# Course Syllabus: **Leadership in Recreation & Leisure Services**
Gordon T. & Ellen West College of Education
KNES 4973 Section X10
Summer 2022: May 31– August 4

## Contact Information
Instructor: Dr. Sandra Shawver
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## Office Hours

Monday 10:30AM-12:00PM
Others by appointment only

## Course Description
Structured learning experience designed for students to observe and work with professionals in the field. Students will demonstrate leadership, management and organizational skills while developing professional contacts and practical experiences beneficial for employment and career advancement after graduation.

Farber, S. (2009). *Greater than yourself: the ultimate lesson of true leadership.* New York, NY: Doubleday.

## Prerequisites
Senior standing, a grade of "C" or better in KNES 2023 3203, 3603, 4513 and satisfactory completion of the Writing Proficiency Requirement or ENGL 2113(2019-2020 catalog).

## Course Requirements
Attend any set class meetings or make acceptable arrangements with the instructor if out of the region or state for each meeting.
Complete a 140-hour approved internship experience.
Complete all associated assignments:

Student Expectation Form, Information Form, Learning Plan, Evidence of Task Completion, Internship Logs, Resume, Analysis Paper of Internship Experience, Completion of on-line assignments, personal experience and application of theory from previous course work. Reflection Paper of experience, Self-Evaluation, Internship Checklist and Evaluations from the Site and Faculty supervisors.

## Virtual Class Meetings/Times

June 2 @ 12:30PM
June 16 @ 9:30AM
June 30 @ 6:00PM
July 14 @ 7:30PM
July 28 @ 10:00AM

## Instructor Response Policy

During the week, I will typically respond to your emails with 24-48 hours. Any emails received over the weekend will receive a response no later than Tuesday by noon. Emails received during an academic break will be answered once we return to campus.

Before emailing, make sure to follow the "Three then Me" rule. The "Three then Me" rule says that you search for your answer regarding the course in at least three other places before emailing me. For example, if you have a question about an assignment, you should consult your syllabus, your grading scale or rubric, or the assignment description on Desire 2 Learn. Please check three sources before emailing me your question. It is very likely you'll find the answer and not need to email me. If you don't find the answer, and need clarification, feel free to email me.

## Textbook & Instructional Materials

Required:   APA Publication Manual, 7th Edition
                    Purdue OWL: APA Formatting and Style Guide
           https://owl.english.purdue.edu/owl/resource/560/8/
Recommended: Farber, S. (2009). *Greater than yourself: the ultimate lesson of true leadership.* New York, NY: Doubleday.

## Required Technology Skills

All students must have internet access and be able to: send and receive e-mail, create, send and receive Microsoft Word, Excel, Publisher or PowerPoint documents; use Google documents, sites & slides, use Desire 2 Learn portal through MSUTexas portal, download/use Flip Gird and ZOOM Meeting platform for class assignments/meetings & presentations, post to discussion boards, appropriately use internet links and websites such as Google Docs, Sites, Slides, etc.

## Communication Policies

Before students email me, make sure to follow the "Three then Me" rule. The "Three then Me" rule says that you search for your answer regarding the course in at least three other places before sending an email. For example, if students have a question about an assignment, they should consult the course syllabus, the grading scale or rubric, the assignment description on Desire 2 Learn or check the Flipgrid Question & Answer topic card. Remember, check three sources

before emailing the professor. It is very likely students will find the answer and not need to email the professor. If a student does not find the answer and needs clarification, feel free to email the professor.

*During the week, I will typically respond to your emails with 24-48 hours. Any emails received over the weekend will receive a response no later than Tuesday by noon.*

## Student Email Usage

Students are required to use their MSUTexas email address for **all** correspondence during this course. Check that your MSUTexas email address is the one listed in your Web World Personal Information. Using your MSUTexas address ensures your privacy. If you have a different email account, you can forward your MSUTexas email to that account, but I will only send and respond to emails within the D2L portal or from a MSUTexas address. Please make sure to include your name on any email that you send. You are required to check your MSUTexas email a minimum of two (2) days per week.

