UNIVERSITY OF NORTH TEXAS
Department of Kinesiology, Health Promotion and Recreation

COURSE SYLLABUS

Course Number and Title: KINE 3400 Administrative Theory and Practice in Athletic and Sport Regulatory Organizations

Instructor: Dr. Jeff E. Goodwin
Phone: (940) 565-2651 (Department)
Email: jeff.goodwin@unt.edu
Office: PEB 205-H
Office Hours: By Appointment (Email me to schedule Zoom meeting)

Course Description: Administrative theory and practices in planning, organizing, staffing and evaluating athletic and sport organizations. Emphasis is placed on factors involved in administrator behaviors needed for successful programs in school athletic and sport regulatory organizations.

General Overview: The course is an in-depth analysis of the relationship of sports and management. The study of sport includes sporting goods manufacturers; fitness centers; recreation departments; broadcasting; Little League teams; and high school, NCAA, and professional leagues. The study of management follows the four functions of management (planning, organizing, leading, and controlling).

General Objectives:
1. To teach you the important principles, concepts, research, and theories of management.
2. To develop your ability to apply the management principles to sport organizations.
3. To develop your management skills in your personal and professional lives.

Grading:
1. 21 Irrefutable Laws Of Leadership Paper (10%)
2. Chapter Assignments (15%)
3. Exam 1 (15%): Chapters 1-2
4. Exam 2 (15%): Chapters 3-4
5. Exam 3 (15%): Chapters 5-7
6. Exam 4 (15%): Chapters 8-10
7. Exam 5 (15%): Chapters 11-12
8. Exam 6 (15%): Chapters 13-14

Note: Lowest exam score will be dropped.

Grading Scale:
90.00 - 100.00% -- A
80.00 - 89.99% -- B
70.00 - 79.99% -- C
60.00 - 69.99% -- D
00.00 - 59.99% -- F

