

Pittsburg State University
College of Education
Department of Health, Human Performance and Recreation
Spring 2020

REC 470 – ADMINISTRATION OF RECREATION

Course number: REC 470

Title: Administration of Recreation

Credit Hours: 3

Course Time: 9:30AM – 10:45AM T/TH (SRC 215)

Instructor: Sarah Ball

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Office: 101M Student Recreation Center

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Office Hours	
Monday	8:30AM – 10:30AM/1:30PM – 3:30PM
Wednesday	8:30AM – 10:30AM
Thursday	1:30PM – 3:30PM
Friday	8:30AM – 10:30AM

NOTE:

Schedule/assignment changes may occur at the discretion of the instructor and as necessary to meet instructional needs. Changes will be communicated to the students through verbal and canvas class announcements.

COURSE DESCRIPTION: Recent trends in organization of recreation at federal, state, and local levels. Attention is given to legislative provisional, governmental control, financing, budget, personnel, and administrative practices.

COURSE OBJECTIVES: Upon successful completion of this course, the student should be able to:

1. Understand environmental ethics, the relationship of environmental ethics to the philosophy of planning, design and development, and the potential impact of planning, design and development upon the environment.
2. Understand the ethical principles and professionalism as applied to all professional practices, attitudes and behaviors in leisure services delivery.
3. Have a basic knowledge of the role and content of leisure programs and services.
4. Be able to develop outcome oriented goals and objectives for individuals and groups.
5. Understand and be able to analyze programs, services, and resources in relationship to participation requirements.
6. Understand the principles and procedures for evaluation of leisure programs and services.
7. Have the ability to formulate, plan for implementation and evaluate extent to which goals and objectives for the leisure service and for groups and individuals within the service have been met.

8. Have a basic knowledge of marketing techniques and strategies.
9. Understand the concepts of organizational behavior, accountability, interpersonal relations and decision-making strategies.
10. Understand and develop the ability to apply personnel management techniques including job analysis, recruitment, selection, training, supervision, career development and evaluation of staff, volunteers and interns.
11. Understand and develop the ability to implement principles and procedures related to operation and care of resources, areas and facilities.
12. Understand and develop the ability to promote the agency, the services, and the profession through marketing, public relations and promotion strategies.
13. Develop the ability to utilize effectively the tools of communication, including technical writing, speech and audio-visual techniques.
14. Develop the ability to utilize computers for basic functions, including word processing, spread sheets, specialized programs related to leisure services.
15. Have a basic knowledge of the legal foundations and responsibilities of leisure service agencies, and of the legislative process and the impact of policy formation on leisure behaviors and service in all levels of government, community organization and business enterprise.
16. Have a basic understanding of legal concepts, including contracts, human rights, property, and torts as applied to leisure service agencies.
17. Have a basic knowledge of regulatory agents and the ability to demonstrate how to comply with professional, legal and regulatory standards.
18. Have a basic understanding of the principles and practices of safety, emergency and risk management and the ability to develop and implement risk management plans that assure the health and safety of participants and staff.

II. Required Course Text

Edginton, C., Hudson, S., Lankford, S., Larsen, D. (2015). *Managing Recreation, Parks, and Leisure Services 4th Edition*. Urbana, IL. ISBN: 978-1-57167-744-0

III. TEACHING STRATEGIES

This course will be conducted using a variety of teaching and learning methods and techniques.

- IV. Completion of Assignments.** Assignments are due at the beginning of the class period that they are due. Unless, otherwise noted on Canvas or in class. No late assignments will be accepted. Assignments may be added or retracted from the syllabus. If you are absent and miss an in-class assignment you will NOT be able to make-up that assignment.

V. EVALUATION

Assessment: Grading in this course is based on a set of total points based on the following:

In-class activities/presentations, alternate assignments, and quizzes (5 to 10 points each)	
There are <u>NO MAKE UPS for in-class assignments – students must be present and sign the sign-in sheet prior to the assignment to receive credit. NO LATE WORK WILL BE ACCEPTED.</u>	up to 120 points
Exams (3)	100 points each
In-class exams. Any chapter readings or course materials covered in class. <u>NO MAKE UPS – students must be present</u>	
Projects	70 points
Students will work on projects individually. The Project will be a Ten Year Plan for the City of Pittsburg or other approved city. Additional information on projects will be distributed in class. <u>NO LATE PROJECTS WILL BE GRADED</u>	
Oral Presentation of Projects	30 points
Students will give an 8 to 10 minute presentation on their project. <u>NO MAKE UPS – students must be present</u>	
Final Exam (Comprehensive)	100 points
In-class exam. Any chapter readings or course materials covered in class. <u>NO MAKE UPS – students must be present</u>	

Grading Scale:	90-100%	A	Excellent
	80-89%	B	Above average
	70-79%	C	Average
	60-69%	D	Below average
	0-59%	F	Failing

Class Policies

- 1. Academic Honesty Policy.** It is the responsibility of each student to become familiar with Pittsburg State University's policies concerning academic honesty as this course will use this in regards to any academic misconduct situations.
- 2. Classroom Dress Code:** No hats, hoodies, or sunglasses worn in class. I need to be able to see your eyes.
- 3. Communication with Instructor:** Any form of communication, besides in-person meetings, with instructor (e-mails, phone messages, ect.) must contain students first and last names and course title. Subject title e-mails with the course number "REC 462" with your name and reason (i.e. REC 462 – Usain Bolt – Meeting?). Time is valuable; to make sure we are all using our time valuably, schedule a

meeting with me via email to make sure I will be there and can be prepared to discuss the issue at hand.

Classroom Etiquette: It is really important in any class to be respectful of others, as well as, respectful of the instructor. Please follow these simple rules of politeness in the classroom.

1. If you are late for class please slip in as quietly as possible and take the first available seat so as to minimize the disturbance you have created.
2. Take care of personal needs BEFORE class. If you need to leave class for ANY reason you are not allowed to disturb the class a second time by coming back in.
3. Cell phones – please be sure your cell phone is either turned off or set to ‘silent’ (not vibrate). Calls or text messages are NEVER to be taken during class. DO NOT send text messages during class.
4. iPods and other electronic devices– please remove ear buds during class and do not be listening to your iPod or other electronic devices at any time during class.
5. Laptops, iPads, etc. – In this classroom are a privilege not a right. There is no problem with using your laptop for note taking purposes. Any other use of your laptop during class time is extremely rude and inconsiderate.
6. Only individuals enrolled in the course are permitted to be in the class meeting space during class time.

TENTATIVE READING/ASSIGNMENT SCHEDULE
ASSIGNMENT, PRESENTATION, AND TEST DATES ARE SUBJECT TO CHANGE

Week	Topic	Other Items Due
1	Intro of Course/Syllabus Chapter 1	
2	Chapters 2 & 3	
3	Chapters 3 & 4	
4	Chapters 4 & 5	
5	Chapters 5 & 6	Exam 1
6	Chapters 6 & 7	
7	Chapters 7 & 8	
8	Chapters 8 & 9	
9	Chapters 10	Exam 2
10	NO CLASS – Spring Vacation	
11	Chapters 11	
12	Chapters 12 & 13	
13	Chapters 13 & 14	
14	Chapter 15	Exam 3
15	Project Presentations	
16	Project Presentations	
17	Finals Week	Final Exam