THE UNIVERSITY OF TEXAS AT TYLER
DEPARTMENT OF HEALTH AND KINESIOLOGY
TENTATIVE COURSE SYLLABUS*

SPRING 2015

Course Title: Program Organization and Administration
Course Number: HECC 4353.001
Credits: 3 Hours
Prerequisites: None
Days/Hours of Class: TUTH 3:30—4:50 P.M.
Room: HPC 02255

INSTRUCTOR INFORMATION
Name and Title: Njororai W. W. Simiyu, Ph.D., Associate Professor
Office Location & Phone Number: HPC 2200A
(903) 565 5530
Email Address: wnjororai@uttyler.edu
Emergency Number (Office): (903) 566-7031 (Sarah Cowan)
Office Hours: 10 AM to 1 PM, Monday, Tuesday & Thursday

TEXT
2. Supplementary materials: http://www.heart.org/HEARTORG/

Course Description:
Study of the administration of school-based and other programs related to health and kinesiology.

Detailed Description
The course is an in-depth analysis of the relationship of sport 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.

Learning Objectives:
Upon completion of this course, each student should be able to:
1. Demonstrate an understanding of the different careers in the area of Sports Management.
2. Demonstrate knowledge and skills in decision-making.
3. Demonstrate knowledge and skills in identifying and managing sports tournament.
4. Demonstrate knowledge and skills in evaluation of personnel and facilities.
5. Demonstrate knowledge and skills in budgeting for an event.
6. Demonstrate ability to work in a group setting to achieve a specified objective.
7. Demonstrate leadership skills in planning and executing a specified service to meet a community need.
8. Apply problem solving skills while managing an event.
9. Exhibit Integrity/Ethical behavior in different settings pertaining to the management of an event.
10. Demonstrate use of a variety of media to convey information/knowledge to various constituents pertaining to managing an event.

**Description of how the course meets Departmental Learning outcomes**

This course contributes to:
1. Mastery of knowledge in Kinesiology and Health via team projects, class discussions, resume, Hoops for Heart project planning, execution and evaluation;
2. Development of ethical behavior and perspectives via different settings such as scenarios, group and team projects, adherence to rules and etiquette pertaining to the Hoops for Heart Project (HHP);
3. Application of leadership skills in planning, organizing, and monitoring the Hoops for Heart Project.
4. Application of technological skills in managing the event as well as generating funds for HHP.

**Course Procedures:**

1) Attend class, participate and complete all reading assignments and learning related tasks.
2) Complete all assignments/reports—due at class time the Tuesday following the task assignment unless specified.
3) Barring an act of God (the University being officially closed), assignments/exams will be given at the time and date indicated in the syllabus. Only for extremely extenuating circumstances and even then only with the prior approval of the instructor will a student be allowed to make up an examination that is missed.
4) Cell Phone Policy:

As a member of the respectable learning community at University of Texas at Tyler and member of this distinguished class, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the use by students of cell phones, pagers, PDAs, or similar communication devices during class is prohibited. All such devices must be put in a silent (vibrate) mode and not be taken out during class. Exceptions to this policy may be granted at the discretion of the Instructor. If you are expecting an important call, please let me know before class and take the call outside of class. Furthermore if you really feel the need to text message or check your face book, etc. then just don’t come to class that day. This rule is intended to keep me from having to stop class and ask students to stop texting, etc. which is disruptive to the rest of the students. To facilitate professional behavior during class, each time a cell phone is visible (whether in use or not unless authorized by the instructor) five (5) points will be deducted from the class attendance total points for the day for the affected student.

5) Laptop Policy: If you really feel the need to email or check your face book, etc. then just don’t come to class that day.

**Assessment checklist**

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<thead>
<tr>
<th>Category</th>
<th>Score</th>
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<th>score</th>
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<tbody>
<tr>
<td>Quiz 1</td>
<td>20</td>
<td>Class Attendance</td>
<td>20</td>
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<tr>
<td>Quiz 2</td>
<td>20</td>
<td>Hoops for Heart activities</td>
<td>20</td>
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<tr>
<td>Quiz 3</td>
<td>20</td>
<td>Planning committee meetings</td>
<td>20</td>
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</table>
Hoops for Heart project
Each team will be assigned aspects of planning, working, and follow up for the Hoops for Heart Event. You must be present for the entire HFH day of event in order to earn any points for the HFH project. In other words, if you do not attend and work the HFH event the entire time, you will receive zero points for the HFH project.