## Conceptual Framework & Overview

The outcomes for graduates of professional programs are based upon knowledge, skills, and dispositions in the following elements:

- Learning Environment – Graduates of West College of Education (GWCOE) create challenging, supportive, and learner-centered environments in diverse settings
- Individual Development - GWCOE demonstrate knowledge of individual differences in growth and development
- Diverse Learners - GWCOE recognize the value and challenges of individual differences:
- Reflection - GWCOE engage in individual and group reflection to improve practice.
- Collaboration, Ethics, Relationships - GWCOE develop positive relationships, use collaborative processes, and behave ethically.
- Communication - GWCOE communicate effectively both verbally and nonverbally through listening, speaking, reading, and writing.
- Professional Development - GWCOE actively engage in continuous learning and professional development.
- Strategies and Methods - GWCOE use a variety of instructional strategies aligned with content to actively engage diverse learners.
- Content Knowledge - GWCOE demonstrate mastery of the content area(s) and remain current in their teaching fields.
- Planning Process - GWCOE demonstrate effective planning as part of the instructional cycle.
- Assessment - GWCOE demonstrate formative and summative techniques to plan, modify, and evaluate instruction.

## Course Objectives/Learning Outcomes

1. Students will acquire, synthesize, evaluate and use information gathered to make sound administrative decisions.

2. Students will gain knowledge of effective administrative, budgeting and marketing practices in the recreational and leisure service field.
3. Students will gain knowledge and experience in planning, organizing, managing special events in leisure, recreation, or sport venues.
4. Students will gain knowledge about the professional opportunities available through sport and leisure services.
5. Students will create, show, and/or display evidence of their knowledge, skills, abilities, and competencies relative to the areas of leadership style, program planning and implementation, budget management and generation of revenue, equipment purchasing, maintenance and inventory, marketing, advertising and public relations, supervision of personnel and interpersonal relationship, supervision & maintenance of facilities, and risk management.
6. On-site visit from the faculty supervisor will occur at least once during the internship experience.

## Course Materials

Documents and assignments for this course are located on the Desire 2 Learn (D2L) portal. *Students are required to complete and submit all assignments electronically.* It is assumed that students have daily access to a computer and D2L.

## Course Expectations

It is expected that students represent the University in a professional manner during the internship experience. Any actions or behaviors deemed inappropriate by the on-site supervisor or the faculty supervisor may result in the dismissal of the student from the internship experience.

Any misrepresentation of the intern's duties, responsibilities, and hours completed or other actions and behaviors regarded as academic dishonesty will result in dismissal of the student from the internship experience.

Dismissal from the internship experience will result in a final grade of **F** for this course. Failure to complete and submit any assignment required (internship log, and final site supervisor evaluation) in this course will also result in a final grade of **F**.

## Dispositions

1. Students must complete projects in the area of development and planning of classes, programs and/or events.
2. Students must compile and submit a portfolio of completed coursework that provides evidence of their ability to undertake and complete common administrative tasks required of entry level professionals in sport, recreation and leisure services.

3. Student will be able to develop a building use schedule, staff schedule, program budget and marketing pieces that are generally used in the field.
4. Students will assist with the organization, set-up, and management of one special event during the semester.
5. Students will perform interviews with professionals in the field of sport and leisure services to gain information on career options and opportunities after graduation.

## Student Handbook

Refer to:  Student Handbook-2019-20

Academic Misconduct Policy & Procedures
Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.
Office of Student Conduct

## Grading/Assessment

Assignment Deadlines
All assignments will be due by 11:00 PM on the day they are due via D2L. All assignments, unless otherwise noted must be typed in 11or 12 point font. All discussion posts and research papers must be developed using APA 7th edition formatting. Any assignment not pre-approved by the instructor to be submitted late WILL NOT BE ACCEPTED OR GRADED due to time constraints of this summer course.

All written work must be typed and submitted through D2L unless otherwise stated by the instructor. All work should be done in Times New Roman or Aerial 11 or 12 point font.  APA 7th edition formatting applies to all written work submitted and deductions will be taken for incorrect spelling, grammar, citations and references.  See each individual assignment for more detail.

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into D2L**.**

Table 1: Points allocated to each assignment –follow instructions listed under Course Schedule.

| Assignments | Points |
|---|---|
| Expectation & Information Forms | 2 |
| Learning Plan | 3 |
| Supervision Outcome | 3 |
| Equipment Outcome | 3 |
| Marketing Outcome | 3 |
| Risk Management Outcome | 3 |
| Internship Logs | 3 |
| Contact Hours | 3 |
| Resume | 3 |
| Analysis Paper | 3 |
| Reflection Paper | 3 |
| Self-Evaluation | 2 |
| Site Supervisor Evaluation | 30 |
| Faculty Supervisor Evaluation | 20 |
| Discussions/Flipgrids | 12 |
| Interview | 25 |

Table 2: Total points for final grade.

| Grade | Points |
|---|---|
| A = 90% | 109 + |
| B = 80% | 97 - 108 |
| C = 70% | 85 - 96 |
| Below 70% | Retake Class |
| | |

