

HKR 2100: Introduction to Organization and Administration

Winter 2021 Course Summary

NOTE: This course summary is to provide you with a general idea of the course content, delivery, and evaluation for Winter 2020. This outline is subject to some change. The course content and general course delivery will not change. However, slight changes to course evaluation may be made. A formal syllabus will be provided on the first day of class.

Instructor: Dr. Angela Loucks-Atkinson (aloucks@mun.ca). If you have questions before the term – please don't hesitate to email me.

Course Calendar Description:

(formerly PHSD and RECR 2100) introduces the basic administrative functions in a work setting in physical education and/or recreation. The laboratory sessions will assist students to develop skill in the basic computer applications relevant to these functions.

Course Purpose:

This course is designed to introduce organizational and administration competencies and functions within the professional fields of recreation and physical education. Students will learn about human resource, facility, program, financial management and administration of public, non-profit, and private organizations.

Course Format/Delivery:

- 60-70% asynchronous
 - Pre-recorded video lectures and independent-learning
 - Videos will be posted on Youtube.
- 30-40% synchronous
 - Approximately every third class we will meet on-line in real-time. 12:30 pm-1:45pm, Tuesdays and Thursdays.
 - Class will meet via "Online Rooms" in Brightspace.
 - A course schedule will be made available on the first day of class. You will then know exactly which dates are synchronous.
 - You will be required to participate in large group discussions (via chat, whiteboard, polling, etc.). You will be encouraged to speak and answer the instructor's questions (e.g., brainstorming) with the class. You will be required to speak in small group discussions (called "break out rooms").

Course Objectives

Upon completion of the course, each student shall be able to:

1. Demonstrate a basic understanding of human resource management procedures and policies; management of staff performance; conflict resolution; diversity in the

workplace; and the recruitment, hiring, supervision, training, retention, and separation of staff.

2. Demonstrate an understanding of the importance and administration of managing equipment and physical resources and facility accessibility and inclusion.
3. Understand the importance and processes related to program/service evaluation and outcome-based measures.
4. Demonstrate an understanding of strategic/comprehensive plans and long- versus short-term planning.
5. Understand management and administration processes including partnerships/agreements, sharing of resources, registration procedures, scheduling, and participant complaints and feedback.
6. Learn and apply basic data management and analysis using Excel.
7. Demonstrate the ability to develop a budget.
8. Demonstrate an understanding of financial management including managing cash and membership fees, fundraising, and the requisition and purchase of equipment and supplies.

The required text for the course is: Hurd, A., et al. (2019). *Leisure Services Management* (2nd ed.). Champagne, IL: Human Kinetics.

Course Evaluation (in progress – evaluation of the course could change)

Gradebook Excel Assignment (10%)

This assignment's main purpose is to learn the basics (and some intermediate skills) of using Excel and secondly to learn how to use Excel to create a gradebook to calculate final course grades. Knowing the basics and some intermediate Excel skills will be needed for your assignment on a program budget and equipment acquisition. **(Due: Jan)**

Case-Studies and Learning Activities (20%) (evaluated throughout term):

Students will be required to complete case studies and other learning activities. Case-studies and learning activities will be evaluated based on completeness, quality of work, and reflection. **(Due: Activity 1 - Jan; Activity 2 - Feb; Activity 3 - Mar; Activity 4 - April)**

Quizzes (40%) (evaluated throughout term)

There will be 7 quizzes throughout the term based on course content/readings. **Quizzes are completed via Brightspace. It is assumed that students will have access to their course resources while doing the quizzes. Students will be given ample time to complete the quiz, will be able to review their answers (page back), and will receive immediate feedback upon completion.** Students These quizzes will be multiple-choice, true-false, and short answer. **(Due: Quiz 1 - Jan 24; Quiz 2 - Jan 24; Quiz 3 - Jan 31; Quiz 4 - Feb 14; Quiz 5 - Feb 28; Quiz 6 - Mar 13; Quiz 7 - Apr 3)**

New Program Budget Approval and Equipment Acquisition (30%)

Students will develop a new physical education/recreation program for a hypothetical organization. Students will submit a proposed budget and budget justification. The proposal must include details on equipment acquisition, including providing 3 different quotes from suppliers. **(Due: Last day of class/beginning of exams)**