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The University of Georgia

College of Education

Department of Counseling and Human Development Services  
Recreation and Leisure Studies Program

**Spring 2008 Program and Event Management**

**RLST 3130 Course (3 Credit Hours)**

**RLST 3130 Lab (1 Credit Hour)**

**Instructor:** Mr. Nicholas Holt

**Office:** 336 Ramsey

**Email:** nicholt@uga.edu

**Office Hours:**

T/R 11:00-12:00 or scheduled appointment

**Formal Class Meeting Times & Locations**

T/R Class 9:30-10:45          Ramsey 224

Wednesday Lab varies, but often Wednesday 4:00-6:00          Ramsey 203

**Blogger course address and UGA Email:** <http://rlst3130.blogspot.com>

Also, official university correspondence is conducted using your UGA email address and I expect you to check that email at least daily.

**Course Description:**

Using principles and practice of event coordination and administration, students will design, develop, and implement community based programs and/or events.

**Required Resources**

Goldblatt, J. (2008). *Special events: the roots and wings of celebration* (5 ed.). Hoboken, NJ: John Wiley & Sons, Inc.

Additional book chapters, articles, and supplemental readings will also be required but will be made available to students via email or blog to keep costs at a minimum.

## **Course Outcomes**

1. Critique/evaluate the strengths and weakness of special events.
2. Develop skills needed to propose, plan, execute, and evaluate special events.
3. Supervise the utility, design and implementation of a variety of experiential learning activities in multiple settings which encompass reflection, critical analysis, and synthesis
4. Gain practical experience by participating in event coordination and execution.
5. Identify risks and benefits of event options / decisions.
6. Develop teamwork skills and an appreciation of collaboration.

**Methods for Accomplishing Course Outcomes** include: Class lectures and discussions; required reading assignments; small group exercises and discussion; written assignments; experience based analysis; community-based service learning.

This course requires a significant out-of-class time commitment. Check the course schedule very carefully and mark your calendar/planner now! If you will be unable to complete an out-of-class assignment, you need to notify the instructors by January 21, 2008 so that an alternative assignment can be developed. Students who do not notify us by that time are accountable for the assignments/trips as designed in this syllabus.

## **Brief Descriptions of Assignments**

Additional details on assignments will be covered in class as well as posted to <http://rlst3130.blogspot.com/>.

Exams (100 points): At the midpoint and end of the semester, we will have cumulative exams. Each exam will be worth 50 points.

Class Attendance (100 points): Attendance will be taken at each class and on certain lab days marked on the schedule in bold. Each absence after the 5th will result in the loss of 5 points.

Individual posts to the class blog (100 points): All posts will be made in the appropriate comments section of the class blog. Deadlines will vary by assignment and will be discussed in class. You will also need to turn in a hard copy of your post at the beginning of class for grading purposes. The descriptions of the required posts are as follows:

*2 event promotion posts.* Locate a local event using TV, newspapers, radio, or Internet for the upcoming week and list the pertinent information (what, when, where, costs). Your goal is to persuade your peers to attend. Posting deadlines are listed on the class schedule and these posts must be unique across the class. If a classmate has already posted an event, you must find a new event to post.

*2 program/event critique posts:* You will describe within the context of our readings and discussions an event you attended. You may be asked to share your experience during class. Deadlines are on the class schedule.

I will drop the lowest score of one of your promotion or critique posts.

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Group Presentation & Posts: Program design and development (100 points): working in groups of 4-6, teams will develop a ready-to-deliver program. The development process will follow the readings and in-class activities/discussions. This will include event title, needs assessment, staffing document, project plan with budget projection, Logo, Sponsor pack (levels and contract), and a press release. These design elements will be posted to the blog and discussed in class and revised by the team outside of class. Most of this development will occur outside of class and constitutes 15 hours per person of the design/implementation time trade. Each project should represent 75 hours of effort. Team programs will be presented to the class at the end of the semester and a hard copy Project Pack will be due on the day of the presentation. 50% of your grade will come from your team members and the remaining 50% will be based on the quality of the presentation to the class. Detail of the presentation will be discussed in class.

Experiential Learning Activity (100 points): You will volunteer in a formally organized, structured recreation and leisure experience for a minimum of 15 hours in the community. A selection of programs will be provided to you approximately midway in the semester. 75% of the grade will come from the event's leader or appropriate supervisor. After participating in and observing the program, students will write a Volunteer reflection post, which will reflect the remaining 25% of your grade. At minimum this post should critically analyze the following: 1) purpose of the program 2) organizational details of the program 3) the agency or group that ran the program 4) the program's facilitators 5) appropriateness of the program to the population participating 5) unidentified populations who are not participating in the program and possible reasons why. In addition you should discuss what changes or alternatives you would suggest to improve the event/program. You may be asked to share your experience during class.

