

KIN 4517 – 001
Louisiana State University
Sports Administration
Service-Learning Course
1:40- 3:00 TTh
Fall, 2009

Instructor: Dee Jacobsen, Ph.D.
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Community Partner: **Louisiana Senior Olympic Games (LSOG)**
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Text:

Bridges, F. & Roquemore, L (2004). *Management for Athletic/Sport Administration: Theory and Practice; Fourth Edition*. Decatur, GA: Educational Services for Management.

Service-Learning Student Partner Handbook (CCELL) posted on Moodle.

Course Description:

Policies and practices in the administration of athletic programs in academic settings.

Course Rationale:

This course is designated as a service-learning course designed to expose students to real-world application and a “hands-on” learning experience. This experience will include the management functions of planning and organizing and the human side of administration with regard to motivation and performance, the communication process and managing conflict and stress. Specifically, the service engagement will involve working with Louisiana Senior Olympic Games (LSOG) in conjunction with the annual State Games. LSOG is a non-profit organization and this work will expose students to the realities of community service (limited resources, volunteerism, etc.) and to community needs within a specific population.

This course has been redesigned to include service, not to add more work – it is just different work. For example, there will be some weeks that we will only meet in the classroom once a week and will be in the field for the other time.

Objectives:

Upon completion of this course, students will be able to:

1. Demonstrate an understanding of the basic concepts pertaining to organizational structure, staffing and behavior of a nonprofit organization.
2. Develop a philosophy, mission statement, goals, and objectives for the organization.
3. Contribute to the construction and implementation of a detailed facility and event organizational plan.
4. Evaluate personal administrative strengths/weakness, management style, time management skills, and develop a working personal management philosophy.
5. Recognize and understand effective decision making and problem solving skills related to sport administration.
6. Communicate effectively with community partner and peers by working together and resolving conflicts that benefit all involved in the process.
7. Demonstrate professional behavior in all interactions with community partner and the community.
8. Develop a sense of appreciation of the diversity within populations while engaging with the aging population.

LEARNING OUTCOMES FOR SPORT ADMINISTRATION:

To demonstrate an understanding of sport management that is needed to apply critical thinking skills, identify problems and make sound decisions in practical settings in a variety of settings in the sport industry.

To use interpersonal communication skills with individuals and groups; disseminate information in a variety of oral, written, technological and electronic formats to diverse populations such as clients, employees and managers.

To develop an awareness of diverse social and cultural environments, populations, perspectives and their impact on self awareness, self concepts in the development of an informed lifestyle as it pertains to the milieu of sport management.

To demonstrate ethical behaviors consistent with entry level expectations of sport management students.

ADDITIONAL MATERIALS:

Additional readings may be added to the calendar throughout the semester. Handouts will be presented to support course discussion areas during the term. All students are expected to have active LSU e-mail accounts and Moodle, and should be prepared to communicate with the professor using this technology. Students should regularly check the course website for class updates/assignments. The professor will often make Power Points notes available online before each class. Students are expected to print out copies and bring them to each lecture.

CLASS ATTENDANCE:

Faculty members are expected to check attendance in all classes. It is the responsibility of the student to initiate the arrangement of make-up work for an excused absence.

CLASS PARTICIPATION:

Each student is expected to participate professionally in class discussion. This includes not only verbalizing the student's own thoughts but also providing other students the courtesy of listening to their contributions, while also taking good notes and asking constructive questions. Each student is expected to have read the assigned material in advance and be prepared to discuss the various topics in class. This is a course where we discuss issues that we have reflected on during our engagement with community partner and peers. Critical thinking and polite disagreements with fellow students and the instructor are encouraged.

ADMINISTRATIVE HOURS:

Each student will spend two (2) hours per week from the week of August 31st through the week of September 21st (for a total of 8 hours) and from the week of November 9th through the week of November 16th (for a total of 4 hours) at the LSOG headquarters completing tasks such as data entry, filing, answering phones, mail outs, etc. The student will choose a two hour time slot that works best in their schedule and maintain that time slot for the required 12 hours. The timeslots will be from 9:00-2:30 Monday through Friday. Each student will decide on their timeslot during the first week of class.

EVENT PROJECT: working in pairs

- Students will select a partner from classmates to work with. Then select an event during Fall Break (Friday, Oct. 2nd – Sunday, Oct. 4th) at the LSOG State Games (see attached list) to work.
- Meet/call the event coordinator of your event by Sept. 9th. Begin to establish policies for delineation of responsibilities between partners.
- Some duties and responsibilities helping the event coordinator prior to and during the event: (not inclusive)
 - o Write press release for event
 - o Research avenues to generate press release
 - o Maintain and update event rosters
 - o Acquiring volunteers
 - o Training volunteers
 - o Supplies/equipment boxes prepared
 - o Volunteer T-shirts distributed
 - o Scoring/presenting medals/timing
- Work the scheduled event assisting the event coordinator
- Pick up event evaluation surveys.

REFLECTION COMPONENT (designed to aid students in thinking about their experience)

- Reflective essays: The students will write a bi-monthly reflection on their experiences (instructor will provide direction and guidance for the reflections using the ORID Model). These reflections will connect their experiences with the objectives of the course, ultimately analyzing the fit between the two.

