



Course Syllabus: Organization of Programs in Recreation, Leisure & Sport
Gordon T. & Ellen West College of Education
KNES 3203 Section 101
Fall 2025

Contact Information

Instructor: Dr. Sandra Shawver

Office: 321 Bridwell Hall

Office hours: Mon. 9:00 AM-10:30 AM; Wed 2:00 PM–3:30 PM; Thur. 2:00 PM
4:00PM; and Fri. by appointment.

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Class Meeting Information

This course is face-to-face, and will use MSUTexas Desire to Learn (D2L) platform in concert with in-person lectures & activities. YouTube, ZOOM and/or Flipgrid may be used in this course for some presentations/lectures/assignments.

Instructor Response Policy

During the week, I will typically respond to your emails within 36 - 48 hours. Do not expect a response during the evening hours or over the weekend. Any emails received over the weekend or after a holiday will receive a response no later than the following Tuesday by 12:00 noon.

Required Course Materials

Textbook: Barcelona, B. J., Wells, M. S., & Arthur-Banning, S. (2020). *Recreational sport: Program, design, delivery, and management*. Champaign, IL: Human Kinetics in both physical and electronic versions.

Course Materials: Access to a personal computer with Microsoft Software, high speed Internet and the ability to access D2L (the MSUTexas Online Learning System, and Smart phone, I Pad or similar technology for Flipgrid assignments.

Technology: 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 YouTube, and ZOOM meeting platform for class assignments/meetings & presentations, post to discussion boards, appropriately use internet links and online websites.

Course Description

Exploration, discussion, and practical applications of procedures and practices in the planning, organizing & administration of fitness, leisure, recreation and sport programs.

Course Objectives/Learning Outcomes/Course Competencies

Satisfactory completion of the course will document that students have demonstrated the ability to:

1. Use effective group process skills as members of a team to initiate, organize and deliver group projects and presentations
2. Acquire, synthesize, evaluate and use information gathered to make sound administrative decisions
3. Demonstrate a gained knowledge for effective administrative, budgeting and marketing practices in the recreational and leisure service field
4. Plan, organize, & manage special events in leisure, recreation, or sport venues.
5. Describe and apply the core competencies required for managing recreational sport programs in collegiate, public, quasi-public, and private settings
6. Know participant development attributes and understand the socialization process in sport.

Student Handbook

Refer to: [Student Handbook-2025-26](#)

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](#)

Campus Carry Rules/Policies

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage for [Campus Carry](#).

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, MSUTexas 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](#).

Grading/Assessment

Assignment Overview and Grading Criteria

Due dates will be shared in-class and on D2L. Any assignment can be submitted before the due date. Late assignments will have a minimum automatic 5 point deduction for each day late. Do not wait until the last minute on any of your work!!

Grammar, punctuation and spelling will be graded as a part of any course work. All work should be in your own words! Format – FOR ALL PAPERS: 11 or 12 point Times New Roman or Ariel font, one (1) inch margins, and doubled spaced. Use of headings and sub headings is required. A title/cover page is required for student papers that includes the following information: Paper Title, Author, College Department and University Name, Course, Instructor and Due Date (see the APA 7th Ed manual for format) Papers that do not follow this format will receive a set deduction of 5 points.

I will give feedback on assignments when appropriate, including, comments through “news items”, comments directly in the discussion board, and comments to the feedback box associated with each assignment submitted to drop box. Please take the time to read these comments as I am taking the time to make them.

Grades for each assignment will be posted in the D2L course grade book.

Course Grade

Table 1: Points allocated to each area

Assignments	Points
Quizzes (4 @ 15 pts)	60
Class/Course Engagement	75
Human Resource Interview(s)	30
Grant Budget	60
Grant Project	100
Marketing	30
Volunteering (6 hours)	30
Risk Management	15
Electronic Portfolio	30
Final Exam	50
Total Points	480

Table 2: Total points for final grade.

Grade	Points
A = 92%	442 +
B = 81 %	389 to 441
C = 70%	336 to 389
D = 60%	288 to 335
F = 59%	Less than 288

Homework

A tentative course schedule has been posted on D2L. All course content, assignments, and due dates have been outlined.

Quizzes/Exams

These assignments are to check students understanding of knowledge on each of the chapters and information covered. The exams will be done online through the D2L platform, each quiz will be timed. These will appear on the Course Schedule in more detail.

Projects Required

Field Interview: Each student will select professionally appropriate interview questions from those provided that will then be used to interview an individual within leisure/recreation profession. Preferably with someone who does programming for a recreation/leisure organization now.

Marketing: Students will be tasked with developing and presenting a verbal and tactile marketing pieces for a select event.

Budgeting: Students will develop an appropriate budget that is related to their mock grant project.

Mini Grant: Students will work in pairs or teams to research, write and present to an independent committee a grant application that is common within the field of recreation and leisure services.

Risk Assessment: Students will physically assess and report on risks and how, as an organization leader address the risks by either accepting, modifying or removing them with appropriate reasoning.

Professional Resume': Students will develop their professional resume' for review by the MSU career center and the instructor.

Electronic Portfolio: Students will develop an electronic portfolio of their accomplishments and work samples throughout this course.

Volunteer Hours: Each student is expected to complete six (6) hours of volunteer work that encompasses the delivery of an event from behind the scenes. This means students will be helping with the development, set up delivery and tear down an such an event. Local organizations contacts will be provided to the student by September 9th by the professor for options. Students may also volunteer in their community but the activity/event must be approved by the professor.

Final Exam

Final exam will be over chapters and information from weeks 10-15 in our semester.. The exam will be December 8 @ 10:30 AM.

