PEHD 458  
Organization and Administration of Physical Education and Sports Programs  
Spring 2010

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

Instructor:  
Dr. Tom Langley, Rm. 406, Silcox Center for Physical Education and Health

Office Hours:  
10:00 AM-12:00 PM W and 1:30 PM-4:30 PM W. (Please try to arrange appointments ahead of time.) Other times are available by appointment only.

Phone:  
953-5558 (Departmental secretary)

E-mail:  
langleyt@cofc.edu

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/scahperd/
American Occupational Therapy Association  
American Nurses' Association  
http://www.nursingworld.org/
American Council on Exercise  
http://www.acefitness.org/
Healthy People 2010  
http://www.healthypeople.gov/
1996 Surgeon General's Report on Physical Activity and Health  
http://www.cdc.gov/nccdphp/sgr/sgr.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 in 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, and 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 each to exercise related professions.
24. identify risks within a given setting and prescribe methods for accepting, controlling, and eliminating the identified risks.

Requirements: Attendance/Participation 50 pts.
Exam I 100 pts.
Literature Review 100 pts.
Exam II 100 pts.
Project Description:

Literature Review

You are to read 3-4 articles on an administrative topic (any topic included in your text). The articles **MUST**
- come from a professional journal,
- have been published no earlier than 2000 (unless an earlier dated article is preapproved), and
- must be on a common topic.

Your paper should begin with
- an introductory paragraph introducing the topic you have chosen and its relevance to a professional area in which you are interested. For example, if you are interested in nursing, I would hope you could find 3-4 professional articles on a common administrative topic for nursing—say something on the shortage of nursing and how hospitals are addressing the shortage. Or if you are interested in teaching—maybe something on the organization of after-school programs. Or if you are interested in athletic training—maybe something on drug testing of athletes and the AT’s role in that testing. Or you might want to check out a legal issue in a particular professional area in which you are interested.

If you have a topic in mind and are not sure it “qualifies” as an administrative topic, just ask.

The next section of the paper should be
- a general discussion of what is presented in your articles by the authors. You can repeat the common theme and describe how each author addresses the topic. Do the authors agree or disagree? Does one present information the other does not? Have the authors researched the same topic and come up with different opinions or drawn different conclusions. Do they all say pretty much the same thing?

**DO NOT WRITE 3-4 SEPARATE ARTICLE SUMMARIES. THE PURPOSE OF A REVIEW OF LITERATURE IS TO COMBINE INFORMATION FROM SEVERAL DIFFERENT SOURCES INTO A DISCUSSION OF THE TOPIC THAT YOU HAVE RESEARCHED.**

You should use quotes from the various articles to make points and appropriately reference the quotes according to an accepted style. You can use any style you choose.

The last section of your paper should
- include your conclusions. What do **YOU** think can be taken from the articles as a whole?

The papers should be no more than 4-5 typed pages, DOUBLE SPACED. You should have a title page and a bibliography.
The title page and the bibliography are not counted as part of the 4-5 pages.

There are two assignment dates for this project:

**FEB. 25, 2010** On this date, you are to submit your topic, a statement regarding why you have chosen this topic, and a bibliography of the 3-4 articles you have chosen. This is to be typed.

**April 8, 2010** Your completed literature review is due on this date.

**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:**

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**Course Topics**

I. Introduction/Summary of Course

Learning Activities: lecture, question/answer session

Dates: Jan. 12

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.


January 15—last day to drop/add.

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 the planning process, the development of goals and objectives, and overall program evaluation. Students will write goals and objectives both individually and in groups.

Dates: Feb. 9.

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


Feb. 22nd is the last day to withdraw from a course with a “W”.

March 9 and 11 are Spring Break class dates

IV. Risk management and legal issues related to this area 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

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 will be 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.

Dates: Mar. 23

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

Dates: Mar. 25, 30, Apr. 1, 6, 8, 13, 15, 20, and 22.

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
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.

Dates: Thursday, April 29th, 8:00 AM-11:00 AM

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

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 the 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). 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.