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 7 |
|            | Human Resources Management – Chapter 7                    |                                                                            |
| 03-28 T    | Online Class                                              | 1. Review Blackboard Chapter 5 Assignment  
2. Review What Did We Learn: A Recap – Chapter 5  
3. Review Blackboard Chapter 6 Assignment  
4. Review What Did We Learn: A Recap – Chapter 6  
5. Review Blackboard Chapter 7 Assignment  
6. Review What Did We Learn: A Recap – Chapter 7  
7. Complete Preparation Guide For Exam 3 |
|            | Exam 3 – Part I: Organizing (Chapters 5-7)  
   Part I = 5%  
   If you earn a grade of “A” or “B” on Part I, then you may use that grade for Part II. |                                                                            |
| 03-30 R    | Online Class                                              | 1. Review Blackboard Chapter 5 Assignment  
2. Review What Did We Learn: A Recap – Chapter 5  
3. Review Blackboard Chapter 6 Assignment  
4. Review What Did We Learn: A Recap – Chapter 6  
5. Review Blackboard Chapter 7 Assignment  
6. Review What Did We Learn: A Recap – Chapter 7  
7. Complete Preparation Guide For Exam 3 |
|            | Exam 3 – Part II: Organizing (Chapters 5-7)  
   Part II = 10% |                                                                            |
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<th>DATE</th>
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<th>WHAT TO DO!</th>
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| 04-04  | Behavior in Organizations – Chapter 8 | 1. Read Chapter 8  
2. Complete Blackboard Chapter 8 Assignment  
   Available: 04-03 @ 7:00 AM  
   Deadline: 04-04 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 8 |
| 04-06  | Team Development – Chapter 9 | 1. Read Chapter 9  
2. Complete Blackboard Chapter 9 Assignment  
   Available: 04-05 @ 7:00 AM  
   Deadline: 04-06 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 9 |
| 04-11  | Communicating for Results – Chapter 10 | 1. Read Chapter 10  
2. Complete Blackboard Chapter 10 Assignment  
   Available: 04-10 @ 7:00 AM  
   Deadline: 04-11 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 10 |
| 04-13  | Exam 4 – Part I: Leading (Chapters 8-10)  
   Part I = 5%  
   If you earn a grade of “A” or “B” on Part I, then you may use that grade for Part II. | 1. Review Blackboard Chapter 8 Assignment  
2. Review What Did We Learn: A Recap – Chapter 8  
3. Review Blackboard Chapter 9 Assignment  
4. Review What Did We Learn: A Recap – Chapter 9  
5. Review Blackboard Chapter 10 Assignment  
6. Review What Did We Learn: A Recap – Chapter 10  
7. Complete Preparation Guide For Exam 4 |
| 04-18  | Exam 4 – Part II: Leading (Chapters 8-10)  
   Part II = 10% | 1. Review Blackboard Chapter 8 Assignment  
2. Review What Did We Learn: A Recap – Chapter 8  
3. Review Blackboard Chapter 9 Assignment  
4. Review What Did We Learn: A Recap – Chapter 9  
5. Review Blackboard Chapter 10 Assignment  
6. Review What Did We Learn: A Recap – Chapter 10  
7. Complete Preparation Guide For Exam 4 |
| 04-20  | Motivating to Win – Chapter 11 | 1. Read Chapter 11  
2. Complete Blackboard Chapter 11 Assignment  
   Available: 04-19 @ 7:00 AM  
   Deadline: 04-20 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 11 |
| 04-25  | Leading to Victory – Chapter 12 | 1. Read Chapter 12  
2. Complete Blackboard Chapter 12 Assignment  
   Available: 04-24 @ 7:00 AM  
   Deadline: 04-25 @ 11:00 AM  
3. Review What Did We Learn: A Recap – Chapter 12 |
| 04-27  | Exam 5 – Part I: Leading (Chapters 11-12)  
   Part I = 5%  
   If you earn a grade of “A” or “B” on Part I, then you may use that grade for Part II. | 1. Review Blackboard Chapter 11 Assignment  
2. Review What Did We Learn: A Recap – Chapter 11  
3. Review Blackboard Chapter 12 Assignment  
4. Review What Did We Learn: A Recap – Chapter 12  
5. Complete Preparation Guide For Exam 5 |
| 05-02  | Exam 5 – Part II: Leading (Chapters 11-12)  
   Part II = 10% | 1. Review Blackboard Chapter 11 Assignment  
2. Review What Did We Learn: A Recap – Chapter 11  
3. Review Blackboard Chapter 12 Assignment  
4. Review What Did We Learn: A Recap – Chapter 12  
5. Complete Preparation Guide For Exam 5 |
Course Policy:

