

Course Syllabus for PED 357-Norfolk State University-Fall 2006
Organization and Administration of Physical Education Programs-3 cr.
Monday, Wednesday, Friday-9:00 Echols Hall 120

“Preparing competent, compassionate, cooperative and committed leaders.”

Instructor: Donna M. Canary, Ed.S.

Office: Echols 169

Phone: 823-8455

Office Hours: 7:15-8:00 Mon.-Fri; 9:30-10:00-Tues./Thurs.

Email: dmkanary@nsu.edu

Course Description: This course examines the structure and operations of a physical education program based on the philosophies, aims, objectives, policies, and procedures that provide maximum contributions to the total school program. See course catalog for prerequisites.

Course objectives:

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

1. Identify the factors and qualifications essential for an effective physical education program.
2. Outline the principles that should be followed in establishing effective organization for physical education programs.
3. Discuss how intramural and club programs are administered in elementary schools, secondary schools, colleges and other organizations.
4. Specify the duties performed by key management personnel in athletic programs as the director, coach and the athletic trainer.
5. Discuss the basic principles of supervision that should guide effective supervisory relationships with staff members.
6. Identify a list of principles used by management in planning, constructing and using facilities for physical education and athletic programs.
7. Explain the budgeting process and formulate a physical education budget.
8. Discuss procedures and principles that should be followed in purchasing supplies and equipment.
9. Explain legal liability and its relationship to sound management in physical education.

10. List the various public relations, media, and health and physical education professional organizations and explain how they can best be used to promote physical education and athletic programs.

Textbook: *Administration of Physical Education and Sport Programs*
Horine, L. Stotlar, K.

Methods of Instruction: Students will engage in instruction through teacher prepared lecture, discussion, and tests; student projects, presentations, and professional activities.

Weekly Outline:

Week 1: 8/21-Introduction, information sheets, syllabus
8/23-Group discussion on NASPE standards
8/25- Group discussion on NASPE standards

Week 2: 8/28-Chapter 1-The Nature of Administration
8/30-Chapter 1 continued
9/1-Chapter 2-Management Functions

Week 3: 9/4-No class
9/6-Chapter 2 continued
9/8-Chapter 3-Communication and Motivation

Week 4: 9/11-Chapter 3 continued
9/13-Chapter 4-Human Resources
9/15-Chapter 4 continued

Week 5: 9/18-Test 1
9/20-Chapter 5-Public Relations; **Human Resource Project due**
9/22-Chapter 5 continued

Week 6: 9/25-Chapter 6-Financial Management
9/27-Chapter 6 continued
9/29-Chapter 7-Purchasing

Week 7: 10/2-Chapter 7 continued

10/4-Test 2

**10/6-Chapter 8-Law in Physical Education;
Financial Management Project due**

Week 8: 10/9- Chapter 8 continued; Mid term grades due

10/11-Chapter 9-Risk Management

10/13-Chapter 9 continued

Week 9: 10/16-Chapter 10-Facility and Equipment Planning

10/18-Chapter 10 continued

10/20-Chapter 11-Evaluation in Physical Education

Week 10: 10/23-Chapter 11 continued

10/25-Test 3

10/27-Chapter 12-Data Processing; Risk Management Due

Week 11: 10/30-Chapter 12 continued

11/1-Chapter 13-Administrative Issues

11/3-No class VAHPERD conference

Week 12: 11/6-Chapter 13 continued; Facility Planning Project Due

11/8-Chapter 14-Administrative Issues

11/10-Chapter 14 continued

Week 13: 11/13-Chapter 15-The Future of Administration

11/15-Chapter 15 continued

11/17-Test 4

Week 14: 11/20-Presentations

11/22-Reading Day

11/24-Thanksgiving break

Week 15: 11/27- Presentations

11/29- Presentations

12/1- Presentations

**Final exams week of 12/2-12/8-Schedule TBA; schedule is subject to
change at the discretion of the instructor**

Grading: All students are expected to adhere to the University's honor code in completing all assignments.

All assignments are to be neatly typed in proper format using correct grammar. All work should be cited as necessary.

Attendance **10%**
Tests **40%**
Final exam **10%**
Course projects/presentations **40%**

*Extra credit will be available periodically

The university is aware of the need to make accommodations for students with disabilities. If you feel you need assistance with this, please contact the instructor as soon as possible.

Grade Scale:

A	100-98	B+	94-88	C+	79-78	D+	69-68
A-	97-95	B	87-85	C	77-75	D	67-65
		B-	84-80	C-	74-70	D-	64-60
						F	below 60

Other course requirements:

No electronic devices such as cell phones or beepers are allowed in class. They must be off and secured in a closed area.

If a student is to miss class to represent the university, the student must notify the instructor in advance so that class assignments can be made up in a timely manner.

Students are expected to attend each scheduled class and arrive on time in order not to interrupt other students.

Make up work is at the discretion of the instructor, and assignments are due on scheduled dates as outlined on the syllabus. If assignments are not received by the end of that class period, a letter grade penalty will apply. If assignments are not received within 24 hours of that class period, the assignment will NOT be accepted unless there is an approved physician's excuse.

Bibliography:

Graham, G. (2005). Teaching Children Physical Education: Becoming a Master Teacher. (2nd ed.) Human Kinetics.

Graham, G., Holt/Hale, S., Parker, M. (2006). Children Moving: A Reflective Approach to Teaching. (7th ed.) McGraw Hill.

Horine, L., Stotlar, K., (2004). Administration of Physical Education and Sport Programs. McGraw Hill.

Lumpkin, A. (2005). Introduction to Physical Education, Exercise Science, and Sport Studies. (6th ed.) McGraw-Hill.

NASPE. (2004). Moving into the Future: National Standard for Physical Education. (2nd ed.) McGraw-Hill.

<http://www.aapherd.org>

<http://www.vapherd.org>