**Management and Executive Development in Recreation, Sport and Leisure Services**

**RECR 4050, Fall 2011**

**Recreation and Leisure Studies Program**

Department of Kinesiology, Heath Promotion, and Recreation

University of North Texas

**Tuesdays and Thursdays - 11:00 a.m. - 12:20 p.m.**

**Gateway - Room 131**

**Professor: John Collins**

**Office Hours: PE Building - Room 210-Q**

**Mondays - 1:00 p.m. to 4:00 p.m.,**

**Fridays - 1:00 p.m. to 4:00 p.m.**

**or by Appointment: (940) 565-3422**

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**I. Purpose:**

The purpose of this course is to introduce students to the primary components of management: planning, organizing, leading, and controlling. Topics include contemporary issues, ethics, delivery systems, management theory, functions and roles of a manager, strategic planning, organizational design, budgeting, leadership, and goal setting strategies, and self-enhancement. Students will have ample opportunities to administer self-assessment instruments that will provide insight into their own management styles, behaviors, and competencies.

**II. Objectives:**

Upon satisfactory completion of this course, the students will be able to:

1. identify trends and issues related to the leisure services field

2. understand the ethical issues related to the management of leisure service organizations

3. understand the different methods of leisure service delivery systems

4. identify the functions of management

5. understand the development of management theory

6. understand the roles and functions of a manager

7. understand the budgeting process

8. understand various leadership styles

9. understand goal setting strategies

10. understand self-enhancement skills

**III. Readings:**

Lussier, R. N. and Kimball, D. (2009). *Applied sport management skills:* Mason, OH: Thomson.

**IV. Performance Evaluation** (more information will be provided later)**:**

**Assignment I** - Interview a manager related to your career interest about his/her management style and prepare a brief summary.

**Assignment II** - Interview a manager related to your career interest, who is the opposite sex from the manager used for Assignment I, about his/her management style and prepare a brief summary of his/her perspective and then compare and contrast the two managers’ styles.

**Quizzes -** After each chapter is covered, there will be a quiz based on the material covered in lecture and the text on the next class day meeting.

**V. Grading Scheme: Percent:**

Assignment I – Manager-I Interview 15

Assignment II – Manager-II Interview 20

Quizzes 65

**TOTAL 100**

**VI. Grading Scale:**

A = 100-90 Excellent - Far exceeds expectations.

B = 89-80 Good - Meets and often exceeds expectations.

C = 79-70 Fair - Meets and sometimes falls below expectations.

D = 69-60 Poor - Often falls below expectations.

F = 59-00 Unsatisfactory - Does not meet expectations.

**VII. Class Policies:**

The course will be governed by all policies described in the *Faculty Handbook*, the *Student Guidebook*, and the *Graduate Catalog* of the University of North Texas.

**Attendance:**

All students are expected to conduct themselves in a professional manner. To receive maximum benefit from this course students are expected to attend all classes. Students will be allowed 2 (two) unexcused absences; however, there will be a 2-point deduction from the overall final grade for every absence beyond 2. In addition, if a student arrives after attendance has been determined they will be listed as late “l” for the day and if a student leaves class early they will be listed as “le”. Any combination of 2 “l” or “le” will constitute an absence.

**Classroom Etiquette:**

Please remember to turn off all phones and beepers before entering the classroom. When you are in the classroom, your attention is to be given to the person speaking, so keep personal chat to a minimum, eating is allowed as long as it is not distracting, and sleeping or doing other projects while in class will adversely affect your grade in this course, in multiple ways.

**Assignments:**

Assignments must be turned in at the beginning of class on the due date. All assignments must be typed using a word processor computer program, doubled-spaced, and 12-point font. Professional "quality" for each of the assignments is the standard. A deduction in grading will occur for sloppiness, poor grammar, and spelling and typographical errors. Assignments turned in late will require the student to complete an additional assignment before credit will be allowed for the original assignment. The instructor will determine the terms and content regarding the additional assignment on a case-by-case basis.

**Quizzes/Examinations:**

If you arrive late to take a test and one or more students taking the test have already finished and left the room, you will not be allowed to take the test and will receive a zero (0) grade for that test. Failure to return both the examination and scan form to the instructor before leaving the classroom will result in a zero (0) grade for the test.

**Make-up exams will not be given** unless a documented emergency has occurred. To claim an emergency situation, legitimate proof regarding the situation is needed prior to arranging for a make-up exam. Please see the instructor for clarification of appropriate documentation required. This valid **documentation must be provided within 7 consecutive days** past the scheduled test date or the emergency excuse becomes invalid.

