



### **RSA 513: Recreation and Sport Admin Syllabus** **Online**

*No prerequisite is required for this course.*

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#### **COURSE DESCRIPTION:**

This course is an introduction to the Master's program in Intercollegiate Athletic Administration (IAA). The course is designed to give students an overview of effective practices in athletic administration. It also focuses on the duties and requirements of the athletic director position, encouraging students to begin to focus on strategies for career development. Students in this course will explore principles, techniques, and processes related to the management of college athletics. It is important in today's dynamic environment of collegiate athletics that students value effective leadership and management principles. To ensure readiness for intercollegiate athletic administration, students will explore and evaluate a number of different jobs and duties in intercollegiate athletic departments, as well as create a strategic plan for an athletic department.

#### **COURSE OBJECTIVES:**

Upon successful completion of the course, students should be able to do the following:

- Analyze and evaluate the historical development of intercollegiate athletics.
- Demonstrate writing skills through papers and article reviews analyzing management and administration practices in intercollegiate athletics.
- Analyze and prioritize the primary duties of an top level intercollegiate athletic administrator
- Explore different options and begin to develop a game plan for getting hired in a intercollegiate athletic department
- Apply effective communication skills, through various mediums, information, positions and knowledge pertaining to intercollegiate athletics.
- Demonstrate understanding into a variety of management, leadership, and operations theories and applications in the field of intercollegiate athletic administration

#### **COURSE EXPECTATIONS:**

I will do my very best to make class an intellectually stimulating and enjoyable experience. To be successful in this course, I ask that you treat and prepare for this course as you would a traditional course, read all assigned readings, participate in discussion boards, adequately prepare for quizzes, complete all assignments on time, give all assignments your best effort, ask questions if you have them and most importantly learn and have fun in this course.

#### **WHAT YOU CAN EXPECT FROM ME:**

1. An active/interactive online learning approach
2. Fair and consistent grading
3. Clear and specific feedback
4. Constantly challenging your abilities and worldviews to make you a better administrator
5. A challenging environment
6. Availability to meet with you during office hours or by Skype appointment

### **REQUIRED ITEMS: YOU WILL NEED AND USE THIS BOOK!**

Textbook: Covell, D., & Sharianne Walker. (2016). Managing Intercollegiate Athletics 2<sup>nd</sup> edition. Holcomb Hathaway.

Print ISBN: 978-1-62159-053-8

EBOOK ISBN 978-1-62159-054-5

### **COURSE DESIGN:**

The **Announcements** area of the classroom that you see each time you log into the Blackboard course site will be used on at least a weekly basis to post updates and comments on class matters. The instructor will also email the class to remind students of important due dates.

### **EACH MODULE WILL INCLUDE**

- MODULE INTRODUCTION/OVERVIEW LECTURE
- Module Objectives
- COURSE LECTURE(S)
- READINGS
- ASSIGNMENT(S)
- DISCUSSION BOARDS

### **COURSE CONSTRUCTION/ASSIGNMENTS:**

**Skype/Face time/BB Collaborate Assignment:** You are required to schedule and complete a 10minute face time or Skype meeting with me. **This must be done by Monday Sep 17<sup>th</sup>**

**Assignments:** Throughout the course there will be 5 assignments detailed information can be found on Blackboard.

**Proposition Papers:** One proposition paper will be required as an assignment in the course details can be found on the course site.

**Reading Quizzes:** There will be **10 quizzes** in this class. Each quiz is worth 20 points. All quizzes must be taken by the date given. All quizzes are timed and only available to take once. Lastly once you start a quiz it has to be completed at that that time.

**General Discussion Boards:** As part of your grade, **you will be required to participate in discussion boards throughout the semester.** The grading criteria used to grade your post can be found above and on the Blackboard course site. Discussion boards will be graded on the following

- Each student is expected to provide thought-provoking and challenging questions/feedback.
- Each student is expected to be active in the discussion boards, make 1 initial post on each DB and a minimum of 4-response post.
- Graduate student level content, tone, quantity, quality in initial post and responses are required.
- Proper sentence structure, grammar, and spelling are required.

**Detailed discussion board grading criteria can be found below on page 3**

**Leadership Book Assignments:** Students will choose and read an approved book on management/leadership. You will be required to complete a verbal recorded presentation that will be uploaded onto blackboard course site. Lastly each person will be required to lead a discussion on his or her chosen book and participate in others discussions. **Please post your book choice on the book choice DB me NO LATER THAN Sunday Feb 18<sup>th</sup>** with the book you have choose and I will respond within 48 hours approving or disapproving the book.

