

Western University  
Faculty of Health Sciences  
**School of Kinesiology**

**KIN 2298A - Introduction to Management in Kinesiology  
Fall 2019**

<b>Instructor:</b> Dr. Mac Ross <b>Office:</b> Arts & Humanities Bldg Rm 3R12A <b>Email:</b> gross7@uwo.ca <b>Phone:</b> 519/661-2111 x82699 <b>Office Hrs:</b> ??  <b>TAs:</b> TBA	<b>Lectures:</b> Tu 9:30am - 11:30am Th 9:30am - 10:30am  <b>Room:</b> Health Sci Bldg Rm 236
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**NOTE:** All course information including grades, assignment outlines, deadlines, etc. are available via OWL. Check the website regularly for course announcements.

**Calendar Course Description (including prerequisites/anti-requisites):**

This course provides an overview of sport and organizational management from a macro perspective. Within this general thrust, emphasis will be placed on the managerial components of decision making and communicating, as well as various functions of management—planning, organizing, staffing, and evaluating.

**Prerequisite(s):** Registration in Kinesiology.

**Extra Information:** 3 lecture hours.

*You are responsible for ensuring that you have successfully completed all course pre-requisites, and that you have not taken an anti-requisite course.*

*Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.*

**NOTE: If you wish to enrol in this course without the stated pre-requisite(s), you must obtain written approval from the course instructor. The approval should then be forwarded to your academic counsellor.**

**My Course Description:**

Do you intend to work in a sport, physical activity, or health related organization?

If yes – then this course will be essential for you. Organizations are an important feature in all realms of society, and kinesiology is no different. You are likely here because you have an interest in sport/physical activity/health and therefore the functioning of the organizations that service these activities. This course is intended to provide you with an overview of organizational management from a macro-perspective as it applies to sport, physical activity, health and recreation related organizations. Given this approach, we will be focusing on the managerial components of decision making and communicating, as well as the various functions of management—planning, organizing, leading, and evaluating. Throughout the course, you are expected to examine and analyze issues and theoretical perspectives, and apply this knowledge to the practice of management in sport, recreation, physical activity, and health settings.

NOTE – Please note that this course has Community Engaged Learning (CEL) Component, which will be discussed extensively in the first few weeks of class.

### Learning Outcomes/Schedule:

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

1. **Identify and delineate** theoretical terms, concepts, and philosophies related to sports, physical activity, and recreation management.
2. **Analyze** and compare the context of the management across sectors in physical activity.
3. **Synthesize** management concepts and research through Community Engaged Learning and Projects.
4. **Develop** writing skills and project development related to management.
5. Begin to **develop** abilities to **critically reflect** upon own learning and relate to the topics discussed in class.

### Required Course Material/Text:

A course textbook entitled *Contemporary Sport Management* (6th Edition) by Pederson and Thibault is available for purchase at the Campus Bookstore. The assigned weekly readings are contained in this course outline (see “Weekly Schedule”). Additional reading material will be posted on the course website via OWL.

### Tentative Topic Schedule:

Week 1: Introduction/Community Engaged Learning  
Week 2: Professionalism and the Workplace  
Week 3: Management Concepts  
Week 4: Leadership in Kinesiology  
Week 5: Grassroots and School Sports  
Week 6: The Sport-Education Nexus  
Week 7: Sociological Perspectives on Management  
Week 8: Human Resource Management  
Week 9: Communication and Marketing  
Week 10: Ethics and Law  
Week 11: Presentations  
Week 12: Presentations

### Course Evaluation:

1. Best Self Exercise – Due via OWL on October 4 @ 11:55 PM – 10%
2. Group CEL/Project (Logs, Agreement, Presentation) – TBA – 30%
3. Midterm Examination – Conducted in Class on TBA – 20%
4. Final Exam – Date Scheduled by the Registrar TBA – 40%

