

DEPARTMENT OF HEALTH, HUMAN PERFORMANCE, AND RECREATION
COLLEGE OF EDUCATION
PITTSBURG STATE UNIVERSITY
PROGRAM DESIGN AND LEADERSHIP
SPRING 2020

Course Number: REC 311

Course Title: Program Design & Leadership

Credit Hours: 3

Office: 102 Student Rec Center

Office Phone: 620-235-4670

Instructor: Dr. Laura Covert Miller

Office Hours: M & W: 1:00 – 4:00 pm

T & TR: 2:00 – 4:00 pm

E-MAIL: lcovert@pittstate.edu

Friday: apt. only

I. Catalog Description

Overview of programmatic elements and techniques in recreation, therapeutic recreation, wellness, sport, events, and hospitality. Creation of events, programs, procedures, and management techniques are included.

II. Course Description

This course will focus on organization, planning and development of recreation programs as well as leadership, communication, and further developing critical thinking skills. An in-depth examination into the organization, content, process, and evaluation of recreation-based programs will be included.

III. Course Objectives

1. Explain the need for program planning and evaluation. (7.02.01)
2. Assess recreation programs based on evaluation techniques and theories in program planning. (7.02.01)
3. Demonstrate leadership skills and techniques. (7.01.01)
4. Design, implement and evaluate recreation services based on population needs. (7.02.01)
5. Explain the benefits for recreation programs to form partnerships with businesses and other agencies. (7.03.02)
7. Apply Maslow's Theory and Flow Theory to recreation programming. (7.01.01)

IV. Instructional Resources

Textbook: Programming For Parks, Recreation and Leisure Services: A Servant Leadership Approach. Other resources will be used including the Instructional Resource Center, labs, various website tools and Canvas.

COURSE DELIVERY METHOD: Face to face and within the Pittsburg community. Attendance and participation points during class and class projects are important to your grade and your learning.

Instructor Teaching Philosophy: *Learning through doing*

V. Requirements

1. Develop three recreation programs:
 - a. OK KIDS DAY: This program will be a class special event, which the students will plan, carry out, and evaluate. **This event will be held Saturday May 2nd, 7:00 am – 2:30 pm.** Students who do not attend the event will have half the possible points for OK Kids Day deducted from the OK Kids Day point total. If the student is unable to attend OK Kids Day due to a situation discussed prior with Dr. Covert Miller, the individual will be responsible for making up seven hours volunteering at activities of the instructor's approval. Students will also earn points for in class participation. Duties will include planning activities, collecting donations and prizes, and finding volunteers. This event is planned in conjunction with Pittsburg Parks and Recreation. Students who are absent on planning days with PPRD will have points deducted from their OK Kids Day grade. **Worth 100 points.** (7.02.01 & 7.03.01)
 - b. Hypothetical Program: Program designed by the student that could be implemented once the final draft is submitted. The hypothetical program will be broken down throughout the semester. Each area will be discussed and worked on in class. Due dates will be assigned to sections throughout the semester. Hypothetical program **due THURSDAY, MAY 7th. This project is worth 80 points.** Refer to

the handout distributed in class for more details. Students will be required to complete a program proposal along with additional items include but not limited to:

Type of Program: wellness, educational, monthly, weekly, special event, etc.
Detailed Description of Program
Philosophical Statement
Goals and Objectives/List of Benefits
Budget, Flyer, Evaluations: In House and Participants
(7.02.01 & 7.03.01)

- c. Program labs: Will be conducted throughout the semester. Students will be divided into groups based on interest. Each group will plan and conduct a recreational program during class time within the Pittsburgh community. Students are responsible for contacting the organization and implementing the program at the organization. Students who are not in the leading group are required to “volunteer” within the program. Dates will be set during the semester by each group. Every person within each group must have responsibility preparing and implementing the program. Each group will evaluate all students in the class and each other during the day of leading. **Every student is responsible for submitting a program proposal one week prior to the date of the lab. 100 points total possible for this project. 50 points for the led lab, 10 points for volunteering w/each lab. There will be six labs total. Points include participation in ALL group labs. Students missing a lab will not make up the missed day unless sick w/dr's note or situation discussed with Dr. Covert Miller.** (7.02.03 & 7.03.01)

