



THE UNIVERSITY OF TEXAS
PERMIAN BASIN

KINE 6382

Administration of Physical Education and Athletics Summer 2024

Syllabus

Basic Information

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OFFICE HOURS: MW 9:30-11:00, TTh 1:00-2:30, Friday by Appointment

This course is a Web Course and is conducted within Canvas

<http://utpb.instructure.com>

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Course Description

Course Catalog Description:

This course has been developed to help prepare individuals to assume administrative positions in athletic and/or physical education departments. It has been designed so that the administrative concepts covered in the course may be utilized in physical education, athletics, and a variety of other administrative settings. You will lead and manage in various settings as you live, and the course's material will assist you in these efforts.

Measurable Learning Outcomes:

By the end of this course, you will be able to:

1. Identify and describe the four means to determine the effectiveness of a sports organization.
2. Evaluate the four management styles.
3. Explain why managers of the future need multiple mindsets to deal with the realities and complexities of a rapidly changing world.

Prerequisites: NONE

Materials

Required Materials:

Parkhouse, B.L. (2005). *The Management of Sport: Its Foundation and Application with PowerWeb* (4th Edition). McGraw-Hill. ISBN 0072985461.

Recommended Materials:

APA 7th Edition

Important Academic Dates

UTPB [Academic Calendar](#)

Course Overview

(Description of each of the following activities and expectations; how many activities TX Admin Code Section 4.227)

Grading:

| Course Activity | Points | Percentage of Total Grade |
|-----------------|--------|---------------------------|
| Quizzes | 540 | 25% |
| Assignments | 200 | 25% |
| Forum | 200 | 25% |
| Essay Exams | 400 | 25% |
| | | |

| Course Activity | Points | Percentage of Total Grade |
|-----------------|--------|---------------------------|
| | | |

Grading Scale:

| Grade Range | Letter Grade |
|--------------|--------------|
| 90 and above | A |
| 80 to 89 | B |
| 70 to 79 | C |
| 60 to 69 | D |
| Less than 60 | F |

**Unless otherwise stated, all materials, activities, and assessments are required and are not optional.*

Communication, Grading & Feedback:

What is your preferred method of contact? How long should a student expect to wait to reply to a message? How long for the return of graded assignments? How will you provide individual feedback on performance?

Time Management:

A statement letting students know how much time is to be expected to spend on the lectures and assignments in this course.

(Example: A student should expect to spend three hours on preparation and learning assignments for every semester credit hour. If a class is a 3-semester credit hour class, a student should likely spend about 9 hours out of class on tasks and 3 hours of in-class time for a total of about 12 hours per week to obtain an "A" in a class. It is essential to develop a Time Management Plan to be successful.)

Policies

Discussion Board

The Discussion Board is primarily for discussing course-related topics and issues. Best practices are:

- Read all message postings in online discussions.
- Respond to the question directly
- *Reply to a minimum of two other student posts.*
- Use a person's name in the body of your message when you reply to their message.
- Avoid postings limited to 'I agree' or 'great idea,' etc.
- Ensure responses to questions are meaningful and reflective.
- Support statements with concepts from course readings; refer to personal experience and examples.
- Follow the **Rules of Behavior (below)**.

Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use inappropriate language or prejudge gender, race, or ethnicity in class.
- Do not use all caps in the message box unless you emphasize (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another insult.

Make-Up/Late Submission Policy

Describe make-up and late policy. (Example: All course activities must be submitted before or on set due dates and times. If the student cannot abide by the due dates and times, they must contact the instructor immediately.)

Academic Dishonesty/Plagiarism/Cheating

The academic community regards academic dishonesty as a grave matter with severe consequences. Any effort to gain an advantage not given to all students is dishonest, whether or not the endeavor is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in academic dishonesty that includes, but is not limited to, cheating, plagiarism, and collusion will receive an “F” for the course.

University regulations and procedures will discipline all persons involved in academic dishonesty. For complete information on UTPB student conduct and discipline procedures, consult the [University’s Handbook: Scholastic Dishonesty](#).

Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give an unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s academic work being offered for credit.

Attendance and Class Participation

Regular and active participation is an essential aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned and notify the instructor when emergencies arise.

Tracking

Learning management systems have tracking features. Statistics are collected that quantify how often and when students are active in the course and provide information if the student has accessed different course pages.

Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates, the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact the instructor immediately in case of an emergency medical situation.

Course Incomplete/Withdrawal/Grade Appeal

All students must complete the course within the semester they are signed up for. Incomplete grades for the class are rarely given. They will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time and has contacted the instructor before the scheduled last class to request an extension. The student signs a contract with incomplete course activities and the new due dates.

To find information and dates regarding drops and withdrawals, consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas Permian Basin, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, provides “reasonable accommodations” to students with disabilities. Only those students from whom an instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students will be provided with ADA academic accommodations.

ADA Officer for Students: Mrs. Chermee Peel
Address: Mesa Building 4242/4901 E. University, Odessa, Texas 79762
Voice Telephone: 432-552-3395
Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

Computer Skills, Technical & Software Requirements

Describe any special prerequisite skills (word processing, spreadsheet, presentation software, YouTube account, etc. Example: This course is designed as a web-based class, which necessitates specific computer expertise on the part of the student, specific computer equipment or programs, and a commitment on the part of the student beyond that of most other courses.) Students must create word-processing documents, save files, and submit files.

