

**DEPARTMENT OF HEALTH AND KINESIOLOGY
MISSISSIPPI UNIVERSITY FOR WOMEN**

HK 340 Management of Sport and Physical Fitness

Credit: 3 semester hours

Catalog Description: The study of organizational and administrative procedures utilized in conducting physical education, intramural, interscholastic and intercollegiate sports. An emphasis is placed on the educational model of sport

Text: Horne, L. & Stotlar, D. (2004) Administration of Physical Education and Sport Programs fifth edition McGraw-Hill

Nature of Course Content: Management of Sport and Physical Education addresses all aspects of the management and administration of physical education, sport and fitness programs. The course will include an emphasis on leadership styles and other aspects of leadership. Case studies will be used to aid the student in understanding real-life management situations. Students will complete a project that will demonstrate his/her practical knowledge of administration of these mentioned programs, including the business aspect of the programs.

Goals/Outcomes:

At the end of this course the student will be able to:

1. Identify the factors and qualifications essential for effective physical education and sport management.
2. Explain the importance of the study of management to sport managers, administrators and physical educators.
3. Understand what constitutes an effective leader and director
4. Understand the decision making process.
5. Understand the importance of effective communication.
6. Develop and understand good time management skills.
7. Explain the process of staffing.
8. Explain the importance of planning.
9. Identify risk management techniques.

10. Understand the evaluation process.

Requirements of the Course:

Written Exams: Written exams will be based on the text, lecture and any outside information given to the class. Information in the text will be assigned to be read. Format will include discussion, true/false, multiple choice and short answer.

Article Review: Article topics will be assigned by the instructor or selected by the student and read and reviewed in a computer generated one page summary. The contents of the review will be given out in a handout by the instructor.

Project : The class will be divided into homogenous groups to develop and present a project to the class. This project will essentially be a plan to create an organization relating to the programs studied in the class. The plan will include a mission statement, organizational structure, job specifications, public relations, facilities, equipment inventory and financial plan.

Student Responsibilities:

1. Students are expected to attend and participate in all classes. Each student receives one absence without penalty. On the second absence, 10 points will be deducted from his/her final grade. Three tardies counts as one absence. All assignments and tests are to be done on the assigned due dates; in the event of an unusual circumstance, arrangements must be made prior to due date or test date via email to the instructor.
2. Article reviews must be computer generated.
3. Students are responsible for the acquisition of material covered on days when absent. Appointments for make up tests must be made individually with the instructor no later than one week from the date of the missed test.
4. It is the responsibility of the student who has a professionally diagnosed disability to notify the instructor so necessary and appropriate modifications can be made to meet special needs.

Schedule of Topics

Introduction to Administration and Management in Physical Education and Sport

Management Functions in Physical Education and Sport

Communication and Motivation

Human Resources

Public Relations, Partnerships, Marketing and Promotion

Financial Management

Purchasing, Maintenance, and Security Management

Law and Physical Education and Sport

Risk Management

Facility and Equipment Planning, designing and Management

Evaluation in Physical Education and Sport

Data Processing and Office Management

Administrative Issues Specific to Physical Education and Campus Recreation

Administrative Issues Specific to athletics and Health-Fitness Centers

The Future in Physical Education Administration and Sport Management

Methods of Evaluation:

The three written exams will count $\frac{1}{2}$ of the total grade. The scores will be added and an average taken for the written exams. The article reviews will count $\frac{1}{4}$ of the total grade, a rubric will be given for article reviews. The scores will be added and an average will be taken for the article reviews. The class project will count $\frac{1}{4}$ of the total grade. A score will be given to the individual and to the group and the average will be taken.

Helpful Links:

Organizations and their websites are listed at the end of the chapters in the textbook for additional reference, factual and current information on topics within each chapter.