**Book Critique Assignment:** This critique should be done via recording and given on the approved book of your choice of personal interest and one relevant to your field. The review should contain:

- 1) Introduction
- 2) Brief synopsis that share the main ideas/themes if the book as they relate to leadership
- 3) Strengths/weaknesses
- 4) What you learned
- 5) How you can use main ideas/themes/philosophies or concepts the author develops related to leadership to help guide your professional career and practice as a future top athletic administrator.
- 6) Answer the future leadership questions

**Leadership Interview Assignment:** Select 2 leaders to interview. These leaders should be respected and viewed as an effective and/or exemplary leader in an administrative role in intercollegiate athletics or a particular group, team or in a specific area of interest. Be sure to get my approval on the people you are going to interview (shoot me a text, email, or feel free to give me a call). At least one of the people you choose to interview should be a in your area of career interest. See Blackboard for further details.

**Leading a discussion on your book:** After you read your book, you will need to lead a discussion about your book. In the Blackboard Discussion area:

- Create a new Thread in the Case Summary Presentation Discussion Forum
- For a Subject put your name and the title of your book
- Attach your PPT presentation.
- Reply to **all** comments and questions about your book. I encourage you to subscribe to your discussion thread so you know when someone has left a comment or question. Instructions on how to subscribe to a discussion thread are in the Case Summary Presentation Discussion Forum.

**Book Review Discussion Boards:** You will be required to participate in at least 3 Leadership DB responses forums. Comment or ask questions to the presenter.

Grade	Discussion Forum Posts
30-24	<ul style="list-style-type: none"> <li>• <u>Completes minimum discussion board assignment, and also frequently posts additional comments / responses to other participants' comments.</u></li> <li>• Comments are <u>original, insightful</u> and reflect <u>graduate level</u> thinking and analysis.</li> <li>• Comments are <u>well-organized</u>; ideas are presented in a logical sequence</li> <li>• Feedback to class members is <u>constructive, specific, and supportive.</u></li> </ul>
23-17	<ul style="list-style-type: none"> <li>• <u>Completes minimum discussion board assignment, and also occasionally posts additional comments and responses to other participants' comments.</u></li> <li>• Comments are thoughtful and perceptive, but reflect only a basic understanding of the topic</li> <li>• Comments are generally well-presented and rarely wander off topic</li> <li>• Feedback to class members is general.</li> <li>• Comments reflect moderate engagement with the topic.</li> </ul>
16-10	<ul style="list-style-type: none"> <li>• Completes minimum discussion board assignment, but rarely posts responses to other participant comments.</li> <li>• Comments are mostly description or summary, without consideration of alternative perspectives, and few connections are made between ideas.</li> <li>• Comments reflect passing engagement with the topic, or are simply a reiteration of material expressed in the textbook or by others</li> <li>• Provides no feedback to class members.</li> </ul>
9-0	<ul style="list-style-type: none"> <li>• Does not complete discussion board assignment (i.e., fails to complete required number of posts)</li> <li>• Comments are not relevant to the material in the module; unclear connection topic evidenced in minimal expression of opinions or ideas</li> <li>• Comments are written below graduate level standards.</li> </ul>

**Final Project: Intercollegiate Athletic Administrator First Year Plan:** Imagine you have just received and accepted your dream job or ultimate career position as the top or a top-level collegiate administrator, of your selected institution. Your first year on the job will be the most intense of your tenure as you set the tone for your leadership style, strategic focus, make personnel decisions, and establish your overall management style. This assignment requires you to write a one-year plan that includes the following:

- 1) Core values of the organization under your leadership.
- 2) Year one goals personally & organizationally.
- 3) Your strategic focus points in year one.
- 4) What you wish to achieve in first 100 days.
- 5) Key people/groups you plan to meet with.
- 6) Statement of management and leadership philosophy of the organization under your direction
- 7) Detailed Executive Summary of what you could bring to the position.

## GRADING PROCEDURES:

The total points for each area indicated will be obtained and weighted as follows:

Assignment	Points	Points Needed	Grade
Leadership Book Presentation Assignment	80	810	A
Leadership Interview Assignment	80	720-809	B
Leadership Discussion Boards:	50	630-719	C
Leadership SWOT Analysis Assignment	40	629 or less	F
Proposition Paper	75		
Discussion Boards (5 at 30pts each)	150		
Assignments (5 at 25pts each)	125		
Quizzes 10 at 20pts each	200		
Final Project	100		
<b>TOTAL</b>	<b>1000</b>		

I will have all work graded within 7-14 days of its due date.

### Grading and Evaluation Standards:

As stated in the, *what you can expect from me* section, you can expect Fair and consistent grading, below is a little more information on that statement.