Students can use the cloud versions of Word, PowerPoint, and other Microsoft products through the use of their UTPB Outlook 365 and UTPB email addresses. For more information, refer to the [UTPB Office 365 Page](#).

Computer Technical Requirements

See [Technical Requirements](#).

Distance Education Policy

Distance Education Courses and Student Identity Authentication Requirements and Policy

SACSCOC defines a distance education course as one in which more than 50 percent of the planned instruction occurs when students and instructor(s) are not in the same physical place. Distance education courses, therefore, include online, remote, and hybrid courses as defined above. Per SACSCOC and University policy, all distance education courses must follow our Distance Education Student Authentication Policy procedures (please see below), and these requirements and guidelines must be stated in the course syllabus. Further, any projected additional student charges associated with verifying student identity must be indicated on the course schedule and syllabus.

The Distance Education Student Authentication Policy does **not** apply to Hyflex Courses--those in which at least 50% of the planned instruction occurs when students and instructor(s) are in the same place--and Face-to-Face/In-Person Courses--those in which more than 85 percent of the planned instruction occurs when students and instructor(s) are in the same place. Student authentication and identity verification in these courses may be accomplished by in-person attendance monitoring, in-class instructor-proctored examinations, and other assessments. Hybrid classes may also employ these same "in-class" authentication procedures. Still, in the case of these defined distance education courses, they must be documented on the course syllabus as described below.

Distance Education Student Authentication Policy and Syllabus Requirements

UT Permian Basin's Distance Education Student Authentication Policy requires the University to employ processes (documented in each distance education syllabus) to verify that each student who registers for a distance education course is the same student who participates in, completes, and receives credit for the course.

The policy requires faculty members teaching distance education courses to employ at least **two** verification methods to ensure student identities. The first method of verification is accomplished by the student logging into Canvas, our learning management system. To access all UTPB courses, students must log in to Canvas with a unique personal identifying username and secure password. This is the primary method of student identity verification. The Distance Education Student Authentication Policy requires at least **one additional** student identification method within the distance learning course determined and approved by the faculty or academic program. The second method of authentication **must be explicitly stated in the syllabus**. The second method of student authentication may:

Online Student Authentication

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two verification methods to ensure student identities.

To access online courses, students must log in to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course determined and approved by the faculty or academic program.

This course satisfies the second student authentication method by presenting an approved photo ID through an assignment in the introductory unit. ***You will upload the following two items:***

1. A clear color photo of yourself that is
 1. Well lit, and no shadows on your face or your ID that can obscure your image
 2. Must be taken on the day you submit the photo to reflect your current appearance
 3. Taken in full-face view, directly facing the camera
 4. With a neutral facial expression and both eyes open
2. A picture of your ID (can be a UTPB ID or government-issued ID) with only your name and picture showing (Picture ID card in which the ID number has been covered (tape over any numbers)).
 1. Approved photo identifications are passports, government-issued identification, driver's licenses, and military ID from DoD; dual credit and early college high school students use school district identifications.

Preparation for Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins that you can use when/if your computer crashes.

Complete Loss of Contact

Suppose you lose contact with course connectivity completely (i.e., you cannot contact me via Canvas or email). In that case, you need to call the instructor and leave a message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files

It would be best to keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. If any failure (e.g., virus infection, student's computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation survey provided by UTPB. During the last two weeks of class, there will be an announcement in Canvas, an email, and a button in your course navigation that will take you to any available surveys.

The survey is anonymous, and your responses are confidential. Your feedback is critical to us and your instructor as we strive to improve our offerings and our support of you, the students.

Student Support Services

For more information on academic, technical, and support services for UTPB students, please see the [Online Student Services](#).

Disclaimer & Rights

Information contained in this syllabus was to the instructor's best knowledge, considered correct and complete when distributed for use at the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB, to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for students enrolled in the course and only for the class. They may not be further retained or disseminated.

Schedule

| Assignments/Activities/Topics | | Due Date |
|--|---|--|
| Module 1 – Sport Management, Budgeting, Accounting, and Time Management | <ul style="list-style-type: none"> • Forum 1 • Quiz 1 • Forum 2 • Quiz 2 • Essay Exam 1 • Memo Assignment | All assignments completed by June 21st, 11:59 PM CST |
| Module 2 - Leadership | <ul style="list-style-type: none"> • Forum 3 • Forum 4 • Quiz 3 • Essay Exam 2 | All assignments completed by July 12th, 11:59 PM CST |
| Module 3 – Leading Human Resources | <ul style="list-style-type: none"> • Forum 5 • Forum 6 • Quiz 4 • Essay Exam 3 | All assignments should be completed by July 26, 11:59 PM CST. |
| Module 4 – Issues of Policy | <ul style="list-style-type: none"> • Research Assignment • Forum 7 • Quiz 5 • Forum 8 • Quiz 6 • Essay Exam 4 | All assignments should be completed by August 8th, 11:59 PM CST. |
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