### **Assignment Point Detail & Final Grade Allocations:**

#### **Advanced Program and Event Management: RLST 3130 (3 credit hours)**

Midterm Exam	50 points
Final Exam	50 points
Class Attendance	100 points
Individual Posts	100 points
Program/Event Critique Posts (2)	
Program/Event Promotion Posts (2)	
(I will drop the lowest of the four)	75 points
Volunteer Reflection Post	25 points
Group Program Design Posts	50 points
Group Presentation	50 points

#### **Advanced Program and Event Management Lab: RLST 3130-L (1 credit hours)**

Community Service (15 hours minimum)	50 points
Group Program Design Peer review	50 points

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**Total**

**600 points**

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### **Grading System Breakdown by Percentage**

A = 93-100    A- = 90-92    B+ = 88-89    B = 83-87    B- = 80-82  
C+ = 78-79    C = 70.1-77    C- = 70    D = 60-69    F = 59 or below

### **Instructors Expectations and Policies**

This class will be taught using a combination of lectures, class discussions, guest speakers, media presentations, and experiential activities. To create an environment in which learning (yours and mine) is possible, we must be well prepared for class, challenge each other to think critically, express ourselves effectively, experiment with new ideas, respect and listen to everyone's ideas, and correct mistakes, misunderstandings, and errors in a positive and encouraging manner. If each of us does our part, we expect to create a fun and challenging learning environment.

Accommodation Needs: I am committed to providing access to all persons regardless of ability. If you have a documented disability or any other special needs and wish to discuss academic accommodations, please contact us as soon as possible. Necessary academic accommodations will be made for you based on the recommendations received from Disability Services. You must be registered with Disability Services to receive academic accommodations. Please visit <http://www.dissvcs.uga.edu> or call 706-542-8719 to learn more.

Academic Integrity: "Academic honesty is vital to the very fabric and integrity of UGA. All students must comply with an appropriate and sound academic honesty policy and code of honest behavior" (p37-38 Undergraduate Bulletin). "All students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academic careers. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense" (A Culture of Honesty). All academic work must meet the standards contained in "A Culture of Honesty." Each student is responsible to inform themselves about those standards before performing any academic work. You can read the policy at [www.uga.edu/ovpi](http://www.uga.edu/ovpi). Violations include: cheating (use of any dishonest, deceptive, or fraudulent means, unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work; plagiarism (using the ideas or work of another without giving credit to the source); copying the language, structure, ideas, and/or thoughts of another and adopting those as one's original work; falsification, statement of untruth, either spoken or written, regarding any circumstances relating to academic work. Copying the work from a previous class, using another student's work, failing to cite references, etc. are also considered violations.

Attendance: In accordance with the university class attendance regulations, students are expected to punctually attend class sessions. While attendance is important, you must also take an active role in your learning experience. Therefore, you are responsible for all class materials. If you do miss a class, be sure to ask a classmate for any handouts, notes, assignments, etc. The student is held accountable for all of the work covered in each class meeting. Students who will be absent because of religious observances are requested to notify the instructor at the beginning of the semester in order to allow for accommodations in testing or assignments.

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We take professionalism very seriously in this class. You will all work with clients in a professional capacity and represent UGA, The Department of Counseling and Human Development Services, and our own professional integrities. Therefore, it is extremely important to us that you behave appropriately, take initiative, are on time, and are prepared for every community-based program. Failure to get a substitute and notify the instructor of your inability to fulfill your assigned responsibilities is viewed by us as unbecoming behavior for a future leisure service professional and could result in an automatic “F” for the entire assignment. **With regards to our community-based programs, “early is on-time, on-time is late, and late is unacceptable.”**

Deadlines: All assignments due in-class and must be turned in on time as a hard-copy at the beginning of the class period for which they are due. If you anticipate being absent or late to class, turn it in the day before. Blog posts are due 12 hours prior to class. If you ever have a question about when something is due, please ask. Computer problems and other excuses are unacceptable. Late assignments will be penalized 10% per day (the 10% deduction begins immediately). After three days, late work will not be accepted unless prior arrangements were made with the instructor (prior arrangements means at a time other than during class -- come by, call me, email me). A student who is late for an exam may not take the exam if a student has already completed the exam and left the room. A missed exam results in a zero unless arrangements have been made with 72-hour *advanced* written notice to the responsible instructor, or extreme emergency circumstances can be documented.

Class Preparation and Professionalism: Student participation is critical for the success of this class. Therefore, it is expected that the student will come to class prepared by having read the assigned materials and being able to discuss the material in an intellectual and critical manner. Anticipate spending a minimum of three hours working outside of the classroom for every one hour in the classroom; please plan your schedules accordingly. Much of your time outside of the classroom will be spent reading and writing. Reading is essential to your learning, so vital, in fact, that all assignments require some connection to the readings. Our class sessions will be used to extend and amplify the material from the reading; therefore, you must have read the assignment before each class session.