Discussion board grades will be determined by the quality and quantity of posts and participation in discussions, and the quality and creativity of your responses evaluated. Quality will be determined by factual nature and depth of posts and responses. Quantity must meet or exceed the minimum participation requirements noted in the Participation/Discussion Board section above (1 initial post and a minimum of 4 response post). All posts must be made by the deadline given which are noted in the syllabus to receive a grade. Each Discussion board post will have a grading rubric that will accompany your grade.

All assignments and written work should be clear, comprehensible, and competently produced. All assignments will be evaluated based on the quality of the assignments, based on the directions and grading rubric that accompany each assignment.

Each assignment will have clear directions and you will be given ample time to complete every assignment, lastly a detailed grading rubric will also be available with all assignment directions.

If you ever have a question, comment or concern in regards to a grade please never hesitate to contact Dr. Oregon.

#### **ADDITIONAL COURSE POLICIES:**

##### **E-mail Correspondence and Course Website:**

The university uses students' Topper Mail accounts (WKU email address) exclusively for all university communication. The instructor will adhere to this policy and send messages to students' **Topper Mail addresses only**. Students are responsible for all announcements sent by the instructor and any assignments posted on the course website. **When students email the instructor, be sure to include the course title and the section number in the subject line of the email (for example everyone in this class should include RSA 513 in the subject of their email)**. All emails sent during the week (Monday-Friday) should be answered within 24 hours of when they are received. Emails sent after 5pm on Fridays and throughout the weekend **may not be answered** until the following Monday morning by 10:00am.

**Expectation:** I expect students to do their own work on all graded material submitted for all departmental course requirements and on exams. Assignments may be electronically checked for plagiarism.

##### **Due Dates of Assignments:**

All official due dates are listed on the schedule in this syllabus. I try to keep Blackboard up-to-date on this, but I may miss one here or there. **Therefore, due dates are listed here, in this syllabus on the schedule. These dates override any other date you see on Blackboard.**

**Late Work Policies:** Because assignments and due dates are known well in advance if and only if the instructor decides to accept late work it will be **an automatic 50% off** your final quiz or assignment grade. The only time late work will be considered to be accepted is under extenuating circumstances (THE INSTRUCTOR MUST BE NOTIFIED PRIOR TO THE ORIGINAL DUE DATE). **Once a module has come to an end NO QUIZZES will be reopen under any circumstances.**

##### **Use of Technology:**

This is an online course where all required work will be completed online through the use of Blackboard and the Internet. If you do not know how to use Blackboard, tutorials are available online. Technology you will need a computer vs a phone.

###### **Other Items Needed**

- Access to a computer (preferably your own) with a reliable Internet connection.
- A working web cam with working microphone (you will do a mediasite video)
- Microsoft Word or word processing software saves files in .doc, .docx, or .rtf file format
- Adobe Acrobat Reader (a free download from Adobe.com)
- I recommend Firefox as the Internet browser you use.

**Academic Honesty:** Students uncertain regarding what actions constitute plagiarism should consult the instructor. Student handbook; Click here to access the: [Student Handbook](#)

##### **Using Blackboard:**

It is imperative that every student be able to access the course website on blackboard so as to access materials, turn in assignments, and take exams and quizzes.

##### **Bb Student User Training:**

Complete the Orientation Learning Module in the Getting Started area. If you have not used Blackboard a lot, or if this is your first online class, I highly recommend signing up for and completing the Blackboard Student User Training. These are topical modules that even those who have used Blackboard a lot have told me are helpful.

To sign up, go to Blackboard and sign in, and click the IT TRAINING tab (top, toward the right, black with white writing). Look for IT Blackboard Student User Training... you will gain instant access upon signing up. Again, no credit for this for the class, and not required, but it could be very helpful for you and important for your success!

**Withdrawal Policy:**

It is the student's responsibility to withdraw from the class in a timely manner if he/she wishes to do so after attempting the syllabus quiz. The

**Final withdrawal date is Sep 16<sup>th</sup>, 2017.**

**Incompletes (Grades of "X"):**

I do not give incompletes (grades of "X") for any reason. Should a student not be able to complete the course in the case of a documented extreme circumstance, the student will be given a listing of the coursework eligible for completion and a date by which said work will be submitted. Until that time, I will submit the student's end-of-term grade to the Registrar, and upon the completion of the coursework, the student's grade will be changed. If the student does not complete all items on the list by the specified date, the original grade will stand as recorded.

**Getting HELP!!**

If you are experiencing difficulty with your computer or the Internet, please call the WKU IT Help Desk at 270- 745-7000.

