

MAYVILLE STATE UNIVERSITY
DIVISION OF
HEALTH, PHYSICAL EDUCATION & ATHLETICS
COURSE SYLLABI

Course Number: HPER 440

Course Title: Organization & Administration

Hours of Credit: 2

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Office hours: By Arrangement

Instructor: Ashley Tomblin

Semester: Fall 2018

Days: Mon & Wed

Time: 12:00- 12:50 pm

Instruction Mode: On Campus Face to Face

COURSE DESCRIPTION:

Policies, procedures, and problems in administration of physical education/ athletics at the elementary and secondary levels. Both curricular aspect will be considered.

PURPOSE OF THE COURSE:

The purpose of this course is to gain knowledge in the area of administration as well as athletics. By utilizing organization skills well dealing with events as well as parents/ coaches. This class is an examination of the organization and administration of physical education and athletics. The class will focus on human behavior in certain types of situations in physical education and athletic settings. We will examine the advantages of organization when dealing with activities that are common in the physical education and athletic realms. We will evaluate current organizational techniques and how those techniques can become more effective.

Conceptual Framework

Instructions: Teacher education courses must enter the following statement:

Teacher education courses are based upon the Conceptual Framework: Reflective Experiential Teacher. See Moodle document 'Conceptual Framework.

COURSE OBJECTIVES (Including references to INTASC Standards applicable to your course)

Students will be able to:

- (1) Identify the qualities and characteristics that a good PE/athletics' teacher must develop in order to be the best at his/her occupation. (INTASC 1-10)
- (2) Explore the goals of teaching PE/Athletics' and the kinds of activities that are needed to teach in order to achieve these goals. (INTASC 1, 4, 7)
- (3) Explore how to communicate with students in such a way that class discipline is established in a positive manner and students stay on task because they are motivated to do so by the instructor's expertise in discipline and motivation. (INTASC 2,4,5,6)
- (4) Discuss essentials to good class management and organization. (INTASC 3,5)
- (5) Discuss evaluation & assessment procedures dealing with grading. (INTASC 8,9)
- (6) Practice effective teaching styles, strategies, and techniques that have been presented in this class. (INTASC 1, 3,4,5)
- (7) Develop a physical education/athletics teaching philosophy statement (INTASC 1,2,7).

Required Statement

- The Academic Program Student Learning Outcomes document can be found in your Moodle course shell. It contains all learning outcomes pertaining to Essential Studies courses and all majors and minors. The document

has an index so you can quickly find the degree you are pursuing. As part of Mayville State's effort to demonstrate continuous improvement in achieving student learning outcomes, this course will assess.

Required Statements for Essential Studies courses and LEAP Capstone courses

As part of Mayville State University's Essential Studies curriculum, this course seeks to prepare students for twenty-first century challenges by gaining: 1. Knowledge of human cultures; 2. Intellectual and practical skills; 3. Personal and social responsibility; 4. Integrative and applied learning. This semester the course will assess

STUDENT LEARNING OUTCOMES (SLO'S)

SLO # 1 – Through the demonstration and application of discipline specific concepts, HPER students will serve as advocates for fitness.

SLO #2 – HPER students will effectively communicate through a variety of methods with a discipline specific population.

SLO #3 – HPER students will utilize a variety of technological resources and equipment to enhance discipline specific population engagement and learning.

SLO #4 - HPER students will assess individual understanding of discipline specific concepts and utilize that assessment toward overall improvement.

The entire Academic Program Student Learning Outcomes (SLO) document can be found in your Moodle course shell. The document has an index so you can quickly find the degree you are pursuing.

Course Improvements Based on Most Recent Assessment Findings:

- This course will be assessed in the future and the findings will be reported in this syllabus.

Required/ Recommended Materials:

Horine, Larry, Stotlar, David, Administration of Physical Education and Sports Programs, 5th Edition, McGraw Hill, Laptop

Instructional Strategies

Instructions: Enter a list of instructional strategies that will be used in the course. Examples include active learning, advanced organizers, blended learning, brainstorming, character analysis, concept mapping, discussion forums, exams, feedback, flipped classroom, position papers, presentations, reflective writing, etc.

INSTRUCTIONAL STRATEGIES

- Discussion forums
- Reflective Research Reviews
- Written and Oral Communication
- Exams

Learning Experiences

Instructions: Describe when, how and where student learning will take place. For example:

- Read all assignments prior to class, including chapters as noted, research articles, etc.
- Assignments will be given via the Detailed Schedule OR in class. Submit all assignments in Moodle on designated due dates.

Instructional technologies utilized in this course

Instructions: Please CHOOSE the technologies below that apply to your course, and/or expand the list as appropriate. Delete technologies you will not be using. This is not required.

- **Moodle** is a learning management system and virtual class environment. This is where instructors post syllabi and other relevant course materials as they see fit.
- **Blackboard Collaborate** is a web conferencing tool. This can be used to facilitate communication between instructors and students and between students in real time.

- **Blackboard Instant Messenger** is an instant messaging and voice chat tool that allows students and instructors to communicate and collaborate synchronously online. This tool is available in every course and allows you to chat with the other members of your classes with ease.
- **Tegrity** is a screen and video recording application. Some instructors use this to record their lectures with their presentation slides. Others may use it for proctoring exams.
- **IVN** is a video conferencing method using high definition, full-color video and audio in classrooms (or sites) around the state. IVN allows all sites to engage with each other to promote distance learning.
- **Atomic Learning** is an online training resource with hundreds of videos that are available 24/7 and open to ALL Mayville State students, staff and faculty using their Connect ND credentials.

