



KNES 4523 Mgmt./Admin Recreation-Leadership Services

Midwestern State University
Gordon T. & Ellen West College of Education
Spring 2023 - January 16th-May 11th

Contact Information

Office: Camp Jolly (320 Birdwell Hall)

Office Hours: MW 11-12

TR 12-1:30

Email: carrie.taylor@msutexas.edu

Contact Preference

If you cannot stop by the office, my preferred method of communication is by email. I check my email throughout the day (MTWR), so you can expect to hear back from me usually within a few hours of receiving your message. Do not expect a response during the evening hours or over the weekend. I generally do not pay attention to the phone, so if you call and leave a message, you may not receive a return call.

Instructor Response Policy

During the week, I check my email throughout the day (MTWR). I will typically respond to your emails with 12-24 hours. Any emails received over the weekend will receive a response the following Monday. Do not expect a response during the evening hours or over the weekend. Emails received during an academic break will be answered once we return to campus.

Course Materials

Internet access and computer

Textbook

Hurd, A., Barcelona, R., & Meldrum, J. (2022). Leisure services management. Champaign, IL: Human Kinetics

Resource

[Purdue OWL: APA Formatting and Style Guide](#)

Communication Policies

- Before emailing 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 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 D2L.

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

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 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, YouTube, etc.

Taking an online class requires access to a computer (with Internet access) to complete and upload your assignments. You are responsible for having (or having access to) a working computer in this class. ****Assignments are due by the due date, and personal computer technical difficulties will not be considered a 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 and 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, a student helpdesk is available to you. The college cannot work directly on student computers due to liability and resource limitations; however, they can help you connect to our online services. For help, log into [D2L](#).

Student Email Usage

Students are required to use their D2L email address for all correspondence during this course. Check that your D2L email address is listed in your D2L Personal Information. Using your D2L address ensures your privacy. If you have a different email account, you can forward your D2L email to that account, but I will only send and respond to emails within the D2L portal or from an MSUTexas address. Please make sure to include your name and course number on any email that you send. You must check your D2L email at least two (4) days per week.

When emailing, please include the class number and a detailed explanation of the purpose of the email. Also, do not email any assignments.

Course Description

Explores organizational management and administration issues related to recreation and leisure services.

Learning Outcomes

1. Students will discuss the difference between leadership and management.
2. Students will discuss the difference between being a leader as opposed to being a manager.
3. Students will demonstrate an understanding of legal issues and trends.

4. Students will identify organizational structure and culture.
5. Students will discuss problem-solving and decision-making related to sports management.
6. Students will identify the evaluation process and why it is relevant.
7. Students will discuss risk management in relation to sports and leisure studies.

Elements of The Course

Syllabus

The syllabus provides general information about the course, assignment expectations and requirements, and assessment information. It is subject to change based on the progress of the course.

D2L Dropboxes

A drop box will be created for each assignment requiring submission. Google Sites will be used for added information and directions for assignments, you will need to have a Google Account.

Learning Activities and Assessment

Assignment and Due Dates

Week	Assignments	Due Date
Week 1	Flip	Jan. 19 th (Fri)
Week 2	Leader Manager Dilemma	Jan. 25 th (Thur.)
Week 3	Steps to Efficient Meetings	Feb. 2 nd (Fri)
Week 4	Management Philosophy Flip	Feb. 8 th (Thur.)
Week 5	Madison Outfitters	Feb. 13 th (Tue)
Week 6	Case Study Sexual Misconduct	Feb. 20 th (Tue)
Week 7	Kay Yow Promotional Campaign	Feb. 27 th (Tue)
Week 8	Case Study Employee Intervention	Mar. 5 th (Tue)
Week 9	Spring Break 9-17	
Week 10	Instructor Evaluation	Mar 21 (Thur.)
Week 11	Easter 27-31	
Week 12 & 13	Redbird Arena	April 10 th (Wed)
Week 14-15	Shelly's Story	April 24 th (Wed)
Week 16	Legal Foundations	May 1 st (Wed)

Grading

Assignment and Points

Assignment	Points
Flip Introduction	40 points
Leader Manager Dilemma	100 points
Steps to Efficient Meetings	100 points
Management Philosophy Flip & Paper	100points

Assignment	Points
Madison Outfitters PowerPoint	100 points
Case Study Sexual Misconduct	100 points
Kay Yow Cancer Presentation	100 points
Case Study Employee Intervention	100 points
Redbird Arena	100 points
Shelly's Story (risk)	100 points
Legal Foundation Managers	0 points
Total	1140 Points

FINAL GRADE DETERMINATION

Please note that you must earn points (60%) to pass this course.

Letter Grade	Percentage	Point Range
A	90%	1026-1140
B	80%	912-1025
C	70%	798-911
D	60%	684-797
F	59% and below	0-683

Course Continuity During Severe Weather:

Since this is an online course, our class activities should not be impacted by typical weather events. However, in the unlikely case of a major winter storm that causes regional power outages, assignment deadlines would be postponed until electricity and internet access are restored. If forecasts predict a high possibility of such a severe weather occurrence, I encourage completing work early as a precaution against potential technology disruptions. But barring a significant outage event, we will maintain normal course operations even during winter storm weather. Please reach out with any questions or concerns related to weather issues that could affect participation.