2. **Community Service:** Participate in community service in the recreation field. **Ten hours** of participation are required & **worth 100 pts.** The student may participate in additional hours to earn extra credit of 5 points/hour. Students will turn in a log of their community service hours. Opportunities to earn community service hours will be given in class. Other opportunities, other than those given in class, must be pre-approved by the instructor. OK Kids Day will count for TWO hours of the ten required. **No more than four hours of community service should be obtained at any one event or program. DUE the day of the final THURSDAY MAY 14th.**
3. Complete a recreation program observation sheet on one of the programs you volunteer for, 25 pts. possible. **Please note the due date of the observation sheet: Thursday April 23rd.**
4. Complete homework as assigned and demonstrate organization and progress toward hypothetical program project. Various in-class assignments will occur during the semester. **Late assignments (turned in after the time and date due) will have points deducted each day late until submitted.**
5. **Tests:** There will be a mid-term test. The mid-term is tentatively scheduled for Tuesday March 31st.
6. **Class Attendance and Participation.** Attendance is taken for each class. If you are sick do not come to class, a doctor's note is required for the absence to be excused. If you will be gone for a school related function, a note from the teacher/sponsor/coach is required prior to the event. If there are other situations that arise which cause absences, please discuss this with Dr. Covert Miller. **If your grade is borderline at the end of the semester, grades will be determined by attendance and class participation.**
7. Complete all exams and assignments. Grading based upon:
A= 100-90% B= 89-80% C=79-70% D=69-60% F=59% & Below
Assignment Points
OK Kids Day = 100 pts. Program Labs = 100 pts. total
Hypothetical Program = 80 pts. Volunteer Hrs = 100 pts.
Rec Program Observation = 25 pts. Mid-term = 50 pts.
Attendance = 50 pts. In class assignments & Quizzes = vary in points

Cell phone policy:

1. If causing disruption to learning community, cell phones will be asked to be put away

Expectations of students: *Students need to come to class on time, actively engage in class discussion, contribute to class program labs and OK Kids Day, ask questions when needed, submit assignments on time, respect peers and professor.*

For more information about important dates, academic dishonesty, and attendance policies, refer to the following link: https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-spring-2020-updated-10-7-19.pdf

IMPORTANT UNIVERSITY DATES

1/20.....Martin Luther King, Jr., Holiday
1/21.....Classes begin
1/28..... Tuition due
1/28..... Last day for full tuition refund if withdrawing
1/28 Last day to add classes w/o permission of instructor
2/3..... Final day to drop w/o transcript notation
2/24.....Last day for half refund if withdrawing
3/16..... Mid-term D and F grades available after 5:00 pm
3/23 to 3/27Spring Break
4/13..... Final day to drop a course unless withdrawing from all classes
4/30.....Last day to withdraw from all classes
5/11 to 5/15 Finals week
5/15..... Deadline to remove/extend IN grades for 2019 WF
5/18 Grades due from faculty

Program Design & Leadership
Tentative Schedule: Assignments, Exams and Due Dates are Subject to Change!
Spring 2020

Week of January 20	Overview of Class Intro to Recreation Programming (Chapter 1) (7.02.01) OK Kids Day Introduction Ashton Clark PPRD: Thursday
Week of January 27	Overview of Program Planning Process (Chapters 2 and 3) Program Philosophy (Chapter 3) (7.01.01) Who, What, When, Where and Why? LAB INTERESTS Ashton Clark PPRD: Thursday
Week of February 3	Lab discussions/divide into groups/group lab planning Needs Assessment (Chapter 5)(7.03.01) Understanding your organization and community (Chapters 4 & 5) Program Goals (Chapter 6)(7.03.01), <i>hypothetical project work</i>
Week of February 10	The Program Plan/Design (Chapters 6 & 7)(7.02.01) <i>Hypothetical Project Work</i> , (7.02.01 & 7.03.01) KRPA – NO CLASS TUESDAY
Week of February 17	Program Plan/Design Barriers to participation (<i>hypothetical project work</i>) Ashton Clark PPRD: Thursday
Week of February 24	Recreation Agencies & Collaboration <i>Hypothetical Project Development (7.02.01)</i>
Week of March 2	Timeline & Volunteers; <i>hypothetical project work</i> Risk Management and Safety Issues (Chapters 6 and 10) (7.02.01 & 7.03.01) Ashton Clark PPRD: Thursday – Sponsor commitments due
Week of March 9	Registration forms & waivers; <i>hypothetical project work</i>
Week of March 16	<i>Hypothetical Project Work: Pricing, Budgeting, Chapter 9 (7.03.01)</i> Program Promotion Ashton Clark PPRD: Thursday – ready to advertise for volunteers OK Kids Day & Site Visit SPONSOR COMMITMENTS DUE Thursday – OK Kids Day
Week of March 23	SPRING BREAK! HAVE FUN, BE SAFE! ☺
Week of March 30	EXAM 1: Tuesday (tentative) Facilitating the Program Experience (Chapters 8 & 10); (7.02.01) <i>Hypothetical project work</i> Ashton Clark PPRD: Thursday
Week of April 6	Official donation letters & thank you's; <i>hypothetical project work</i>
Week of April 13	Monitoring and Evaluating Programs, (Chapter 12) (7.03.01); <i>hypothetical project work</i> Ashton Clark PPRD: Thursday Site Visit
Week of April 20	NO CLASS Tuesday – MIDWEST TR SYMPOSIUM Donations due Friday April 24th Hypothetical project work Thursday/Observation Sheet Due Thursday

Week of April 27

Hypothetical project work Tuesday

OK Kids Day Set Up THURSDAY @ Lincoln Center;

OK KIDS DAY SATURDAY MAY 2nd

Week of May 4

Hypothetical project work Tuesday

HYPOTHETICAL PROJECT DUE THURSDAY, MAY 7th

Week of May 11

Volunteer hours due day of final May 14th, 12:30