**Academic Dishonesty:**

Cheating will not be tolerated in the class. You are not to receive information from another student or give information to another student during a test or quiz. You are to use only your memory during examinations. Students caught cheating during an 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.

**Student Evaluation and Teaching Effectiveness:**

**The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized courses at UNT. This brief survey will be made available to you near the end of the semester, and provides you an opportunity to comment about this course. I consider the SETE to be an important part of your participation in this course, and am very interested in the feedback I get from each student as I work to continually improve my teaching.**

**VIII. Americans with Disabilities Compliance:**

The Department of Kinesiology, Health Promotion, and Recreation does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated liaison of the Department is Dr. Chwee Lye Chng, Physical Education Building, Room 209, 565-2651. Copies of the Department of KHPR ADA Compliance Document are available in the Chairs Office, Physical Education Building, Room 209. Copies of the College of Education ADA Compliance Document are available in the Deans Office, Matthews Hall, Room 214.

**The student has the responsibility of informing the course instructor of any disabling conditions that will require modifications to avoid discrimination.**

**IX. Family Educational Rights and Privacy Act:**

Students have the right to expect their grades will be kept confidential. 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 graded material 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. Your signature indicates that you understand and agree to pass materials to and from the instructor via other students. Should you choose not to sign, you will have to personally meet with the instructor to submit and receive assigned material. **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.**

**X. Recreation and Leisure Studies Philosophical Statement:**

The Recreation and Leisure Studies faculty value leisure and recreation and believe in its diverse personal, community, and societal benefits. We also believe in an inclusive, holistic, and lifespan approach to leisure and recreation. Our program attempts to prepare students for professional service in an evolving and diverse world by addressing changing demographics, political, financial, and technological issues. As a team, the Recreation and Leisure Studies faculty, working with you, strive to create a student-oriented learning environment that lays a foundation to promote lifelong learning, effective human relations skills, critical thinking, problem solving abilities, and creativity.

**XI.** **Course Calendar:**

Assigned readings will prepare you for the material to be presented in the lectures. It is expected that **you will have read the assignment before class**. Please bring the and Text Book and syllabus to class each session to record any changes in topic or assignment.

**DATE TOPIC READINGS**

R 8-25 Overview, Requirements, Structure, Policies, and Assignments

T 8-30 Managing Chapter 1

**R 9-1 Quiz-1 Managing**

Industry Environment Chapter 2

**T 9-6 Quiz-2 Industry Environment**

Problem Solving and Decision MakingChapter 3

**R 9-8** **Quiz-3 Problem Solving and Decision Making**

Strategic and Operational Planning Chapter 4

T 9-14Strategic and Operational Planning

**R 9-15 Quiz-4 Strategic and Operational Planning**

Budgets Handout

T 9-20Budgets Handout

**R 9-22** **Quiz-5 Budgets**

Organizing and Delegating Chapter 5

**T 9-27 Quiz-6 Organizing and Delegating**

Organizational Design Handout

**R 9-29 Quiz-7 Organizational Design**

Culture and Diversity Chapter 6

**T 10-4 Quiz-8 Culture and Diversity**

Human Resources Management Chapter 7

**R 10-6 Quiz-9 Human Resources Management**

Job Analysis, Job Description, Performance Appraisal Handout

T 10-11Job Analysis, Job Description, Performance Appraisal

Prepare for Manager Interview

**R 10-13** **Quiz-10 Job Analysis, Job Description, Performance Appraisal**

Management Theory Handout

T 10-18 Management Theory Handout

R 10-20 **Quiz-11 Management Theory**

Behavior in Organizations Chapter 8

T 10-25 Work on Manager Interview Assignment

**R 10-27 Quiz-12 Behavior in Organizations**

Team Development Chapter 9

**T 11-1** **Quiz-13 Team Development**

Communication Chapter 10

R 11-3Communication Chapter 10

**Leadership Speaker Panel - TBA**

**T 11-8 Quiz-14 Communication**

Motivating To Win Chapter 11

**R 11-10 Quiz-15 Motivating to Win** Chapter 12

Leadership

T 11-15 Work on Manager Interview Assignment

R 11-17 Leadership Chapter 12

**T 11-22 Quiz-16 Leadership**

Quality Control Chapter 13

R 11-24 **Thanksgiving Holiday**

**T 11-29 Quiz-17 Quality Control**

**Leadership Speaker Panel - TBA**

R 12-1 Work on Interview Questions

**T 12-6 Quiz-18 Speaker Panel**

R 12-8 Reading Day

**R 12-15 Final (comprehensive) - 10:30 a.m. to 12:30 p.m.**