PEHD 458
Organization and Administration of Physical Education and Sports Programs
Spring 2013

Time & Place:  
Section 001 TR 9:25 AM-10:40 AM, Rm. 409, Silcox Center for Physical Education and Health  
Section 002 TR 3:05 PM-4:20 PM, Rm. 409, Silcox Center for Physical Education and Health

Instructors:  
Dr. Tom Langley, Rm. 406, Silcox Center for Physical Education and Health  
Dr. Michael Hemphill, Rm. 311, Silcox Center for Physical Education and Health

Office Hours:  
Dr. Langley: 10:40 AM-12:00 PM TR and 1:30 PM-2:45 PM TR.  
Dr. Hemphill: 8:00 AM-9:15 AM TR and 8:00 AM-11:00 AM Mon.  
(Please try to arrange appointments ahead of time.) Other times are available by appointment only.

Phone:  
Dr. Langley and Dr. Hemphill: 953-5558 (Departmental secretary)

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Prerequisites:  
Senior status (90 hrs).

Grading:  
A, A-, B+, B, B-, C+, C, D+, D, D-, and F

Course Text:  

Professional Resources:  
American Alliance for Health, Physical Education, Recreation, and Dance  
http://www.aahperd.org/  
American College of Sport Medicine  
http://www.acsm.org/  
American Physical Therapy Association  
https://www.apta.org/  
American Public Health Association  
http://www.apha.org/  
National Athletic Trainers' Association  
http://www.nata.org/  
National Strength and Conditioning Association  
Society for Public Health Education  
http://www.sophe.org/  
South Carolina Alliance for Health, Physical Education, Recreation, and Dance  
http://www.columbiacollegesc.edu/scarperd/  
American Occupational Therapy Association  
American Nurses' Association  
http://www.nursingworld.org/  
American Council on Exercise  
http://www.acefitness.org/  
Healthy People 2020  
http://www.healthypeople.gov/  
1996 Surgeon General's Report on Physical Activity and Health  
http://www.cdc.gov/nccdphp/sgr/sgr.htm  
Youth Risk Behavior Survey  
http://www.cdc.gov/healthyyouth/yrbs/index.htm
Objectives: The student will
1. identify current issues and trends in the profession and discuss their impact on administration.
2. discuss identified principles and concepts of organization.
3. explain routes of communication within an identified organizational plan.
4. write a performance-based objective for outcome-based administration.
5. identify the characteristics of an effective leader.
6. differentiate the three types of decision-making strategies.
7. outline the steps in the decision-making process.
8. list the guidelines for effective organizational communication.
9. discuss the selection and use of appropriate criteria for personnel evaluation.
10. identify the preplanning considerations in budget management.
11. identify the steps for budget preparation, planning, and process.
12. differentiate identified budgeting systems.
13. list the general considerations for planning exercise-related facilities.
14. incorporate facility planning considerations into an ideal facility plan.
15. identify various sources used to establish goals and objectives.
16. outline the methods and procedures used in evaluating an identified program.
17. give at least two examples of criminal charges and 2 examples of civil charges which could be brought against him/her his/her professional area.
18. describe the process which would be followed in bringing civil charges against an individual.
19. differentiate between unintentional and intentional torts.
20. identify the four elements of negligence and identify a defense against negligence in a given setting.
21. identify the elements of a contract and identify the most common ways in which contracts are voided.
22. identify personal rights granted by the constitution, discuss how these rights are related to governmental entities, ar relate these to various exercise-related professions.
23. discuss the constitutional and statutory grounds for equality in the areas of sex, race, age, and disability and relate e exercise related professions.
24. identify risks within a given setting and prescribe methods for accepting, controlling, and eliminating the identified ri

Requirements: Attendance/Participation 50 pts. Exam I 100 pts.
Article Summaries 120 pts. Exam II 100 pts.
Exam III 100 pts.

Project Description: 3 articles reviews (1 each unit) 40 points each

Articles will be assigned according to the major/concentration of each student. The articles will deal with a topic from the unit covered. After reading the article, the student will write a one-two page summary of the article. The conclusion of your sur is to include statements regarding the value of the article to the professional area for which it was written. The summary is t typed, double-spaced, and appropriately documented (when necessary). The APA style of documentation is to be adhered Since this assignment involves summarizing only one article, documentation will typically mean citing the page number (in parentheses) after a paraphrase or direct quote and correctly printing the bibliographic entry for the article that is being summarized at the end of the article.

Article assignments and due dates will be made during each unit.

Exams: Exam I (100 pts.) This exam will cover material from chapters 2, 3, 4, 5, and 11.
Exam II (100 pts.) This exam will cover material from chapters 12, 13, 14, and 16.
Exam III (100 pts.) This exam will cover material from chapters 6, 7, 9, 10, 14, and 15.

