

**SHAW UNIVERSITY
RALEIGH, NC**

SYLLABUS

ORGANIZATION & ADMINISTRATION HPER

HPE 432 01 M-W-F 9:00 AM – 9:50 AM OLD EDU BLDG. (RM # 05)

OFFICE LOCATION: RM #17 OLD EDU BLDG

**OFFICE HOURS: T/TH 11:00 AM – 1:00 PM
(MW) 3:00 PM – 4:00 PM
FRIDAY - BY APPT. ONLY**

PHONE: (919) 546-8394 FAX: (919) 743-4693

Student Classroom Decorum Expectations

To enhance the learning atmosphere of the classroom, students are expected to dress and behave in a fashion conducive to learning in the classroom. More specifically, students will refrain from disruptive classroom behavior (**i. e., talking to classmates, disrespectful responses to teacher instructions; swearing; wearing** clothes that impede academic learning such as but not limited to, wearing body-revealing clothing and excessively baggy pants; hats/caps, and/or headdress. Students will turn off telephones prior to entering the classroom. Students who exhibit the behaviors described above, or similar behaviors will be immediately dismissed from class at the third documented offense. The student will be readmitted to class only following a decision by the department chair. The student may appeal the decision of the department chair to the Dean of the College offering the course, and, subsequently, to the Office of the Vice President for Academic Affairs, and then to the President of Shaw University. The decision of the President will be final. Failure to follow the procedures herein outlined will result in termination of the appeal, and revert to the decision of the department chair.

Each behavior construed by the teacher/professor as noncontributive to learning will be recorded, properly documented, and appropriately reported to the student and to the chair of the academic department offering the course. The report will be in written form with a copy provided to both the student and the department chair. The faculty member should retain a copy for his/her own records.

Additional student behavior codes may be found in Student Affairs.

COURSE DESCRIPTION

This course is intended to acquaint the student with the philosophical and methodological bases for organizing and administering the total program of physical education. Such topics as scheduling, classification, grading and time allotment, as well as inter school and intramural programs are a part of the course. A special focus will be geared toward Athletic Training and Kinesiotherapy.

Required Text: Stier, William F. (1999). Managing Sport, Fitness, and Recreation Programs Allyn & Bacon Publishing.

Course Objectives

Upon successful completion of this course, students will be able to:

- 1. Achieve a working knowledge of administrative functions including curriculum, safety, first aid, and legal aspects of the field.**
- 2. Demonstrate the appropriate administrative functions to be utilized in physical education programs.**
- 3. Demonstrate knowledge of appropriate organizational and implementation strategies, programs in the area of athletics, physical education, health, intramural and extramural activities.**

The following topics will be used to accomplish the previous stated objectives.

A. The nature of administration.

- 1. Theoretical framework**
- 2. Administrative Leadership**
- 3. The Administrator at work**

B. Administering the Program

- 1. Class Management and Teaching Methods**
- 2. Physical Education for People with Disabilities**
- 3. Class Management and Teaching Method**
- 4. Recreation and Leisure Services**
- 5. School Health Education**
- 6. Intramural, Recreational Sports, and Sports Club**
- 7. Interscholastic and Intercollegiate Athletics**
- 8. Athletic Training**
- 9. Kinesiotherapy**
- 10. A special section will be focused on ethics and ethical considerations**

C. Function and Techniques of Administration

1. Planning, Principles, Policies, and Standard Practice
2. Management of Financial Resources
3. Organizational Structures and Practices
4. Management of Personnel
5. Community Involvement and Public Relations
6. Office Management
7. Supplies and Equipment
8. Legal Aspect of Administration
9. Planning Construction, and Maintenance of Facilities
10. Using the Computer in Administration
11. A Bridge to the Future

Mode of Presentation

Specific Lecture, demonstration, discussion, reading, assignments, guest speakers, and role playing will be used in the presentation of the course content, Audio-visual aids such as videotapes, overhead projector, charts, and computer programs will supplement the above mode.

Evaluation

1. Class Attendance (in accordance with Shaw University's attendance policy) Each student is allowed three unexcused absences.
2. Participation in class activities 10%
3. Test 20%
4. Examinations 10%
5. Complete all other assignments (e.g. critiques, position statements, interviews and library work). 20%
6. Design a program of physical education, recreation, health, or athletic training given the demographics assigned by the instructor. 15%
7. Submit a portfolio (The portfolio will be submitted as if you were Interviewing for a job). 15%
8. Submit a resume with a cover letter (The resume and cover letter will submitted as if you were applying for a job). 5%
9. Interview an administrator of a reputable organization. (The interviewee must be approved by the instructor. 5%

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100%