



Course Syllabus: Organization and Programming in Recreation, Leisure, and Sport

Gordon T. and Ellen West College of Education

KNES 3203 Section x11

Fall 2021

August 23, 2021-December 10, 2021

Contact Information

Instructor: Kayla Meaders

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Office hours: Monday-Friday 9:00 am-11:00 am or by appointment

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Class Meeting Information

This course is a fully online course using the Desire to Learn (D2L) platform. Students are expected to check in a minimum of three days each week to be able to stay up to date on presentations, available material, and assignments. Additionally, YouTube, ZOOM, and/or the Flipgrid may be used in this course.

Instructor Response Policy

During the weekdays, Monday through Friday, I will respond within 24-36 hours. Any emails received over the weekend or during a holiday break will receive a response the following Monday.

Course Description

Prerequisite(s): Junior or Senior standing; KNES 2003; experience/participation in and/or knowledge of recreational activities or sports is beneficial.

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

Textbook & Instructional 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 and smartphone, iPad, or similar device for Flipgrid assignments.

Technology: All students must have internet access and be able to: send and receive an e-mail, create, send and receive Microsoft Word, Excel, Publisher or PowerPoint documents; use Google documents, sites & slides, use D2L, download and use Flipgrid and ZOOM meeting platform for class assignments, meetings, presentations, post to discussion boards, appropriately use internet links and online websites such as Google Docs, Google Sites, Google Slides, etc.

Course Objectives/Learning Outcomes/Course Competencies

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

1. Use practical 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 sports venues.
5. Describe and apply the core competencies required for managing recreational sports 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-2020-21](#)

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 and Assessment

Assignment Overview and Grading Criteria

Due dates will be shared in D2L and will be listed on the course schedule. 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 will be graded as a part of any coursework.

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. 12 point Times New Roman font, one (1) inch margins, and doubled spaced. The heading should have your name, the class and section number, and the right-justified on the page. Papers that do not follow this format will not be accepted or graded.

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 dropbox.

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

Course Grade

Table 1: Points allocated to each area

Assignments	Percentage of Overall Grade	Points
Chapter Quizzes (3 @ 20 pts)	6%	60
Field Interview	6%	60
Long Term/Short Term Goals	4%	40
Professional Resume	6%	60
Facility Planning	6%	60
Discussions Boards (4 @15 pts)	6%	60

Assignments	Percentage of Overall Grade	Points
Budgeting	6%	60
Mock Grant	20%	200
Marketing (2 @30 pts)	6%	60
Volunteer Hours (6 hours)	6%	60
Risk Assessment	6%	60
Tournament Design	6%	60
Electronic Portfolio	6%	60
Final Exam	10%	100
Total Points	100%	1000

Table 2: Total points for final grade.

Grade	Points
A = 90%-100%	900-1000
B = 80%-89%	800-899
C = 70%-79%	700-799
D = 60%-69%	600-699
F = 0%-59%	Less than 600 pts

Homework

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

Quizzes and Exams

Chapter quizzes check students' understanding and knowledge on each of the chapters and information covered. The quizzes will be done online through the D2L platform, each quiz will be timed.

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.

Tournament Design: Students will draw and seed a single elimination tournament that will run over four days with limited facility time.

Facility Planning: Students will draw a facility schematic for a community recreation facility per instructions given for, activity spaces, office/meeting space, locker rooms, equipment rooms, restrooms and seating.

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 or a select recreational/competitive event.

Mock 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.

Final Exam

Final exam will be over chapters and information from weeks 11-15 in our semester. It will be a timed test and is scheduled for December 7. The exam will be available from 6:00 AM – 11:00 PM on that day only.

Extra Credit

Extra credit may be given periodically throughout the semester. Any extra credit opportunities will be announced via a news items on D2L.

Late Work and Make Up Work

Unless contacted by the student a minimum of 1 week prior to an assignment or quiz due date no make-up work or tests 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.

Important Dates

Frist Day of the Semester: August 23, 2021

Please refer to the [Academic Calendar](#) for more details.

Last Day of the Semester: December 10, 2021

Please refer to the [Academic Calendar](#) for more details.