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**STUDENT SERVICES:****The Writing Center:**

English graduate students staff the Writing Center at WKU. Tutors help students in any discipline to refine their writing skills. I encourage you to utilize the services of [The Writing Center](#) in planning, drafting, and revising your papers! They do offer online services! [The Writing Center](#)

**ADA Notice: Disability and Accommodations:**

Students with disabilities who require accommodations (academic and/or auxiliary aids or services) for this course must contact the Student Accessibility Resource Center, Room 1074, Downing Student Union. The SARC telephone number is (270) 745-5004 (TDD: 270-745-3030). Please do not request accommodations directly from the instructor without a letter of accommodation from the Student Accessibility Resource Center. If any student needs a transcript to a video please let me the instructor know. You can simply email me at [Evelyn.oregon@wku.edu](mailto:Evelyn.oregon@wku.edu)

**Syllabus Changes**

I reserve the right to change the course syllabus when circumstances dictate a change is needed. I will communicate any & all changes during class or via e-mail sent to your WKU e-mail address.

# 513 Tentative Course Outline

<p><b>Instructed by Dr. Evie Oregon</b> Office Number 270-745-2080 Cell Number 630-991-0559 (feel free to text)</p> <p><b>Important Information</b> <b>Pay attention to DUE Date. Usually everything is due on Sundays except for the Leadership Module # 4.</b></p>	<p><b>Module 1. Introduction Orientation, Jan 25-31</b> <b>Readings/Videos</b> Module 1 Reading #1 Module 1 Reading #2 Module 1 Reading #3 <b>Lectures</b> Orientation 1, orientation 2, orientation 3 <b>Assignments</b> Complete Learning style assessment By Sun 31<sup>st</sup> SKYPE Assignment with Professor Oregon By Sun Feb 7</p>
<p><b>Module 2. Feb 1 – Feb 14</b> <b>Readings</b> Ch 1, Ch 2, Ch 3 Module 2 reading #1 (needed to complete case study assignment)</p> <p><b>Lectures</b> Ch, 1 Ch 2, Ch 3</p> <p><b>Assignments</b> <u>Due By Sun 7</u> Discussion Board #1 and #2 Initial post due by Ch. 1 Quiz Ch. 2 Quiz SKYPE Assignment with Professor Oregon</p> <p><u>Due By Sun 14</u> Ch. 3 Quiz Assignment #1 Discussion Board #1 and #2 responses <b>Leadership book must be chosen and approved</b></p>	<p><b>Module 3. Feb 15 - Feb 28</b> <b>Readings</b> Ch 4, Ch 5, Ch 6 Module 3 reading #1</p> <p><b>Lectures</b> Ch, 4 Ch 5, Ch 6</p> <p><b>Assignments</b> <u>Due By Sun 21</u> Discussion Board #3 Initial post Ch. 4 Quiz Assignment #2</p> <p><u>Due By Sun 28</u> Ch. 5 Quiz Ch. 6 Quiz Assignment #3 Discussion Board #3 responses</p>
<p><b>Module 4. Leadership, Mar 1- Mar 21</b> <b>Readings</b> Leadership readings found on BB Book you choose.</p> <p><b>Lectures</b> Leadership lecture 1, 2</p> <p><b>Assignments</b> <u>Due by Sun 7</u> Leadership SWOT Analysis Assignment <u>Due by Wed 14</u> Book review presentation Due/posted <u>Due by Sun 21</u> 3 Discussion Board Responses Book Critique Assignment Leadership Interview Assignment</p>	<p><b>Module 5. Mar 22– Apr 4</b> <b>Reading</b> Ch 7, Ch 8 Module 5 reading #1 <b>Lectures</b> Ch 7, Ch 8</p> <p><b>Assignments</b> <u>Due by Sun 28</u> Discussion Board #4 Initial post Ch. 7 Quiz Assignment #4 <u>Due by Sun 4</u> Ch. 8 Quiz Assignment #5 Discussion Board #4 responses</p>

<p><b>Module 6. Apr 5 – Apr 18</b></p> <p><b>Readings</b> Ch 9, Ch 10 Module 6 reading #1</p> <p><b>Lectures</b> Ch 9, Ch 10</p> <p><b>Assignments</b> <u>Due by Sun 11</u> Discussion Board #5 Initial post Ch. 9 Quiz Proposition Paper</p> <p><u>Due by Sun 18</u> Ch. 10 Quiz Discussion Board #5 responses</p>	<p><b>7. Top Administrators Plan Apr 19 – Apr 25</b></p> <p><b>Readings</b> Module 7 readings</p> <p><b>Lectures</b></p> <p><b>Assignments</b> Final Assignment due by Monday 25th NO LATE WORK WILL BE ACCEPTED!</p>
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