Team Work Evaluations
Students will be evaluated by their teammates regarding their participation and helpfulness in the team assignments and events. Failure on your part to turn in a teammate evaluation of all of your teammates will result in you receiving a zero on your teammate evaluations.

Grading
   1. Portfolio including evidence for accomplishing the course learning outcomes; Resume and letter applying for a job in the area of sports management; two signed letters of reference/recommendation from a Professor who has taught you and any other person of authority in your life and Two page Journal Reflection on Hoops for Heart Project planning and participation (20%), final examination (20%), Chapter quizzes and posttest (40%) and Hoops for Heart Event planning and participation (20%).
   2. Grading
      A= 90-100%
      B=80-89
      C=70-79
      D=60-69
      F=59 and below

NOTE SEMESTER KEY DATES:
1. Martin Luther King, Jr. Holiday, 1.19.2015
2. Census Date on January 26 2015
3. Registration for Short Summer, Long Summer, Summer I, and Summer II 2015 begins on 2.2.2015
4. 20th Class Day – February 4th 2015
5. March 9-14 Spring break for faculty and students
6. March 16 - Priority Filing Date for summer 2015 graduation and Final Filing Deadline for Spring 2015 graduation
7. March 23rd Last day to withdraw from one or more courses.
9. Spring Commencement, End of Semester – May 1 and 2nd 2015.

COURSE SCHEDULE

<table>
<thead>
<tr>
<th>WK</th>
<th>DATE</th>
<th>LESSON TOPIC</th>
<th>REFERENCE/RESOURCE/Task</th>
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<tbody>
<tr>
<td>1</td>
<td>13 and 15th January 2015</td>
<td>a. Introduction, syllabus review and classroom policies and expectations</td>
<td>• Course Syllabus</td>
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<td>b. Managing Sports</td>
<td>• Pre-test online</td>
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<td>• Chapter 1 and quiz 1 online</td>
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<td>• American Heart Association Speaker</td>
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<td>2</td>
<td>20 &amp; 22, Jan</td>
<td>a. The Sports industry environment</td>
<td>• Chapter 2 and quiz 2 online</td>
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<td>• Brainstorm on HFHP/form team/Define mission</td>
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<td>3</td>
<td>27 &amp; 29 Jan</td>
<td>a. Creative problem solving and decision making</td>
<td>• Chapter 3 and online quiz 3</td>
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<td>• HHP- Identify date for event/book facilities/nature of tournament/fees/equipment/officials/checklist</td>
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<td>4</td>
<td>3 &amp; 5, Feb.</td>
<td>a. Strategic and operational planning</td>
<td>• Chapter 4 and quiz 4 online</td>
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<td>b. Field experience with AHA staff/familiarization with website creation/marketing/invite teams</td>
<td>• Submit outline for the portfolio</td>
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<td>5</td>
<td>10 &amp; 12, Feb.</td>
<td>a. Organizing and delegating work</td>
<td>a. Chapter 5 and quiz 5 .online</td>
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<td>b. Sport culture, innovation and diversity</td>
<td>b. Chapter 6 and quiz 6 online</td>
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<td>6</td>
<td>17 &amp; 19, Feb.</td>
<td>a. Human Resource Management</td>
<td>Chapter 7 and quiz 7 online</td>
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<td>7</td>
<td>24 &amp; 26, Feb.</td>
<td>a. Behavior in organizations</td>
<td>Chapters 8 and quiz 8 online</td>
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<td>8</td>
<td>3 &amp; 5, March</td>
<td>a. Team development</td>
<td>• Chapter 9 and quiz 9 online</td>
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<td>• Submit Journal Reflections on your HFHP roles and responses pertaining to six learning objectives</td>
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<td>9</td>
<td>March 9-13</td>
<td>SPRING BREAK</td>
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<td>10</td>
<td>17 &amp; 19, March</td>
<td>Communicating results</td>
<td>• Chapter 10 and quiz 10 online</td>
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<td>• ** Review of sample portfolio contents</td>
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<td>• HFHP marketing and reports</td>
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<td>11</td>
<td>24 &amp; 26, March</td>
<td>Motivating to win</td>
<td>Chapter 11 and quiz 11 online</td>
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<td>12</td>
<td>31 March and 2nd April</td>
<td>Leading to victory</td>
<td>• Chapter 12 and quiz 12 online</td>
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<td>• HFHP marketing and reports</td>
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<tr>
<td>13</td>
<td>7 &amp; 9, April</td>
<td>Controlling for quality and productivity</td>
<td>• Chapter 13 and quiz 13</td>
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<td>• Final preparations and checklist review for HFHP event</td>
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<td>14</td>
<td>14 &amp; 16, April</td>
<td>Facilities and events</td>
<td>• Chapter 14 and quiz 14 online</td>
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<td>• Post-test on 11.19-20, 2014 online</td>
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<td>• Host the HFHP Event</td>
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<tr>
<td>15</td>
<td>21 &amp; 23, April</td>
<td>Semester and HHP Event Review</td>
<td>• ** Submit complete portfolio for examination on 23rd April 2015</td>
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<td>• Course summary and conclusion</td>
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<tr>
<td>16</td>
<td>April 28 to May 2nd, 2015</td>
<td>Final examinations</td>
<td>Final online exam on April 29th and 30th 2015</td>
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UNIVERSITY POLICIES (Refer to [http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf](http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf))