*Following is the necessary information you will need to complete each of the outcomes and your reporting of each by the deadlines listed on the checklist for this semester. All work is to be submitted via D2L to your professor or as directed by your site supervisor unless otherwise directed. Make note of the grading rubric and how each learning outcome/item will be scored.*

## Outcomes Evaluated by the Faculty Supervisor

**Online Discussion & Course Activities:  Due dates vary with submissions either on D2L class portal or Flipgrid:** *Students are required to participate in online discussion by posting to the Discussion Board. Each student will be required to make a minimum of two (2) posts for each topic that will be engaging and bring about appropriate online conversation. Discussions will focus on experiences at the individual sites as they relate to theory courses and tasks assigned by the site supervisor.*

***Risk Management:*** *It is expect that all organization our interns work with have a risk management plan in place for their activities, programs, events, and facilities. Your responsibility during your time at the site is to actually take their risk management plan, review it, and go through the checklist with*

your supervisor or designated staff person to find out if there are any risks that are not previously identified or that should be addressed. Additionally you are to speak with your supervisor or designated staff about the emergency plan in place at the facility in case of disaster (i.e. tornado, explosion), medical or weather emergency, active shooter, and/or terrorist threat. You are to write an overview of each of these and submit it for evidence along with your completed checklist from the facility. If for one reason or another your facility or organization doesn't have a complete risk management plan in place you may work with your supervisor to develop one and use that as your evidence for this outcome.

**Equipment:** *An important part of any recreation and/or sport management position is being knowledgeable about what equipment is needed and used on a regular basis for a program. You will need to learn how your supervisor or program manages the purchasing, maintenance, and ongoing inventory of their respective equipment. When is it determined that a piece of equipment needs to be replaced, how often is equipment checked for safety/maintenance issues, do program participants share the cost of equipment, etc. How does the department/organization go about procuring new equipment?*

**Supervision of a) Facilities and/or b) Personnel:** *As part of your responsibilities when were you tasked with opening or closing your facility? What role did you have in the ongoing supervision of the organizations facilities during your internship? What is the process for opening or closing your facility? Were you put in a staff rotation to be "on call" for the facility or organization. Did you manage/supervise any off-site facilities? Were you given the responsibility of supervising others that worked or volunteered for the organization? What area are they in, what responsibilities were they given by you/your supervisor? How many people did you supervise and for how long? Was it during regular programming or a special program? What were your responsibilities as the supervisor? Did you find it easier or more difficult supervising others that were older or younger than yourself?*

**Marketing:** *Interns will demonstrate competence in advertising and promoting activities, programs, and special events. For this outcome students will submit a hard copy of something you've developed and used (i.e. flyer, advertisement, brochure, banner, etc.)* <u>*and*</u> *a link to an "on air" promotion spot you've done for your organization. This can include radio or television, Instagram, YouTube, Facebook, Twitter, SnapChat, Tik Tok, etc. Additionally, students need to explain how your program/organization advertises what they are offering to potential clients, members and/or customers on a regular basis.*
After watching assigned videos and case readings students are to write an overview of key information and take-a-ways in an APA correct document.

## Outcomes Evaluated by the Site Supervisor

**Leadership:** *Meaning your ability to lead a program, class, practice, meeting, etc. What type of opportunity can your supervisor give you to complete this and did you complete it to their satisfaction? Did you set up, remind, plan and run a meeting? Did you train new employees in a certain area or task?*

**Programming:** *You must demonstrate competence in planning, implementing and evaluating an activity, program or event. Are you in charge of a league or class for an extended period of time (this is not to be a one shot deal). How did you plan your event, program or activity? How did you decide on day/time, staffing, what you would be doing? Did you market this event, activity or program? After its completion how did you evaluate its success? What did you do with the information gained from the evaluation? Will the organization continue this program, activity or event after your internship is completed.*

**Budgeting:** *Knowing that most of you will be given a budget to work with and not be responsible for developing one, unless it is tied to your program or marketing outcome. For this outcome it is expected that you sit down with your supervisor or individual responsible for managing the finances of the department/organization and learn about the organizations budgeting process for the area you are working in as well as the overall organization. You should be ab le to explain the budgeting process and how each area is held accountable for their individual budget. Does the organization have one person in charge of the budget or is that done by a committee or subcommittee. Who is the person or persons that have this fiduciary responsibility?*