Last Day to drop with a grade of "W:" October 25, 2021 by 4pm. Details are provided on the MSU [Academic Calendar](#). Information on dropping a class can be found here: [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.

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

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.

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).

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](#).

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 MSU. 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.

COVID-19

Scientific data shows that being fully vaccinated is the most effective way to prevent and slow the spread of COVID-19 and has the greatest probability of avoiding serious illness if infected in all age groups. Although MSU Texas is not mandating vaccinations in compliance with Governor Abbot’s executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional. Given the recent rise in cases, individuals are also encouraged (not required) to wear facial coverings when indoors among groups of people, regardless of vaccination status.

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice of Changes

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

Course Schedule

Week	Activities/Assignments/Exams	Due Date
Week 1 8/23-8/29	Introduction to Recreational Sport	<ul style="list-style-type: none"> - Read Chapter 1 - Pre-survey Due 8/27 - Introductory FlipGrid and Discussion Board Due 8/27 - Community Service Hours Assignment Introduction - Short Term and Long Term Goals Due 8/27
Week 2 8/30–9/5	Physical Activity and Recreational Sport	<ul style="list-style-type: none"> - Read Chapter 2 - Field Interview Due 9/3 - Quiz #1 from Chapters 1 & 2 Due 9/3
Week 3 9/6-9/12	Diversity and Development in Recreational Sport	<ul style="list-style-type: none"> - Read Chapter 3 & 4 - Online Discussion Board Due 9/7-9/11

Week	Activities/Assignments/Exams	Due Date
	Recreational Sport Program Planning	
Week 4 9/13-9/19	Structured Tournament Scheduling	<ul style="list-style-type: none"> - Read Chapter 5 - Online Discussion Board Due 9/14 – 9/18 - Tournament Design Project Due 9/17
Week 5 9/20-9/26	Facility Planning & Design	<ul style="list-style-type: none"> - Read Chapter 6 - Quiz #2 from Chapters 5 & 6 Due 9/24 - Facility Schedule Due 9/24
Week 6 9/27-10/3	Financing & Marketing for Recreational Sport	<ul style="list-style-type: none"> - Read Chapter 7 - Budget Assignment Introduced - Marketing PSA Due 10/1 - Marketing Image Due 10/1
Week 7 10/4-10/10	Grants & Special Events Guest Speaker	<ul style="list-style-type: none"> - Mini Grant Assignment Introduced - Grant Teams Due 10/8
Week 8 10/11-10/17	Risk Management	<ul style="list-style-type: none"> - Read Chapter 8 - Budget Assignment Due 10/15
Week 9 10/18-10/24	Risk Management Continued	<ul style="list-style-type: none"> - Review Chapter 8 - Risk Assessment Due 10/22
Week 10 10/25-10/31	Human Resources in Recreation Sport	<ul style="list-style-type: none"> - Read Chapter 9 - Mini Grant Due 10/29
Week 11 11/1-11/7	Technology in Recreational Sport	<ul style="list-style-type: none"> - Read Chapter 10 - Quiz #3 from Chapters 9 & 10 Due 11/5 -
Week 12 11/8-11/14	Recreational Sport in the Community Recreational Youth Sport	<ul style="list-style-type: none"> - Read Chapters 11 & 12 - Mini Grants Presented-Days and Times TBD
Week 13 11/15-11/21	International Influence on Recreational Sport	<ul style="list-style-type: none"> - Read Chapter 14 & 15 - E-Portfolio Assignment Introduced

Week	Activities/Assignments/Exams	Due Date
	Careers in Recreational Sport	<ul style="list-style-type: none"> - Online Discussion Board Due 11/16-20 - Resume Due 11/22
Week 14 11/22- 11/28	**Happy Thanksgiving**	
Week 15 11/29- 12/5	Campus Recreational Sport	<ul style="list-style-type: none"> - Read Chapter 13 - Volunteer Hours Due 12/3 - Electronic Portfolio Due 12/3
Week 16 12/6- 12/10	Wrap Up-Final Week	<ul style="list-style-type: none"> - Post-survey Due 12/7 - Final Exam due 12/7