Evaluation of Student Performance: As instructors we do not give grades; as students, you earn them. To earn an “A” on your exams/assignments you must do excellent work. Excellent means that your work makes a creative contribution as a well-written, insightful, coherent, and original piece of work. A “B” means that your work is good and that you do have a grasp of the content, but it is conventional work. You will earn a “C” or grade of adequate if you simply do the assignment, follow directions, and are competent within a limited scope. A “D” means that the work is poor or flawed. Those who show evidence of effort, thought, and synthesis of the class material with their projects will likely receive higher grades

Writing is one of the most powerful tools for learning in any college course and is important for clearly and effectively communicating your ideas and/or thoughts to a specific audience. All written work is graded according to the assignment rubric provided. These rubrics are based on the following criteria:

Adequacy (breadth and depth) of analysis of the assignment.

Direct evidence that assignment is synthesized from class material and readings.

Professionalism (style, presentation, organization, grammar and spelling).

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Completed task according to the guidelines given.

When you have a question or concern about the grading of an assignment, the student must put their question or concern in writing and turn it in to the responsible instructor (along with the assignment) within 5 days of receiving the grade. The instructor will then have time to consider the student's question or concern and respond appropriately. This policy does not apply to instructor calculation errors, just show us the error and we will correct it. It is recommended that a student keep all graded material until a final grade appears on her/his transcript. Graded materials may be necessary to settle discrepancies regarding the final grade of the course.

Incompletes and Withdraws: No incomplete will be given unless arrangements have been made with the instructor at least 14 days prior to the last scheduled class meeting. If you have exceptional circumstances during the last two weeks that require you to withdraw from the course, please seek the appropriate assistance from Academic Affairs: [www.uga.edu/studentaffairs/students/withdrawals.html](http://www.uga.edu/studentaffairs/students/withdrawals.html). Any student wishing to withdraw from the class at any time during the semester should consult with an advisor of the Recreation and Leisure Studies faculty as not to impede timely graduation.

Extra credit: We do not typically give extra credit assignments. We see extra assignments as a way to help the student who is excelling delve into an area of interest, and not as a way to help a struggling student by loading on more work. Rather than ask for something extra, plan ahead and ask for assistance with the work that is assigned before you get into trouble.

Appropriate classroom behavior. You are adults and we expect you to show respect for the instructors, guests, and your fellow classmates and use good/professional manners. If unusual circumstances require you to come in late or leave early, please sit near the door and make your exit quietly. Also, the use of cell phones, pagers, and other disruptful devices (i.e. using the computer to on-line chat or browse the internet) will not be tolerated under any circumstances. If any of these devices are used or go off during class the student responsible for the device will write a 2-3 page essay commenting on the impact of cellular/digital technology on the recreation and leisure experience. The paper is due exactly one-week from the incident. Failure to complete the paper on time will result in 10 % being deducted from the final course grade. Please do not put us in a position of enforcing this policy; turn off devices or leave them at home or in your car.

Dress Code: You need to recognize that your choices in dress effect the impressions you make on others. Use good judgment in class, lab, and the community. The lab is held where proper footwear and attire is essential for safety and optimal learning. In order to participate, wear rubber-soled, closed-toed shoes and loose fitting clothing (e.g., shorts, t-shirts, sweats) to all lab meetings. There are locker rooms available if you need to change clothes prior to or after class. For the community-based programs, t-shirt content and dress will be evaluated by collaborating personnel, and could be grounds for dismissal from the project for that day or for the semester based on the seriousness of the judgment error. Avoid anything that is not "G" rated...i.e. do not wear revealing clothing (i.e. halter tops, short shorts, or pants that let us know what kind of underwear you wear) and avoid clothes with references to drugs, alcohol, sex, tobacco, etc.

Office Hours and Appointments: In addition to normally being available before and after class, we encourage you to visit during our office hours or to make an appointment to see us as you

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have ideas, questions or concerns. Please do not wait until it is too late to ask an important question. Since the management of time is critical for students and professors alike, you are requested to please observe the following guidelines regarding office appointments.

→ **Priority:** Those students who have made appointments with us personally (either in person, by phone, sign-up, or via email) will be given priority.

→ **Drop-ins:** If we are in our offices and no appointment has been scheduled you are always welcome. Dropping in is encouraged and if we are busy with other items, accept our apologies for being honest and inviting you back at another time.

→ **Non-office hour appointments:** Please try to stick to scheduled office hours for appointments. However, if you find it impossible to schedule an appointment during regular office hours, we will work with you to find a mutually convenient time.

→ **Canceling appointments:** Should you find you will be unable to keep an appointment it would be appreciated greatly if you would contact us via one of the means identified above to cancel your scheduled appointment. Thank you for your professional courtesy in this regard.

Occasionally office hours may be canceled due to meetings or travel. We will make an effort to contact you if you have scheduled an appointment during such times. Please accept our apologies in advance for this possible inconvenience.

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