Handbook of Operating Procedures -- The University of Texas at Tyler

ACADEMIC DISHONESTY POLICY
At The University of Texas at Tyler students and faculty are responsible for maintaining an environment that encourages academic integrity. Students and faculty members are required to report an observed or a suspected case of academic dishonesty immediately to the faculty member in charge of an examination, classroom or laboratory research project, or other academic exercise. Since the value of an academic degree depends on the absolute integrity of the work done by the student for the degree, it is imperative that a student maintain a high standard of individual honor in scholastic work. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, and collusion:
"Cheating" includes:
1. Copying from the paper of another student, engaging in written, oral or any other means of communication with another student, or giving aid to or seeking aid from another student when not permitted by the instructor;
2. Using material during an examination or when completing an assignment that is not authorized by the person giving the examination or making the work assignment;
3. Taking or attempting to take an examination for another student, or allowing another student to take an examination for oneself;
4. Using, obtaining, or attempting to obtain by any means, the whole or any part of an examination or work assignment that has not yet been administered.

"Plagiarism" includes the unacknowledged incorporation of the work of another person in work that a student offers for credit. “Collusion” includes the unauthorized collaboration with another person in preparing written work that a student offers for credit.

GRADE APPEAL PROCEDURE
A student who wishes to contest a grade given by an instructor must initiate the procedure by contacting the instructor who assigned the grade. The instructor and the student should informally review the criteria for assignment of grades and the student's performance. The instructor may affirm the grade or revise the grade.

If the student is not satisfied after the informal discussion with the instructor, then the student may initiate a formal grade appeal by completing a Grade Appeal Form that may be obtained from the Office of Student Records. Normal grade appeals should be filed at the earliest date possible, but no later than six months from the final date of assignment. The instructor and the student should complete the appropriate parts of the form clearly indicating the instructor's rationale for the grade given and the student's basis for the grade appeal.

At each administrative level of the appeal process, an attempt will be made to resolve the issue. If the instructor holds one of the administrative positions used in the appeal process, then that level is omitted. If no resolution is reached at a particular level, then the appeal is forwarded with the recommendation of the administrator at that level with all documentation. If the appeal is to be considered by the vice president for academic affairs, then a copy of the Grade Appeal Form shall be forwarded by the academic dean of the student. The Office of the President is the final step in the appeal process at The University of Texas at Tyler.

FOOD AND DRINK IN CLASSROOMS
Consumption of food and drink in university classrooms is prohibited.

INDOOR SMOKE-FREE CAMPUS
The University of Texas at Tyler is an indoor tobacco-free campus. No smoking will be permitted in any building, office, hallway, classroom, laboratory, restroom, lounge, or any other indoor location.