#### 1. Best-Self Exercise (10%)

This exercise, inspired by the University of Michigan Reflected Best-Self Exercise (*Roberts et al., 2005* “*Composing best-self portrait...*” *Academy of Management Review*, see OWL) is designed to reveal your unique competencies and skills that you bring to your work and to others. The first task is to seek input from other people who know you in order to more deeply understand your personal, interpersonal, and managerial strengths. You need at least 3 responses to help guide your reflection. Develop a set of 3-4 questions to ask co-workers, boss, volunteer contacts, etc. (e.g. Describe an incident when I worked well with others). You will then develop a one-page double spaced ‘*Reflected Best-Self*’ paper. **Your paper is due at the beginning of class on Thursday October 4.**

**2. Community Engaged Learning and Project (2 Options – see below)** (30% broken down according to project choice – please take note of all components as some are individual)

**I. OPTION ONE: Community Engaged Learning Project**

We are fortunate to have a number of local community organizations from the sport, recreation, physical activity and health sectors to work with in the course. These organizations have identified a specific issue/project related to the course concepts that you are to address. There is a single point of contact for the organization that will help guide your project. Some projects may involve some off-campus work which should be taken into consideration regarding schedules. You will be asked to sign up for one Community Engaged Learning Group as posted on OWL. Each of the organizations involved in this portion of the course will be discussed the first week of class. The purpose of this experiential component of the course is to give you an opportunity to gain important practical experience in sport/recreation/physical activity organizations, and to see the course concepts in practice. Please see the 'application' form on OWL to submit your interest in the CEL project. Groups will be formed based on interest and related experience. We will do our best to accommodate all of your requests/needs in working with these organisations. As part of the Community Engaged Learning, there are number of small but essential components to be completed:

a) Partnership Agreement Form: Once all students have signed up for their EL group and organisation, a meeting will be set up with the organisational supervisor to discuss your role and commitment to the organisation. You must complete the partnership agreement with your community partner by **TBA**. If the agreements are not completed by this date, 2% will automatically be subtracted from your grade.

b) CEL Logs: The CEL Hours Tracking application will be managed by the CEL office and not me. It is to serve as a record of the contributions you, as a Western student, have made to the London community and beyond through Community Engaged Learning. Since you are engaged in Community Engaged Learning as part of your course, this will allow the CEL staff to track your progress, CEL @ Western to help you ensure your community work is of benefit to you and the community, and for CEL @ Western to collect statistics of the ways that students are “giving back” to our surrounding communities.

Students involved in the CEL as part of a course will be asked to report on their service work in **2-week time blocks** (see reporting periods below). CEL logs should be reported for all hours spent serving the community organization you are engaged with.

The CEL Hours Tracking application can be accessed through visiting [www.myEL.uwo.ca](http://www.myEL.uwo.ca). Select your role (student) and log in with your Western Student ID and Password. Once you are logged in, select “Complete A CEL Log”, which can be found in a blue tab at the bottom of the webpage. You will then be prompted to input some information about your CEL activities. Please keep your entries brief but use full sentences. We do not expect any more than 2 to 3 sentences. If you fail to complete any of the logs, 3% will automatically be subtracted from you project grade.

**Reporting Periods for myEL.uwo.ca**

Reporting Periods for Students
TBD
TBD
TBD
TBD
TBD

**NOTE:** Students will have until midnight on the Monday after the reporting period to submit their report for the 2-week block. There will be no exceptions for students completing these late due to the high volume of CEL students, courses and faculty. All

students in the CEL program will not begin their engagements with their partners at the same time, but are expected to report any of their CEL activities within the appropriate reporting period.

## II. OPTION TWO: Self-Directed Projects

Should you choose not to be part of the CEL projects, you may choose to be involved in a Self-Directed Project. In this case, you will also work in groups (3-4 people; see sign up on OWL) where you will develop your own management project (Event plan; Marketing and Communication Strategy; Issue Resolution; Strategic Plan, etc.). You should work with me and the TA's to hone your ideas in the first few weeks so you have a solid direction. The purpose of this experiential component of the course is to give you an opportunity to gain important experience in sport/recreation/physical activity organizations, and to see the course concepts in put into practice, however will allow you some flexibility to develop your own timeline and ideas.