Required Textbook:
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| 08-25 T    | Introduction To Course Leadership Questionnaire | 1. Print, Read, And Understand Course Syllabus  
2. Complete Leadership Questionnaire  
3. Purchase Or Rent Textbook  
4. Print 21 Irrefutable Laws Of Leadership Outline |
| Online Class |                                            |                                                                         |
| 08-27 R    | 21 Irrefutable Laws Of Leadership Video     | 1. Notes On Introduction – Law 4  
2. Work On Leadership Paper: What Did I Learn And Application |
| Online Class |                                            |                                                                         |
| 09-01 T    | 21 Irrefutable Laws Of Leadership Video     | 1. Notes On Laws 5-9  
2. Work On Leadership Paper: What Did I Learn And Application |
| Online Class |                                            |                                                                         |
| 09-03 R    | 21 Irrefutable Laws Of Leadership Video     | 1. Notes On Laws 10-13  
2. Work On Leadership Paper: What Did I Learn And Application |
| Online Class |                                            |                                                                         |
| 09-08 T    | 21 Irrefutable Laws Of Leadership Video     | 1. Notes On Laws 14-17  
2. Work On Leadership Paper: What Did I Learn And Application |
| Online Class |                                            |                                                                         |
| 09-10 R    | 21 Irrefutable Laws Of Leadership Video     | 1. Notes On Laws 18-21  
2. Work On Leadership Paper: What Did I Learn And Application |
| Online Class |                                            |                                                                         |
| 09-15 T    | 21 Irrefutable Laws Of Leadership Video     | 1. Turn In Leadership Paper: What Did I Learn And Application  
2. Understanding Online Class: Canvas Chapter Assignments |
| Online Class |                                            |                                                                         |
| 09-17 R    | Managing Sports – Chapter 1                | 1. Read Chapter 1  
2. Complete Chapter 1 Preparation Guide  
3. Complete KINE 3400 Chapter 1 Assignment  
Available: 09-14 @ 7:00 AM  
Deadline: 09-17 @ 11:00 AM |
| Online Class |                                            |                                                                         |
| 09-22 T    | The Sport Industry Environment – Chapter 2  | 1. Read Chapter 2  
2. Complete Chapter 2 Preparation Guide  
3. Complete KINE 3400 Chapter 2 Assignment  
Available: 09-18 @ 7:00 AM  
Deadline: 09-22 @ 11:00 AM |
| Online Class |                                            |                                                                         |
| 09-24 R    | Exam 1: Introduction to Sport Management (Chapters 1-2) | 1. Review Chapter 1 Preparation Guide  
2. Review KINE 3400 Chapter 1 Assignment  
3. Review Chapter 2 Preparation Guide  
4. Review KINE 3400 Chapter 2 Assignment  
5. Complete Preparation Guide For Exam 1 |
<p>| Online Class |                                            |                                                                         |
| 09-29 T    | TBA                                        |                                                                         |
| Online Class |                                            |                                                                         |</p>
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| 10-01 R    | Creative Problem Solving and Decision Making – Chapter 3 | 1. Read Chapter 3  
                      | Online Class                                            | 2. Complete Chapter 3 Preparation Guide  
                      |                                            | 3. Complete KINE 3400 Chapter 3 Assignment  
                      |                                            | Available: 09-28 @ 7:00 AM  
                      |                                            | Deadline: 10-01 @ 11:00 AM |
| 10-06 T    | Strategic and Operational Planning – Chapter 4 | 1. Read Chapter 4  
                      | Online Class                                            | 2. Complete Chapter 4 Preparation Guide  
                      |                                            | 3. Complete KINE 3400 Chapter 4 Assignment  
                      |                                            | Available: 10-02 @ 7:00 AM  
                      |                                            | Deadline: 10-06 @ 11:00 AM |
| 10-08 R    | Exam 2: Planning (Chapters 3-4)             | 1. Review Chapter 3 Preparation Guide  
                      | Online Class                                            | 2. Review KINE 3400 Chapter 3 Assignment  
                      |                                            | 3. Review Chapter 4 Preparation Guide  
                      |                                            | 4. Review KINE 3400 Chapter 5 Assignment  
                      |                                            | 5. Complete Preparation Guide For Exam 2 |
| 10-13 T    | TBA                                        |                                                                          |
| 10-15 R    | Organizing and Delegating Work – Chapter 5  | 1. Read Chapter 5  
                      | Online Class                                            | 2. Complete Chapter 5 Preparation Guide  
                      |                                            | 3. Complete KINE 3400 Chapter 5 Assignment  
                      |                                            | Available: 10-12 @ 7:00 AM  
                      |                                            | Deadline: 10-15 @ 11:00 AM |
| 10-20 T    | Sport Culture, Innovation, and Diversity – Chapter 6 | 1. Read Chapter 6  
                      | Online Class                                            | 2. Complete Chapter 6 Preparation Guide  
                      |                                            | 3. Complete KINE 3400 Chapter 6 Assignment  