Grading Scale: 90-100% A 70-74% C
88-89% A- 68-69% C-
85-87% B+ 65-67% D+
80-84% B 64-65% D
Course Topics  Dates: Jan. 10

I. Introduction/Summary of Course

Learning Activities: lecture, question/answer session

Dates: Jan. 15 and 17

**Tuesday, Jan. 15th—last day to drop/add.**

II. Contemporary trends and issues and their relationship to administration, Chapter 2

Trends and Issues

Learning Activities: lectures on current trends and issues with discussion on how these can be addressed administratively. Group brainstorming for suggestions from various concentration areas to present variance in methods depending on professional area.


III. Principles and concepts of organization, Chapters 3 and 4, and Effective administration and planning, Chapters 5 and 11.

Principles of Organization  
The Organizational Process  
CofC Organizational Charts  
Outcome-Based Model  
Rotter’s Locus of Control Instrument  
Mission and Goals  
Evaluation Model  
Behavioral Objectives  
Objective Example  
Strategic and Tactical Planning  
Six Program Planning Steps  

Learning Activities: lectures on the basic principles of organization and administration. Emphasis will be placed on the importance of planning process, the development of goals and objectives, and overall program evaluation. Students will write goals and objectives both individually and in groups.


Exam I on Chapters 2, 3, 4, 5, and 11


Mar. 2-10, Spring Break

IV. Risk management and legal issues related to this areas of administration, Chapters 12, 13, 14, and 16.

What is Law?  
Fault  
Torts  
Liability  
Standard of Care  
Variables which affect the standard of care  
Defenses against negligence  
Intentional Torts  
False Imprisonment  
Sexual Harassment

https://lms.cofc.edu/d2l/lms/content/viewer/main_frame.d2l?ou=73453&tid=859840
Learning Activities: Lectures will begin with an introduction to the law and concepts of legal fault and what those mean to the exercise-related professions. Tort law and risk management will then be presented in relation to facility planning and management. Case analyses used throughout this unit involving topics covered in this unit and in the previous unit to provide practical experience in dealing with administrative decision making in this area.

Exam II on Chapters 12, 13, 14, and 16.

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Dates: Mar. 28, Apr. 2, 4, 9, 11, 16, 18, and 23.

Monday, Mar. 25th — the last day to withdraw from a course with a “W”.

V. Budgeting, facility management, and personnel management as related to constitutional and contract law, chapters 6, 7, 9, 10, 14, and 15.

Types of Budgets
Systems of Budgeting
Budget Preplanning
Seven Steps in Budget Planning
Criteria for Facility Planning
Facility Policy Guide
Contracts
Constitutional Rights and Due Process
Civil Rights Act of 1964
Personnel Management
Coaching Process
Conflict Resolution
Consensus Decision-making

Learning Activities: Lectures will center around constitutional and contract law and how these areas of the law influence and are influenced by personnel management and communication within an organization; class discussion which will focus on selected cases from a variety of professional settings in which students will identify the legal concept(s) involved, determine whether or not the concept was violated, and if so, how the violation could have been avoided; written case analyses following the same pattern as the class discussions; unit exam.

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Dates: Unit III Exam, Section 001 Saturday, Apr. 27th, 8:00 AM-11:00 AM
Section 002 Thursday, May 2nd, 4:00 PM-7:00 PM

Exam III is on Chapters 6, 7, 9, 10, 14, and 15.

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Attendance You have two unexcused absences for the semester. Otherwise, you are expected to be in class every day and you are expected to be prepared and ready to participate. Excused absences are given for the following reasons: absence due to illness/hospitalization documented through the Undergraduate Dean's office, absence due to death of an immediate family member documented through the Undergraduate Dean's office, absence due to a court appearance documented by a copy of summons, and absence due to attendance of events as a representative of the College. Use your unexcused absences wisely because unexcused absences exceeding the two you are given result in a 5 point deduction from your participation/attendance score for each absence over the two allowed. Excessive absences (including both excused and unexcused) that exceed one fourth of class meetings for this course can result in your receiving a WA for the course. One fourth of the class meetings for this class is seven classes; therefore, 8 absences “qualifies” you for a WA.

Electronic Devices: All cell phones, pagers, hand-held computers, etc. are to be turned OFF (“silent” or “vibrate” are not considered off) during the class session. Laptop computers may be used for note-taking purposes; not for wireless communication (i.e. instant messaging or email). No electronic devices are to be on your desks during exams for any purpose. If you need further clarification on this matter, please see the instructor.
Make-ups  Make-up work is allowed at the discretion of the professor. Only extenuating circumstances warrant a make-up. It is the student's responsibility to see the instructor if he/she has missed any work. Contact with the professor must be timely—as soon as you return to school after an absence or during an absence, if possible.

Extra Credit  Extra credit work is not given for any reason at any time.