*a) Group Partnership Agreement Form and b) Program Outline (5%):* Once all students have signed up for their projects you will need to complete a group partnership agreement form. This form serves as your group commitment to the project ideas and your group. In this agreement, you must clearly outline your roles and responsibilities, plan for completing (e.g. meetings, etc.) and project goals. A template will be posted on OWL for this agreement. This must include an outline of the project and responsibilities of each group member. You must complete the partnership agreement with your group by **TBA**. If the agreements are not complete by this date, 5% will automatically be subtracted from your grade for all group members.

### 2c) Project Plan Submission

Your group will submit a project plan and progress report to the professor via OWL. Your report should detail progress on the project, individual roles in the project, and plan for completion. **Due date for these meetings is Thursday November 1.**

### 2d) Group Presentation and Final Submission (20%)

Upon completion of your Project, you will present on your experiences, learning, and evaluation of the outcomes. Where possible, the Community Partners involved in the CEL component will be invited to attend your presentation. It is expected that these presentations be creative and interactive to facilitate a collaborative learning opportunity for students and Community Partners. Your submission may take any form you choose in terms of an output based on what you have done with your project. Extensive details, marking rubric, scoring and other details will be developed as a class and posted on OWL.

## 3. Mid Term Examination

The mid-term exam will be written in during class time. The exam is comprehensive up to and including Organisational Systems. This exam will include multiple choice, short answer questions, and one longer answer question. Please note the professor will be available for questions up until 24 hours prior to the exam.

## 4. Final Exam (Scheduled by Registrar)

The 2-hour final exam will be cumulative and will include multiple choice, short answer questions, and 2 case study long answer questions. Please note the professor will be available for questions up until 24 hours prior to the exam.

## Late Assignments

Assignments are due as stated in the course syllabus and will not be accepted late, except under medical or other compassionate circumstances. Submitting a late assignment without appropriate documentation will result in a zero (0) grade. A missed mid-term examination, without appropriate documentation will result in a zero (0) grade. Acceptable reasons might include hospital stays, serious

illness, family emergencies (like serious accidents, illness or death) or similar circumstances

## Course/University Policies

### 1. Statement on Use of Personal Response Systems (“Clickers”)

If Personal Response Systems (“Clickers”) are used in the course, a reference to the Guidelines for their use (Guidelines are shown below). Instructors are to communicate clearly to students information on how clickers are used including: how the student’s privacy will be protected, how clickers may be used by the instructor for data gathering and for evaluating the students, and why they cannot be used by anyone but the student (since the students involved in misuse of a clicker may be charged with a scholastic offence).

2. **Academic offences:** They are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

- A) Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar). All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com <http://www.turnitin.com>
- B) Computer marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

### 3. Electronic Device Usage:

**During Exams** - Unless you have medical accommodations that require you to do so, or explicit permission from the instructor of the course, you may not use any of the following electronic devices during ANY of the tests, quizzes, midterms, examinations, or other in-class evaluations: cellphones, smart phones, smart watches, smart glasses, audio players or recorders of any sort, video cameras, video games, DVD players, televisions, laptop/notebook/netbook computers, flashlights or laser pointers.

**During Lectures and Tutorials:** Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. Please be respectful to your fellow students and turn the sound off. If the professor receives complaints from other students regarding noise or other disruptive behavior (e.g. watching videos on YouTube.com, updating your Facebook status, playing Solitaire), your classroom privileges will be revoked. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in a particular class. **Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.**

### 4. Health and Wellness:

Information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.

Students who are in emotional/mental distress should refer to Mental Health@Western (<http://www.health.uwo.ca/>) for a complete list of options about how to obtain help.

