



The University of Georgia

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

RECREATION AND LEISURE STUDIES
RLST 4870: Organization and Administration of Leisure Services
Spring 2008
8:00 – 9:15am Tuesday and Thursday
Ramsey #225

Instructor: R. Kent Kilpatrick
Office Hours: By Appointment
Phone #: Athens Clarke County 613-3625
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Course Description:

This course is designed to provide students with an introduction to recreation and leisure service administration through exposure to management principles and practices that will enable them to become effective leaders in recreation and leisure service agencies.

(3 credit hours)

Instructors Manual: RLST 4870, Organization and Administration of Leisure Services Instructor's Manual can be purchased from Pro Copies at the Baxter Street Book Store.

COURSE OBJECTIVES

What are the leadership and administrative skills required to become an effective manager?

The answer to this question lays in the following course objectives:

- A. Explain the basic terminology and concepts that are commonly used by managers and supervisors.
- B. Analyze the techniques and strategies involved in successful fiscal management, including developing short and long range operating and capital budgets.

- C. Write mission statements, goals and objectives that are useful tools in the workforce and are regularly updated.
- D. Design and implement an effective and efficient organizational structure.
- E. Identify and utilize the steps involved in human resource management including the development of accurate job descriptions, successful staff recruitment, pitfalls in interviewing, effective employee evaluations, career development and staff retention.
- F. Describe the concepts of organizational behavior, accountability, interpersonal relations and decision-making strategies.
- G. Implement principles and procedures related to planning, designing, operating, and maintaining of resources, areas, and facilities.
- H. Locate and utilize resources for professional development.
- I. Locate and describe the legal foundations and responsibilities of leisure service agencies and the legislative process and impact of policy formation on leisure behaviors.
- J. Outline the principles and practices of safety, emergency, and risk management strategies, and develop and implement plans that assure the health and safety of participants and staff.
- K. Promote the agency, the services, and the profession through marketing, public relations and promotion strategies.

CLASS FORMAT

This class will be taught using a combination of lectures, class discussions, experiential activities, potential field trips, and possible guest speakers. Student participation is critical for the success of this class; therefore, it is expected that the student will come to class ready to discuss course materials. Lecture outlines and handouts are located in the Instructors Manual. The instructor may provide additional handouts to be added to your manual.

If you will be unable to complete an out-of-class assignment or field trip, you need to notify the instructor in advance so that an alternative assignment can be developed. Students who do not provide advanced notification and do not attend the activity will receive a zero (0) for the assignment.

STUDENT ASSIGNMENTS AND EVALUATION

Exams (100 points)

Course exams will be given at the mid-point and end of the semester. The format of all exams will be discussed in class. Make-up exams will only be given in the event of documented illness, legitimate emergency or prior arrangement. You must notify the instructor of your absence before the exam to be considered for rescheduling. You will receive a zero (0) for a missed exam.

*The course syllabus is a general plan for the course;
deviations announced to the class by the instructor may be necessary.*

Learning Activities (40 points)

Throughout the semester, various learning activities will be assigned for you to complete in class or to be done as homework. These assignments will always be unannounced and often at the beginning of class, which rewards both attendance and punctuality. Assignments will range from quizzes, to philosophical questions, to short essays, to attending a public event/meeting. Each learning activity will be worth from five (5) to as many as ten (10) points. Each assignment will be an opportunity for you to build points toward your final grade. Additional learning activities may be assigned throughout the semester to reward good attendance. You must be present at the time the assignment is given to receive credit. You may not submit an assignment for which you were not present in class.

Professional Portfolio Assignment (60 points)

The purpose of this assignment is for each student to develop a comprehensive notebook that will be of value to you both now and in your future career. Students will have the option of working in teams or individually. Each team/individual will establish their own recreation business, organization or department that will be developed in the following stages:

1. Mission statement, goals and objectives
2. Sample job description
3. Program and service development
4. Facility design
5. Public relations and marketing

Prior to each step of the project, the instructor will provide more in-depth information and instructions. Each of the steps will be discussed, researched, submitted and evaluated as a team or individual; however, each student is encouraged to keep a copy of the project steps in their notebook. As each step is completed, it will be submitted to the instructor for a grade. Each step, worth 12 points, will be graded individually for a total of 60 points. There will be one opportunity to improve and resubmit each step of the project. The maximum total points for a resubmitted step are 10.