- In-class discussions: These sessions will allow students, instructor and community partner an opportunity to share experiences with other students and learn from one another. The in-class discussions will be held periodically throughout the semester.

EVALUATION INSTRUMENT DEVELOPMENT AND DISTRIBUTION:

This will involve developing a generic event evaluation survey to be distributed to athletes at the events during the games. Duties will include making sure that each event coordinator receives the evaluation instrument and understands the collection process. You will also be responsible for creating a spreadsheet of the results and developing a summary of the results for the LSOG.

STRATEGIC MANAGEMENT PLAN

Groups will work on developing a strategic plan for LSOG. Then the class will develop a draft of a strategic plan to present to the directors of LSOG. The plan will focus on determining the organization's long-term goals and objectives keeping in line with the organization's mission. The plan will involve an organization's most basic elements: mission, objectives, strategy, policies, programs, goals and resource allocations.

Policies and Procedures:

Course Requirements:

1. Students are expected to complete assigned readings from the text and supplemental materials distributed through Moodle. You are expected to read all the material covered before the lecture/class session that covers those topics. Recopying class notes and developing study groups or discussion groups are strongly suggested.
2. Complete two (2) exams. Exams will consist of objective questions and short answer/discussion. The test material will come from the appropriate textbook chapters, class lectures, guest speakers, and supplemental materials. **Note:** Make-up exams will **NOT** be given without arrangements being made **BEFORE** the exam. **The make-up exam (if given) will be a different test and a different format.**
3. It is imperative that you turn assignments (reflection papers, out-of-class assignments) in on the assigned date and before class begins. Late papers will be deducted two (2) points per day immediately following class time (i.e. assignment due on Monday and turned in on Thursday: three days late with a six (6) point deduction).
4. High standards of academic integrity are expected. Attending class and arriving to class on time are integral to the integrity of the course. Plagiarism and cheating on any assignments/tests will **not** be tolerated. Plagiarism is the **'representation of another's works or ideas as one's own'**. It includes the unacknowledged word for word use and/or paraphrasing of another's work, and/or the inappropriate unacknowledged use of another person's ideas. Plagiarism and cheating will be dealt with according to the LSU Student Code of Conduct and the Dean of Student Affairs Office.
5. You are asked to arrive on time and stay the duration of the class. **Electronic devices (cellular phones, beepers, pagers) are to be turned off. These devices are not to be displayed on or around your desk.** The use of computers is limited to work in this class so as not to disturb your peers. In order to maintain a clean and professional atmosphere, no eating in class.

6. While working at the LSOG State Games and in the LSOG office I would like for you to wear a shirt that identifies you as a Sport Administration major at LSU in the Department of Kinesiology. These shirts will be available through SOSM.
7. Please inform the instructor of record if you utilize the Office of Disability Services and need special accommodations.

Course Evaluation:

| Evaluation Tool | Total |
|------------------------------------|--------------|
| Examinations (2) | 100 |
| Administrative Hours | 25 |
| Evaluation Instrument Development | 20 |
| Event Project | 50 |
| Reflections & In-Class Discussions | 50 |
| Strategic Management Plan | 50 |
| TOTAL POINTS | 295 |

Outcome:

| Total Points | Letter Grade |
|----------------------|---------------------|
| 295-265 = 90% | A |
| 264-235 = 80% | B |
| 234-206 = 70% | C |
| 205-176 = 60% | D |
| 175 or less | F |

LIST OF SCHEDULED EVENTS

Friday, October 2nd (all events in Maddox Fieldhouse)

Accuracy Throw (8-noon)

Basketball Free Throw (8-noon)

Washer Pitch (8-noon) **only need 1 person

Softball Distance Throw (8-noon)

Dance Team (noon-3) **more lead-in/day itself runs itself

Shuffleboard (all day)

(8-noon)

(noon-4)

Horseshoes (8-noon) ** only need 1 person

Track & Field (7-3; can split shift)

Saturday, October 3rd (events at Bernie Moore)

Track & Field (7-3; can split shift)

Sunday, October 4th (events at Maddox Fieldhouse)

Pickleball (all day)

(8-noon)

(noon-4)

Directions to Louisiana Senior Olympic Games (LSOG)

Louisiana State University
3848 W Lakeshore Dr
[Baton Rouge, LA](#) 70808

Louisiana Senior Olympic Games
4550 North Blvd
[Baton Rouge, LA](#) 70806

Directions from A to B:

- | | | |
|---|-----------|--|
|  1: Start out going NORTH on W LAKESHORE DR toward DALRYMPLE DR. | 0.3 mi | • Map |
|  2: Turn SLIGHT RIGHT onto DALRYMPLE DR. | 1.5 mi | • Map • Avoid |
|  3: DALRYMPLE DR becomes PARK BLVD. | 0.5 mi | • Map • Avoid |
|  4: Turn RIGHT onto GOVERNMENT ST/ LA-73. | 1.3 mi | • Map • Avoid |
|  5: Turn LEFT onto EDISON ST. | 0.3 mi | • Map • Avoid |
|  6: Turn RIGHT onto NORTH BLVD. | 0.3 mi | • Map • Avoid |
|  7: End at 4550 North Blvd Baton Rouge, LA 70806 | | • Map |

Estimated Time: 10 minutes Estimated Distance: 4.07 miles