Expectations/Protocols

Instructions: Provide a detailed explanation of your course-specific expectations and requirements for all assignments. For example: a) Describe your expectations for the content of discussion forum posts and responses as well as the format in which they should be submitted; b) Explain which citation style is required for the research paper assignment and how you expect the paper to be submitted (e.g. through Moodle).

A specific example: Discussion Forums – Discussion forum posts should be on time and grammatically correct. Posts should thoroughly answer questions and should include citations using APA Style.

WHAT YOU CAN EXPECT FROM ME

Students will receive regular communications from the instructor through this course's Announcements Forum. Announcement Forum posts go directly to the email listed in your Moodle profile so please make sure you include your MSU email address and check it daily.

My preferred method of contact is email. My email address is ashley.vandeven@mayvillestate.edu

- Students can expect a reply to their emailed questions within 4 days.
- **Students are accountable for all academic communications sent to their Mayville State University e-mail address.**

Correction of tests and assignments by the instructor with feedback to the student will be completed in a timely manner.

- Grading of tests will be completed within 2 days of submission during the week/ 4 days over the weekend.
- Grading of assignments will be completed in 1 week.

SPECIFIC STUDENT COMPETENCIES:

The course activities, experiences, assignments, and sequence are intended to provide opportunities for class members to accomplish the following:

1. To increase your understanding of how organization and administration can improve an athletic event for everyone involved in the event from the spectators to the participants.
2. To increase your understanding of how organization and administration is really just a bunch of small steps and those small steps add up to the big event or game go as smooth as possible.
3. To help you acquire skills and knowledge about organization and administration that you can apply as a coach, teacher, or exercise leader.

Instructor/Student Communication

- Students are accountable for all academic communications sent to their Mayville State University e-mail address.
- E-mail will be way of communication during this course.

- When writing an Instructor, please check for syntax errors prior to sending an e-mail.
- I will respond to e-mail within 24 hours, except on weekends and holidays please allow 48 hours.

Methods of Evaluation/ Grading:

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = Below 60%

Example: Breakdown of Grades - Total points possible = 550
 4 Exams = 50 points each for a total of 200 points – 40% of final grade
 Research paper = 100 points – 20% of final grade
 Presentation = 100 points – 20% of final grade
 Discussion Forum posts & responses = 5 points each = 50 points total – 10% of final grade

Grading turn-around time: All course work will be graded within 96 hours of the due date and time.

ATTENDANCE POLICY

0-1 Absences	=	No penalty
2-3 Absences	=	Deduction of one letter grade
4-5 Absences	=	Deduction of two letter grades
6 Absences	=	Failure of class

No Cell Phones in class, if you need to use your cell phone please step out of class.

Emergency:

In the event of a major campus emergency resulting in temporary suspension of classes or early ending to the semester; the course requirements, deadlines, and grading percentages on the official syllabus are subject to change. I will notify you of such changes by email and/or by the campus learning management system (LMS) currently Moodle.

ASSUMPTION OF RISK: There are many special benefits from the activities being offered to students by the Division of HPER. Within the activities it must be understood that there are dangers that may lead to injury to students. Therefore, the purpose of this section is to make all students aware that dangers do exist and that participation is done with the understanding that risks are involved. It is to be further understood that students must share in the responsibility for their own safety and the safety of others

ADDITIONAL NOTES:

- Late work will not be accepted! It is your responsibility to contact me before class if you are having a problem finishing work or making it to class. If you let me know early there will be a solution. Your participation in class (attendance) will affect your grade either negatively or positively.
- There will not be make-up exams unless it is arranged prior to the exam.

Student Classroom Computer Usage:

Students have the privilege to use a Tablet PC or computer in the classroom for academic purposes. This privilege can be revoked as deemed appropriate by the professor teaching the course. On occasion, the professor may require the use of the computer to cease based on course content for the instructional period.

Late Arrivals

Instructions: *If students registering late to your course causes significant scheduling challenges, consider this statement.*

The grading system for students adding this course after the first day of instruction will be modified. The student will be graded only on the activities that transpired while the student is enrolled. Students will not be penalized for missed assignments but the student is still responsible for learning the course material that was covered during their initial absence.

Important Student Information

Instructions: *Enter the following required statement:*

Within your Moodle course shell, you will find a document entitled, "Important Student Information," which includes information about:

- ✓ English Proficiency and Other Academic Grievance Concerns
- ✓ Starfish Early Alert System
- ✓ Students with Disabilities
- ✓ Academic Honesty
- ✓ Emergency Notification
- ✓ Continuity of Academic Instruction for a Pandemic or Emergency
- ✓ Family Educational Rights and Privacy Act of 1974 (FERPA)

References/Bibliography

Instructions: *If you used references to write your syllabus, we recommend demonstrating proper use of your preferred style by citing them here.*

Diversity Objectives:

- Use knowledge of diversity to ensure learning experiences are differentiated to the needs of the learner

Bibliography:

Horine, Larry, Stotlar, David, *Administration of Physical Education and Sports Programs*, 5th Edition, McGraw Hill