Covid

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.

Professional Expectations

Students are expected to behave academically, interpersonally, professionally, and collaboratively

in a manner consistent with standards set by the West College of Education. “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.” Refer to: [Student Handbook](#)

Student Honor Creed “As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so”. You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation will result in a minimum of your failing the assignment, a possible failing grade in the course, and may result in additional, more severe disciplinary measures. This includes improper citation of sources, using another students’ work and any other form of academic misrepresentation. When in doubt on collaboration, citations, or any issue please contact me before embarking on a perilous path.

Student Handbook

Refer to: [Student Handbook 2023-24](#)

Academic Misconduct Policy & Procedures

Students are expected to behave academically, interpersonally, professionally, and collaboratively in a manner consistent with standards set by the West College of Education.

AI

As a participant in the Kinesiology and Sport and Leisure program, your engagement in research and study related to the course topics is specifically crafted to equip you with the essential knowledge needed for success in your professional role. Relying solely on artificial intelligence to generate papers, followed by its application in examples, raises a fundamental question about the depth of your own learning. True learning occurs when we actively engage with the material, conduct independent research, compose our own papers, and then apply the acquired knowledge to relevant examples. This active involvement in the learning process enhances understanding and prepares you to make well-informed decisions effectively. Therefore, I encourage you to take charge of your research, write your own papers, and apply your learning to real-world scenarios, fostering a comprehensive and personal grasp of the subject matter.

Plagiarism Statement

“By enrolling in this course, the student expressly grants MSU a ‘limited right’ in all intellectual property created by the student for this course. The ‘limited right’ shall include but shall not be limited to the right to reproduce the student’s work product to verify originality, authenticity, and educational purposes.” [Student Handbook/Academic Dishonesty](#)

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 individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the [Office of Student Conduct](#).

Plagiarism is the use of another’s thoughts, words, ideas, or line (including text written by a generation system or artificial intelligence tool) in your own work without appropriate documentation (a parenthetical citation at the end and a list on the Reference Page)-whether you use that material in a quote, paraphrase, or summary. At the very least, plagiarism will result in an

F on the assignment; at worst, the consequence will be an F in the course. Offenders will be reported to the Kinesiology and Sports and Leisure Department Chair and the Dean of Students.

Plagiarism is a serious academic offense and goes against the principles of integrity and originality that are essential in an educational setting. In this course, we uphold a zero-tolerance policy towards plagiarism and the use of AI-generated content without proper attribution. It is crucial that all students understand and adhere to this policy to maintain the academic integrity of the course.

The use of AI-generated content is not permitted in this course, unless explicitly specified by the instructor. If the use of AI-generated content is allowed for specific assignments, students must disclose this fact and provide appropriate attribution to the AI tool used. Most importantly, you must provide citations and references for all generative AI information used. Since generative AI information is not reproducible, you should save copies of the information you obtained and include those documents in appendices attached to your paper or project. Full citation information can be found at the APA How to Cite link. [How to Cite ChatGPT](#)

Self-plagiarism refers to submitting work for credit that is the same or substantially similar to work prepared or submitted for another course, without appropriate citation. This includes reusing previous assignments, papers, presentations, or other submissions without instructor approval. Self-plagiarism gives the impression of original work, when in fact the content has already been submitted for assessment elsewhere.

Any instance of plagiarism, AI generated content, and/or self-plagiarism will be subject to disciplinary action in accordance with the Academic Integrity Policy outlined in the [Student Handbook-2022-23](#).

By enrolling in this course, you acknowledge and agree to comply with this plagiarism and AI-generated content policy, understanding the importance of academic integrity in our learning community.

Senate Bill 11

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 at: [Campus Carry](#)

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:." 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.

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) exist 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 an 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 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.

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.

Research Articles:

- Adams, J.H 2008. *Creating Community: An Action Plan for Parks and Recreation*. Campaign, IL: Human Kinetics.
- Barcelona, B., and C.M. Ross 2004. "An Analysis of Perceived Competencies of Recreational Sports Administrators. Campaign, IL: Sagamore
- Blake, R.R., and J.S. Mouton, 1964. *The Managerial Grid*. Houston: Gulf
- Algahtain, A. (2014) Are Leadership and management different? *Journal of Management Policies and Practices*, 2(3), 71-82. <https://dx.doi.org/10.15640/jmpp.v2n3a4>
- Khoshhal, K. I., & Guraya, S. Y. (2016). Leaders produce leaders and managers produce followers: A systematic review of the desired competencies and standard settings for physicians' leadership. *Saudi Medical Journal*, 37(10), 1061-1067. <https://doi.org/10.15537/smj.2016.10.15620>
- Lai, Y., Tang, C., Lu, C., Lee, C., & Lin, C. (2020). Transformational Leadership and Job Performance: The Mediating Role of Work Engagement. *SAGE Open*. <https://doi.org/10.1177/2158244019899085>
- Parris, D.L., Peachey, J.W. (2013) A Systematic Literature Review of Servant Leadership Theory in Organizational Contexts. *J Bus Ethics* 113, 377-393. <https://doi.org/10.1007/s10551-012-1322-6>