1. Attendance is defined as being in the classroom for the complete class period (9:30 AM to 10:50 AM). Showing up late, leaving early, or stepping out of class (e.g., to use a cell phone) is distracting to other students and the instructor. Because attendance is defined as such, being late and/or leaving early will be counted as not being in attendance and result in points deducted from your final grade. During most scheduled class meetings an attendance form will be circulated for you to sign to document attendance. Failure to sign the attendance form when it is circulated will result in being counted absent. Leaving the classroom after signing the attendance form will also result in being counted absent.

You are allowed THREE (3) absences during the semester for any reason (i.e., there are no excused or unexcused absences - you are allowed three absences). Following the THREE (3) absences ("freebies"), 5 percentage points (5%) will be deducted from your final grade for each additional absence. For example, a final grade of 93% (A) with 5 total absences (minus 5%) will result in a grade of 83% (B).

Please note that I do not curve examinations and that the grade individuals receive will be the grade earned. There is no extra credit in the course so please do not email inquiring about it. 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. 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.

2. 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 Dean of Students 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.deanofstudents.unt.edu.

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; 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 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 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 examination.
3. Blackboard Chapter Assignments are required for this course. Log on to https://learn.unt.edu and select the KINE 3400 Administrative Theory and Practice in Athletic and Sport Regulatory Organizations 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.

4. The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323. The designated liaison for the Department of Kinesiology, Health Promotion and Recreation is Mrs. Doryce Judd (Doryce.Judd@unt.edu). Grades assigned before an accommodation is provided will not be changed.

5. Categories of Academic Dishonesty:

   **Cheating:** The use of unauthorized assistance in an academic exercise, including but not limited to:
   1. use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
   2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
   3. acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
   4. dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
   5. any other act designed to give a student an unfair advantage on an academic assignment.

   **Plagiarism:** Use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:
   1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
   2. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

   **Forgery:** Altering a score, grade or official academic university record or forging the signature of an instructor or other student.

   **Fabrication:** Falsifying or inventing any information, data or research as part of an academic exercise.

   **Facilitating Academic Dishonesty:** Helping or assisting another in the commission of academic dishonesty.

   **Sabotage:** Acting to prevent others from completing their work or willfully disrupting the academic work of others.

   **Available Academic Penalties:** The following academic penalties may be assessed at the instructor’s discretion upon determination that academic honesty has occurred. Admonitions and educational assignments are not appealable:
   - Admonition: The student may be issued a verbal or written warning.
Assignment of Educational Coursework: The student may be required to perform additional coursework not required of other student in the specific course.

Partial or no credit for an assignment, assessment or course grade: The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.

Adjustment of final course grade: The instructor may assign a lower course grade.

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.

In the event that you are scheduled to participate in an official University function on the date of an examination, please contact me to schedule a make-up test session. You are expected to take an examination prior to leaving for the official University function.

7. 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.

8. 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 will NOT have the opportunity to review part I of examinations before part II of examinations are administered. 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.

9. All students should activate and regularly check their EagleConnect (email) 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.).

10. The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in this class.