CLASS ATTENDANCE
Responsibility for class attendance rests with the student. When a student has a legitimate reason for being absent, the instructor has the option of permitting make-up work. The university reserves the right to consider individual cases of nonattendance. In general, students are graded on the basis of intellectual effort and performance. In many cases, class participation is a significant measure of performance, and nonattendance can adversely affect a student's grade. When, in the judgment of the instructor, a student has been absent to such a degree as to jeopardize success in the course, the instructor informs the Office of Student Records that the student is to be dropped from the course.
APPROVED STUDENT ABSENCES
On those occasions when it may be necessary for students to miss a regularly scheduled class in order to participate in an official university event or activity, faculty sponsors and program directors are requested to observe the following procedures:
1. Faculty sponsors or program directors should draft a memorandum to the vice president for academic affairs. This memorandum should include information concerning the nature of the event, the date(s) on which students would be absent from class, and the names of the students involved.
2. Copies of the memorandum addressed to the vice president should be given to each of the students listed on the memorandum.
3. Students should be directed to communicate with their instructor(s) prior to the date of the planned absence.
It is expected that students will not abuse the privilege of being absent from class for authorized university activities, and that make-up assignments will be made at the discretion and convenience of the instructor.

GRADE REPLACEMENT
If you are repeating this course for a grade replacement, you must file intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to file intent to use grade forgiveness will result in both the original and repeated grade being used to calculate your overall grade point average. A student will receive grade forgiveness (grade replacement) for only three (undergraduate student) or two (graduate student) course repeats during his/her career at UT Tyler (2006-2008 Catalog, P. 35).

DISABILITY STATEMENT
If you have a disability, including a learning disability, for which you request disability support services/accommodations(s), please contact Ida MacDonald in the Disability Support Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting disability support services/accommodations(s) must provide appropriate documentation of his/her disability to the Disability Support Services counselor. Visit University Center, Room 282 or call 903-566-7079 for more information.

Generally Observed Student Characteristics (John H. Williams, The Teaching Professor, 7,7, pgs. 1-2, 1993)

The "A" Student:

Attendance - "A" students have nearly perfect attendance.
Preparation - "A" students are prepared for class. They always read the material prior to class and their attention to detail is superb.
Curiosity - "A" students show a high level of interest in the subject matter. They look up or search out answers to topics that they don't understand. They often ask interesting questions or make insightful comments.
Retention - "A" students are able to retain new material and connect past learning to the present.
Attitude - "A" students have an attitude that displays both the determination and self-discipline required for success. They also show initiative and do things without being told.
Talent - "A" students possess a special talent. It may be exceptional intelligence and insight or it may be unusual creativity, organizational skills, commitment and perseverance - or a combination thereof. These gifts are evident to the professor and usually to the other students as well.
Results - "A" students make the highest grades on tests and their work is generally a pleasure to grade.
The "C" Student:

**Attendance** - "C" students miss class frequently and they put other priorities ahead of academic work.

**Preparation** - "C" students prepare their assignments consistently, but in a perfunctory manner. Their work may be sloppy or careless and at times incomplete or late.

**Attitude** - "C" students are not visibly committed to the class. They participate, if at all, without enthusiasm and their body language often expresses boredom.

**Talent** - "C" students vary enormously in talent. Some have exceptional ability, but show undeniable signs of poor self-management or bad attitude. Others are committed and diligent, but are simply average in academic ability.

**Results** - "C" students obtain mediocre or inconsistent results on tests. They have some concept of the material, but clearly do not show mastery of the subject matter.

**Remember to Reflect on the following:**

1. You were born to be a player. You were meant to be here. This moment is yours… Herb Brooks (U.S.A. men's ice hockey, 1980. Coached the team to a gold medal over the Soviet Union, who had won nearly every world championship and Olympic tournament since 1954, which made headlines as a “miracle on ice.”)

2. The quote: “The key is not the will to win. Everybody has that. It is the will to prepare to win that is important.” By Bobby Knight (U.S.A. men's basketball, 1984 gold medal; a pre-NBA Michael Jordan was a key player on the team. Knight was also coach of the Indiana Hoosiers from 1971 to 2000).

3. People can succeed at almost anything for which they have enthusiasm (Charles Schwab).

4. Nothing great was ever achieved without enthusiasm (Ralph Waldo Emerson)

**5. Discipline is doing what you really don’t want to do so that you can do what you really want to do (John Maxwell).**

* Disclaimer
This is a tentative syllabus. Any changes made during the semester will be announced during class. E-mail will also be used to communicate information to the class. Therefore, it is important for you to check your UTTYLER Patriots e-mail daily.