**Supervision of Personnel:** *Have you been or will you be put in charge of managing others (either paid or volunteer). What were your responsibilities and overall role for supervising others? Did you have to make a work schedule; how many individuals did you supervise and in what capacity? What was the circumstance in which you were given this responsibility? Was it ongoing throughout your time at the facility or a limited event?*

**Communication:** *Interns must demonstrate effective communications skills and abilities (interpersonal, verbal, written, media & technology). What forms of communication did you use within your internship experience & in what type of settings. It is vitally important that, as professionals, you present yourself each day through body language, dress, speech, and writing as educated an intelligent individuals with an ability to think critically. How you communicate with your supervisor, fellow employees, volunteers, and the public will have an impact on how you are perceived as a professional. You represent not only yourself, but MSU and the West College of Education and the Department of Kinesiology. You are expected to represent us and yourself at the highest level.*

**Professional Development:** *Each intern is expected to take advantage of networking opportunities within your organization and the recreation/sport industry field in general. Work with your supervisor to expand your knowledge of career possibilities, employment opportunities and overall professional network. This is where having a quality resume' is important.*

***ALL INTERNS REMEMBER: You represent not only yourself, but MSU Texas, the West College of Education, and the Kinesiology Department. You are expected to represent us and yourself at the highest level. This means dress professionally, talk and write professionally, and maintain relationships within the organization and recreation and leisure fields as you would to someone you highly respect and admire.***

## Late Work

Any assignment not pre-approved by the instructor to be submitted late will not be accepted or graded.

## Important Dates

Last day for term schedule changes: Check date on Academic Calendar.
Deadline to file for graduation: Check date on Academic Calendar.
Last Day to drop with a grade of "W:" July 7, 2022. Check date on Academic Calendar.
Refer to: [Drops, Withdrawals & Void](#)

## Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you

experience difficulties, please contact the technicians listed for the program or contact your instructor.

## Attendance

Students are expected to attend two (2) or more set virtual meetings of this course. in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

## Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into D2L**.**

## Instructor Class Policies

As this is a professionally based course it is expected that each student discuss with and apply by the policies and rules set with their supervisor and facility. This includes dressing appropriately for the business, attendance requirements, managing different areas and personnel. When in our class meetings it is expected of the student to be professional in their appearance, language and presentations.

## Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

## Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester.

HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## Services for Students with Disabilities
In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services.

## College Policies
Campus Carry Rules/Policies
Refer to: Campus Carry Rules and Policies

Smoking/Tobacco Policy
College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC.  Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy
To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

## Grade Appeal Process
Update as needed. Students who wish to appeal a grade should consult the Midwestern State University MSU Catalog

Notice
Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

## Course Schedule:

Course Schedule

| Assignment | Due Date | Completed |
|---|---|---|
| Internship Site Finalized | Mon  June 7 | ☐ |
| Student Information Form | Mon  June 7 | ☐ |
| Submit Student Expectations Form | Mon  June 7 | ☐ |
| Submit Learning Plan | Thur June 9 | ☐ |
| Flipgrid Introductions | Sun June 12 | ☐ |
| Submit Experience Log #1 | Sun  June 12 | ☐ |
| Submit Professional Interview | Thur June 16 | ☐ |
| Submit Evidence Equipment Outcome | Sun  June 19 | ☐ |
| Submit Resume | Thur June 23 | ☐ |
| Submit Self & Site Supervisor Eval | Fri     June 24 | ☐ |
| Submit Experience Log #2 | Sun  June 26 | ☐ |
| Submit Evidence Supervision Outcome | Tue  June 28 | ☐ |
| Discussion Board | Wed June 29 | ☐ |
| Submit Evidence Risk Mgmt Outcome | Tue  July 5 | ☐ |
| Submit Flipgrid (Risk) | Wed  July 6 | ☐ |
| Submit Experience Log #3 | Sun  July 10 | ☐ |
| Submit Analysis of Internship Site | Mon  July 11 | ☐ |
| Submit Evidence Marketing Outcome | Wed  July 13 | ☐ |
| Submit Flipgrid (Marketing) | Thur July 14 | ☐ |
| Submit Experience Log #4 | Sun  June 24 | ☐ |
| Submit Evidence Facility Sup. Outcome | Wed  July 27 | ☐ |
| Site Supervisor Evaluation Submitted | Tue  Aug 02 | ☐ |
| Submit Self-Evaluation | Tue  Aug 02 | ☐ |
| Submit Reflection Paper | Tue  Aug 02 | ☐ |
| Submit Internship Log #5 | Wed  Aug 03 | ☐ |
| Submit Final Internship /Checklist | Wed  Aug 03 | ☐ |