Extra Credit

Both the pre and post survey are for extra credit of up to 5 points each. An individual flipgrid of the field interview submitted by the due date will be worth an additional 5 points. If there is a special event put on by the university that the professor deems as valuable to the students, she reserves the right to add attendance of the event as extra credit to the course.

Important Dates

Last day for term schedule changes: August 28: Check date on [Academic Calendar](#).

Deadline to file for December graduation: September 22: Check date on [Academic Calendar](#).

Thanksgiving Break: November 26 - 30: Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" 5:00 PM on November 24: Check date on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Last Day of in-class lecture: Wednesday, December 5

Mustang Walk: December 5

Commencement: December 13

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.

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 and tests 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 that 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

CITATION AND REFERENCE STYLE

Students will follow the APA Style Manual, 7th Edition as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation used in the APA Style Manual, 7th Edition.

Plagiarism Statement

"By enrolling in this course, the student expressly grants MSU a 'limited right' in all intellectual property created by the student for the purpose of this course. The 'limited right' shall include but

shall not be limited to the right to reproduce the student's work product in order to verify originality, authenticity, and educational purposes." [Student Handbook](#)

LATE ASSIGNMENTS

Students are expected to submit class assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals I understand you must manage competing demands on your time. Should you need additional time to complete an assignment please contact me a minimum of 72 hours before the due date so we can discuss the situation and determine an acceptable resolution. Unless contacted by the student a minimum of 72 hours prior to an assignment or quiz due date no make-up work or test will be allowed. In the case of an unexpected emergency that incident will be evaluated and decided upon on a case by case situation by the instructor. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

THREE THEN ME RULE

Before contacting 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 you contact 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 D2L, you can also reach out to a peer in the course for needed information. Remember, 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.

Please note: By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes.

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 a 100% 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).

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Cell Phone Policy

In accordance with Texas House Bill (HB) 1481, the Prohibition on Student Use of Personal Communication Devices on School Property During the School Day, I (Dr. Shawver) am instituting a prohibition on student use of cell phones during a face-to-face class that is unrelated to individual lectures, activities or assignments per the professor.

Multiple studies have documented the harmful effects of cell phone and social media use on student well-being and academic progress. As a result, Texas law requires public schools to prohibit the use of personal communication devices during the school day on school property. This policy is adopted to implement this requirement and improve the quality of the learning environment in our schools.

Hence, **(READ THIS TWICE, PLEASE)**, there are NO cell phones permitted to be out and/or in my (or your) sight in this class. This class requires your engagement, and cell phones serve to detract from that engagement. Additionally, your phone should be not only put away, but on "silent" (NOTE: vibrate is NOT silent). If your phone is out and/or in sight, you will be asked to put it away. If it is not, you will be given one warning. After that if it is still out and/or in sight, you will lose 10 points off of your FINAL grade. Should your phone ring/vibrate during class, you are dismissed for the day. You are to silence it immediately, and quietly leave the class session. You will be counted absent for the session. Failure to adhere to this will result in more stringent disciplinary action.

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

Week	Readings/Topics	Activities/Assignments/Exams
Week 1 8/25 - 31	Theory, Philosophy, and Foundations of Rec. Sport	- Read Chapter 1 & 2 - Pre-survey – 8/25 - Community Service Hours

Week	Readings/Topics	Activities/Assignments/Exams
	Develop short/long term leisure goals Health & Physical Activity	- Field Interview - Philosophy – 8/28 - E-portfolio
Week 2 9/1-7	Diversity & Development - Multi-generational programs Recreational Sport Program Planning - Quality Program Design	- Read Chapter 3 & 4 - Quality Programs DB 9/1 – 9/5 - Field Interview Assigned -
Week 3 9/8-14	Tournament Design – Challenge, Round Robin, & Elimination Cody Ford Speaker (W)	- Read Chapter 5 Quiz #1 (Info from weeks 1 & 2) 9/8 - Field Interview Due (9/14)
Week 4 9/15-21	Facility Spaces & Program Standards	- Read Chapter 6
Week 5 9/22-28	Financing & Marketing for Recreational Sport	- Quiz #2 (Weeks 3 & 4) - Read Chapter 7 - Budget Assignment Introduce
Week 6 9/29-10/5	Grants & Special Events WFACF – Local Foundation (Sonia White)	- Marketing Document Due (10/1) - Mini Grant Project Selected
Week 7 10/6- 12	Risk Management	- Read Chapter 8 - Risk Assessment Due 10/12
Week 8 10/13-19	Human Resources in Recreation Sport Staffing & Customer Service	- Read Chapters 9 - Quiz #3 (Weeks 5-7) - Lessons From the Mouse
Week 9 10/20-26	Interviewing for a job Evaluation of events/programs	- Grant due – 10/22
Week 10 10/27-11/2	Evaluation of Events/Programs Technology in Recreational Sport Interview Project Guidelines	- Community Service Hours Reminder - Read Chapters 9 & 10
Week 11 11/3-9	Grants Presented to Outside Professional Panel	-
Week 12 11/10-16	Portfolios	- Grant Reflection Due 11/11 - Resume Due 11/12
Week 13 11/17-23	Community & Youth Sports	- Read Chapters 11 & 12 - Volunteer Hours & Report Due 11/19 - Interview Due 11/23
Week 14 11/24-30	Campus Recreational Sport	- Read Chapter 13
Week 15 12/1-7	Professional Development Careers in Recreational Sport	- Electronic Portfolio Due 12/2 - Read Chapter 15
Week 16 12/8-14	Final Exam TBA	- Post Survey Due