                      |                                            | Available: 10-16 @ 7:00 AM  
                      |                                            | Deadline: 10-20 @ 11:00 AM |
| 10-22 R    | Human Resources Management – Chapter 7     | 1. Read Chapter 7  
                      | Online Class                                            | 2. Complete Chapter 7 Preparation Guide  
                      |                                            | 3. Complete KINE 3400 Chapter 7 Assignment  
                      |                                            | Available: 10-19 @ 7:00 AM  
                      |                                            | Deadline: 10-22 @ 11:00 AM |
| 10-27 T    | Exam 3: Organizing (Chapters 5-7)           | 1. Review Chapter 5 Preparation Guide  
                      | Online Class                                            | 2. Review KINE 3400 Chapter 5 Assignment  
                      |                                            | 3. Review Chapter 6 Preparation Guide  
                      |                                            | 4. Review KINE 3400 Chapter 6 Assignment  
                      |                                            | 5. Review Chapter 7 Preparation Guide  
                      |                                            | 6. Review KINE 3400 Chapter 7 Assignment  
                      |                                            | 7. Complete Preparation Guide For Exam 3 |
| 10-29 R    | Behavior in Organizations – Chapter 8      | 1. Read Chapter 8  
                      | Online Class                                            | 2. Complete Chapter 8 Preparation Guide  
                      |                                            | 3. Complete KINE 3400 Chapter 8 Assignment  
                      |                                            | Available: 10-26 @ 7:00 AM  
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| 11-03 T       | Team Development – Chapter 9                   | 1. Read Chapter 9  
2. Complete Chapter 9 Preparation Guide  
3. Complete KINE 3400 Chapter 9 Assignment  
   Available: 10-30 @ 7:00 AM  
   Deadline: 11-03 @ 11:00 AM |
| Online Class  |                                               |                                                                                                                                         |
| 11-05 R       | Communicating for Results – Chapter 10         | 1. Read Chapter 10  
2. Complete Chapter 10 Preparation Guide  
3. Complete KINE 3400 Chapter 10 Assignment  
   Available: 11-02 @ 7:00 AM  
   Deadline: 11-05 @ 11:00 AM |
| Online Class  |                                               |                                                                                                                                         |
| 11-10 T       | Exam 4: Leading (Chapters 8-10)                | 1. Review Chapter 8 Preparation Guide  
2. Review KINE 3400 Chapter 8 Assignment  
3. Review Chapter 9 Preparation Guide  
4. Review KINE 3400 Chapter 9 Assignment  
5. Review Chapter 10 Preparation Guide  
6. Review KINE 3400 Chapter 10 Assignment  
7. Complete Preparation Guide For Exam 4 |
| Online Class  |                                               |                                                                                                                                         |
| 11-12 R       | Motivating to Win – Chapter 11                 | 1. Read Chapter 11  
2. Complete Chapter 11 Preparation Guide  
3. Complete KINE 3400 Chapter 11 Assignment  
   Available: 11-09 @ 7:00 AM  
   Deadline: 11-12 @ 11:00 AM |
| Online Class  |                                               |                                                                                                                                         |
| 11-17 T       | Leading to Victory – Chapter 12                | 1. Read Chapter 12  
2. Complete Chapter 12 Preparation Guide  
3. Complete KINE 3400 Chapter 12 Assignment  
   Available: 11-13 @ 7:00 AM  
   Deadline: 11-17 @ 11:00 AM |
| Online Class  |                                               |                                                                                                                                         |
| 11-19 R       | Exam 5: Leading (Chapters 11-12)               | 1. Review Chapter 11 Preparation Guide  
2. Review KINE 3400 Chapter 11 Assignment  
3. Review Chapter 12 Preparation Guide  
4. Review KINE 3400 Chapter 12 Assignment  
5. Complete Preparation Guide For Exam 5 |
| Online Class  |                                               |                                                                                                                                         |
| 11-24 T       | Controlling for Quality and Productivity –     | 1. Read Chapter 13  
Chapter 13                                                                                                                               
2. Complete KINE 3400 Chapter 13 Assignment  
   Available: 11-20 @ 7:00 AM  
   Deadline: 11-24 @ 11:00 AM |
| Online Class  | Chapter 14                                      |                                                                                                                                         |
| 12-01 T       | Facilities and Events – Chapter 14             | 1. Read Chapter 14  
2. Complete KINE 3400 Chapter 14 Assignment  
   Available: 11-27 @ 7:00 AM  
   Deadline: 12-01 @ 11:00 AM |
| Online Class  |                                               |                                                                                                                                         |
| 12-03 R       | Exam 6: Controlling (Chapters 13-14)           | 1. Review KINE 3400 Chapter 13 Assignment  
2. Review KINE 3400 Chapter 14 Assignment  
3. Complete Preparation Guide For Exam 6 |
| Online Class  |                                               |                                                                                                                                         |
**How To Calculate Your Grade**