Grade Summary

Exams:	Mid-term Exam	50 points
	Final Exam	50 points
Learning Activities:		40 points
Professional Portfolio Assignment		<u>60 points</u>
TOTAL		200 points

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Grading System

A = 186+ points	C+ = 154-159 points
A- = 180-185 points	C = 146-153 points
B+ = 174-179 points	C- = 140-145 points
B = 166-173 points	D = 120-139 points
B- = 160-165	F = 119 or less points

All learning activities and portfolio assignment work is graded according to the following criteria:

- breadth and depth of analysis
- direct evidence that assignment is synthesized from class material and discussions
- professionalism (style, presentation, organization, grammar and spelling)
- completed task according to the guidelines given

When turning in final versions of assignments for which earlier drafts have been returned to you, you must turn in those drafts (with instructor feedback) as well. If the draft is missing, the resubmitted information will NOT be reconsidered for additional points.

EXPECTATIONS AND POLICIES OF THE INSTRUCTOR

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.

If you expect to miss class, be sure to notify the responsible instructor. You may not make up or be excused except with a 48 hour advanced written notice to the instructor. Poor attendance may impact your overall project grade.

Tardiness

Make every effort to be punctual - class will begin on time. In an effort to eliminate constant interruptions, classroom doors will be closed 15 minutes after the beginning of class. No one will be permitted in class after the door has been closed.

Deadlines

All assignments are to be handed in at the beginning of class on the date they are due. If you anticipate being late to class, turn it in the day before. If you ever have a

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question about when something is due, please ask. Computer problems/excuses, including computer lab hours of operation, are unacceptable. Later papers and assignments will be penalized 10% per day (beginning immediately when it is due). After three days, late assignments will not be accepted unless prior arrangements were made with the instructor. 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 48-hour advanced written notice to the instructor, or extreme emergency circumstances can be documented.

Assignments

All written assignments will follow the general guidelines as other courses in the Recreation and Leisure Studies Program. If you are unsure about these guidelines, it is your responsibility to ask. When a paper does not follow these guidelines, the instructor may choose any or all of the following options:

- lower the grade
- return to the student for correction or revision
- refer the student to a remedial course, workshop activity, or the writing center

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. Violations include: cheating (use of any dishonest, deceptive, or fraudulent means, unauthorized aid or assistance or the giving of receiving of unfair advantage on any form of academic 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.

Accommodation Needs

We are committed to providing access to all persons with disabilities and will provide accommodation if notified. If you have a documented disability or any other special needs and wish to discuss academic accommodations, please contact your instructor 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.

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Extra credit

Extra credit assignments are not typically given. Extra assignments are seen 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 such devices 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 section of the course in which the incident occurred. Please do not put your instructor 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 and on field trips. Avoid anything that is not G rated...i.e. do not wear revealing clothing and avoid clothes with references to drugs, alcohol, sex, tobacco, etc.

NOTE: IF YOU ENCOUNTER A DIFFICULTY IN COMPLETING THE REQUIREMENTS FOR THIS COURSE, PLEASE SEE THE INSTRUCTOR IMMEDIATELY.

No incomplete will be given without consultation with the instructor prior to the last regularly scheduled class meeting.

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CLASS SCHEDULE

January 8	first day of class
January 17	team workday – creating your business
January 29	submit mission statement, goals and objectives
February 12	submit sample job description
February 26	submit program & service development
February 28	mid-term exam
March 4	midpoint withdrawal deadline
March 10-14	SPRING BREAK!
March 27	submit facility design
April 15	submit public relations & marketing plan
April 24	last day of class
TBD	final exam

Note: The schedule may be adjusted as needed. Any or all of the above dates are subject to change.

FOOD FOR THOUGHT:

“Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it.”

GOOD LUCK!!

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