## 5. Support Services

There are various support services around campus and these include, but are not limited to:

1. *Student Development Centre* -- <http://www.sdc.uwo.ca/ssd/>
2. *Student Health & Wellness* -- <http://www.health.uwo.ca/>
3. *Registrar's Office* -- <http://www.registrar.uwo.ca/>
4. *Ombudsperson Office* -- <http://www.uwo.ca/ombuds/>

## 6. Documentation for Academic Accommodation (Illness, Medical/Non-Medical Absences):

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

- (i) Submitting a Self-Reported Absence (see below for conditions)
- (ii) For medical absences exceeding 48 hours, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner to their Academic Counselling in their Faculty of registration in order to be eligible for Academic Consideration; or
- (iii) For non-medical absences exceeding 48 hours, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in their Faculty of registration in order to be eligible for academic consideration. Students are encouraged to contact their Academic Counselling unit to clarify what documentation is appropriate.

Students seeking academic consideration **must communicate with their instructors no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence.

### The following conditions are in place for self-reporting of medical or extenuating circumstances:

- a. **a maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
- b. any absences in excess of the number designated in clause a above will require students to present a Student Medical Certificate (SMC) or appropriate documentation supporting extenuating circumstances to the Academic Counselling unit in their Faculty of registration no later than two business days after the date specified for resuming responsibilities.
- c. The duration of the excused absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
- d. The duration of the excused absence will terminate prior to the end of the 48 hour period should the student undertake significant academic responsibilities (write a test, submit a paper) during that time;
- e. The duration of an excused absence will terminate at 8:30 am on the day following the last day of classes each semester regardless of how many days of absence have elapsed;
- f. Self-reported absences will not be allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
- g. Self-reporting may not be used for assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course;

For medical and non-medical absences that are not eligible for self-reporting Kinesiology students must submit an Academic Consideration Request form found online [https://www.uwo.ca/fhs/kin/undergrad/files/accommodation\\_request.pdf](https://www.uwo.ca/fhs/kin/undergrad/files/accommodation_request.pdf) in addition to an SMC or appropriate documentation in the event of a non-medical absence. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy.

7. **Grades:** Where possible assignment objectives and rubrics will be posted on OWL. Should you have a concern regarding the grade you received for an assignment or feel that it is unfair in any way, you must wait 24 hours from the receipt of the assignment to approach the instructor or TA. In doing so, please make an appointment and prepare in writing, with evidence, why you feel your grade is inappropriate. Please be aware that in requesting a grade reassessment, your grade could go up/down/or stay the same. Note that calculations errors (which do occur!) should be brought to my attention immediately.

At least three days prior to the deadline for withdrawal from a 1000- or 2000-level course without academic penalty, students will receive assessment of work accounting for at least 15% of the final grade.

- November 9th, 2019 (for first term half-courses)
- November 27th, 2019 (for full-year courses)
- March 4th, 2020 (for second term half-or full year courses)

A+	90-100	<i>One could scarcely expect better from a student at this level</i>
A	80-89	<i>Superior work that is clearly above average</i>
B	70-79	<i>Good work, meeting all requirements and eminently</i>
C	60-69	<i>Competent work, meeting requirements</i>
D	50-59	<i>Fair work, minimally acceptable.</i>
F	below 50	<i>Fail</i>

**Rounding of Grades** (for example, bumping a 79 to 80%):

This is a practice some students request. **This practice will not occur here.** The edges of this course are clear and sharp. The mark attained is the mark you achieved and the mark assigned; there is no rounding to the next grade level, or 'giving away' of marks. Please don't ask me to do this for you; the response will be "please review the course outline where this is presented".

8. **Classroom Behaviour:** Class will begin promptly at the time specified at the top of page one of this syllabus. In the event that you must arrive late, please enter the classroom with a minimal disturbance to the class. Please keep all electronic devices on silent and avoid distracting classmates.

9. **Student Code of Conduct:** The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed and set out the disciplinary procedures that the University will follow. For more information, visit <https://www.uwo.ca/univsec/pdf/board/code.pdf>