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Course Policies:

It is the student’s responsibility to understand and follow the course policies outlined in this syllabus.

1. Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [www.deanofstudents.unt.edu](http://www.deanofstudents.unt.edu).

2. Exams are required in this course. Failure to take an exam at the scheduled time will result in a grade of zero unless individuals have made special arrangements with the instructor prior to the class using your EagleConnect (email) account. Make-up exams will NOT normally be administered.

   There are a few situations when the instructor will consider a make-up exam. First, the student must have contacted the instructor prior to the class using your EagleConnect (email) account. You must contact me before you miss a scheduled exam, NOT after. Second, make-up exams are given only if you have either an excuse which has been approved by the Dean of Students or an absence excused by the University. Make-up exams are all short answer/essay/discussion questions.

   If you are scheduled to participate in an official University function on the date of an exam, please contact me to schedule a make-up session. You are expected to take the exam prior to leaving for the official University function.

   Students will not have the opportunity to review exams during class. Students have the responsibility of reviewing exams during the instructor’s office hours (by appointment). Students have one week to review exams. After the one week period, students will not have the opportunity to review exams.

3. There will be no extra credit opportunity in the course. Emails inquiring about extra credit will not be answered.

4. Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled as well as requirements for completion of their academic programs. Faculty members are responsible for establishing standards of academic performance and for evaluating student performance in an equitable manner. Faculty decisions in such matters are considered authoritative and can be overturned only when it has been determined that a grade was assigned in an inequitable, arbitrary, or erroneous manner. The grading scale is outlined in the course syllabus. It is highly unlikely that there will be a curve at the end of the semester. Emails inquiring about a curve will not be answered.

5. The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students...
are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323. The designated liaison for the Department of Kinesiology, Health Promotion and Recreation is Mrs. Doryce Judd (Doryce.Judd@unt.edu). Grades assigned before an accommodation is provided will not be changed.

6. Family Educational Rights and Privacy Act (FERPA) Information: Students have the right to expect their grades will be kept confidential. There are a few things, because of the size and/or nature of this class, the instructor must advise you of regarding collection and distribution of examination results, quiz results, homework assignments, roll sheets, projects, etc. During this class it may be necessary for you to pass your assignments forward to the instructor or it may be necessary for the instructor to call your name and then return your completed assignment to you by passing it across the room. The instructor, under the reasonable assumption guidelines, assumes students are collecting only their own materials. Every attempt will be made to keep your information confidential. Neither your course grades nor grades for any assignment will be posted in a way that could result in your being identified by other students or faculty members.

7. All students should activate and regularly check their EagleConnect (email) account. EagleConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via EagleConnect. Due to the amount of spam e-mail messages, I normally do not receive or respond to messages sent from outside service providers (e.g., Yahoo, Hotmail, AOL, Verizon, Gmail, etc.).

8. The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in this class.

9. Categories of Academic Dishonesty:

**Cheating:** The use of unauthorized assistance in an academic exercise, including but not limited to:
1. use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. any other act designed to give a student an unfair advantage on an academic assignment.

**Plagiarism:** Use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:
1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

**Forgery:** Altering a score, grade or official academic university record or forging the signature of an instructor or other student.

**Fabrication:** Falsifying or inventing any information, data or research as part of an academic exercise.

**Facilitating Academic Dishonesty:** Helping or assisting another in the commission of academic dishonesty.

**Sabotage:** Acting to prevent others from completing their work or willfully disrupting the academic work of others.

**Available Academic Penalties:** The following academic penalties may be assessed at the instructor’s discretion upon determination that academic honesty has occurred. Admonitions and educational assignments are not appealable:

1. **Admonition:** The student may be issued a verbal or written warning.
2. **Assignment of Educational Coursework:** The student may be required to perform additional coursework not required of other student in the specific course.
3. **Partial or no credit for an assignment, assessment or course grade:** The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
4. **Adjustment of final course grade:** The instructor may assign a lower course grade.