I. Course Description: Introduction of issues related to managing leisure services and related topics in a variety of settings such as universities, municipal recreation, corporate wellness centers, government and private sectors. General principles will be examined in the following areas: management and leadership, planning, budgeting, program development, marketing, risk management and personnel management.

II. Rationale: This course covers an introduction of issues related to managing leisure services in a variety of settings such as universities, municipal recreation, corporate wellness centers, government and private sectors.

III. STATE ADOPTED PROFICIENCIES FOR TEACHERS AND/OR ADMINISTRATORS/COUNSELORS
1. LEARNER-CENTERED KNOWLEDGE: The teacher possesses and draws on a rich knowledge base of content, pedagogy, and technology to provide relevant and meaningful learning experiences for all students.
2. LEARNER-CENTERED INSTRUCTION: To create a learner-centered community, the teacher collaboratively identifies needs; and plans, implements, and assesses instruction using technology and other resources.
3. EQUITY IN EXCELLENCE FOR ALL LEARNERS: The teacher responds appropriately to diverse groups of learners.
4. LEARNER-CENTERED COMMUNICATION: While acting as an advocate for all students and the school, the teacher demonstrates effective professional and interpersonal communication skills.
5. LEARNER-CENTERED PROFESSIONAL DEVELOPMENT: The teacher, as a reflective practitioner dedicated to all students’ success, demonstrates a commitment to learn, to improve the profession, and to maintain ethics and personal integrity.

IV. TExES Competencies
Physical Education (09 – all Level) - Domain I – Movement Skills and Knowledge
Competency 005 – The teacher understands principles, techniques, skills, and safety practices for dance, personal performance activities, cooperative, and nontraditional games, recreational activities, and outdoor pursuits.

V. Course Objectives and Outcomes: This course is designed to enable students to develop and effectively manage leisure services in a variety of settings. Students will be able to:
- Plan and develop activity programs for target populations
- Understand and apply elements of fiscal management
- Monitor and manage risks associated with leisure activities and facilities
- Understand and apply elements of human resource management and customer service
- Understand the role that management serves in leisure services

VI. Course Topics
A. Management and Leadership Competencies
B. Develop/Present Budget
C. Risk Management
D. Human Resource Management
E. Planning/Development/Assessment
F. Technology related to leisure services management

VII. Instructional Methods and Activities:
- Traditional Experiences (lecture and discussion, guest speakers)
- Clinical Experiences (presentations, cooperative group projects, planning events)
- Field Experience (Attending, conducting events)
- Online discussions

VIII. Evaluation and Grade Assignment
- Methods and percentage of final course grade will be determined as described in the grading scale below.

<table>
<thead>
<tr>
<th>Attendance/Participation</th>
<th>50 points</th>
<th>A = 90-100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Activity</td>
<td>150 points</td>
<td>B = 80-89%</td>
</tr>
<tr>
<td>Tests (100 pts each)</td>
<td>300 points</td>
<td>C = 70-79%</td>
</tr>
<tr>
<td>Homework/Discussion</td>
<td>100 points</td>
<td>D = 60-69%</td>
</tr>
<tr>
<td>Final Group Project</td>
<td>400 points</td>
<td>F Below 60%</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>

Course Schedule and Policies

Course Outline – Tentative and subject to change

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignment for next class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Introduction to course and assignments</td>
</tr>
<tr>
<td>2</td>
<td>Ch. 1 – The Competent Leisure Services Manager</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Ch. 2 – Foundations of Management</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ch. 3 – Leisure Services Managers</td>
<td>HW#1; Team Activity</td>
</tr>
<tr>
<td>5</td>
<td>Ch. 5 – Organizational Structure</td>
<td>Test #1</td>
</tr>
<tr>
<td>6</td>
<td>Ch. 6 – Coordination of Resources, Programs, and Services</td>
<td>HW#2; Team Activity</td>
</tr>
<tr>
<td>7</td>
<td>Ch. 7 – Planning and Decision Making</td>
<td>HW#3; Team Activity</td>
</tr>
<tr>
<td>8</td>
<td>Ch. 8 – Marketing and Public Relations</td>
<td>Test #2</td>
</tr>
<tr>
<td>9</td>
<td>Ch. 9 – Communications and Customers</td>
<td>HW#4; Team Activity</td>
</tr>
<tr>
<td>10</td>
<td>Ch. 11 – Motivation, Rewards, and Discipline</td>
<td>HW#5; Team Activity</td>
</tr>
<tr>
<td>11</td>
<td>Ch. 13 – Budgets and Financial Cost Analysis</td>
<td>Team Activity</td>
</tr>
<tr>
<td>12</td>
<td>Group Projects</td>
<td></td>
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<tr>
<td>13</td>
<td>Group Projects</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Group Projects</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Final Exam Review</td>
<td></td>
</tr>
</tbody>
</table>
ATTENDANCE POLICY
Students are required to punctually attend all class meetings. Excused absences are limited to participation in a TAMUCC sanctioned event or participation in a religious holy day as outlined in the University catalog. Any assignment, quiz, or test missed due to a TAMUCC sanctioned event must be completed prior to the absence. Coursework, assignments, and quizzes may not be made up due to tardiness. Consistent and punctual attendance is critical to the successful completion of this course. Therefore, if you are not in class by the time I am done taking role, you will be counted as absent. Tardiness is NOT acceptable.

STUDENT CONDUCT
Professional behavior is expected of all students. Inappropriate class conduct (cursing, disruption, etc.) may result in a reduced final grade or failure of the course. All cell phones will be turned off or to the inaudible mode during class.

Cell Phones, Musical Technology, and other Non-class Related Equipment
Beyond the comments in that section if a student disregards the directions about electronics during class, in particular cell phones (e.g. texting), they will be asked to leave and may not return to class until that have come to my office to visit about their refusal to abide by class policy. The student will only be allowed back in the classroom when the professor is confident the student understands the rule and is willing to abide by it. If a student misses information, quizzes, assignments, tests or any other class product while absent due to the cell phone violation they will receive a zero for that product. The intent of this policy is not to be punitive, but rather to reinforce, in a powerful manner, the importance of professionalism in the classroom and beyond.


Grade Appeals:
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

Academic Honesty:
As per the university catalog, “university students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own). Disciplinary action for academic misconduct is the
The responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanction to any student involved.

Penalties that may be applied to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand
2. Requirement to re-do work in question
3. Requirement to submit additional work
4. Lowering of grade on work in question
5. Assigning grade of “F” to work in question
6. Assigning grade of “F” for course
7. Recommendation for more severe punishment

The faculty member involved will be responsible for determining the appropriate penalty or penalties for individual cases of academic dishonesty, and may file a record of such offenses in his classes along with any materials involved to his or her college dean. The office of the academic dean of the college which the offense took place will maintain records of all cases of academic dishonesty reported for a period of not more than two years.

Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The Appeals Procedure will be the same as that specified for grade appeals. The grade appeals procedure may be found in the University Rules manual at: http://www.tamucc.edu/~pioweb/rules/index.htm

XIII. Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in CCH 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.