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:
<table>
<thead>
<tr>
<th>Date</th>
<th>TOPIC</th>
<th>DO THIS!</th>
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</table>
| January 11-15 | Introduction To Course            | 1. Print, Read, And Understand Course Syllabus  
2. Purchase Or Rent Textbook  
3. Complete 21 Irrefutable Laws Of Leadership Questionnaire  
4. Print 21 Irrefutable Laws Of Leadership Outline  
6. Write 21 Irrefutable Laws Of Leadership Paper: Use Template Posted In Canvas  
➢ Attend Zoom Class - Thursday (January 14) at 1:00 PM (Central Standard Time). I will discuss Course Syllabus and 21 Irrefutable Laws Of Leadership Paper. |
2. Write 21 Irrefutable Laws Of Leadership Paper: Use Template Posted In Canvas  
➢ Optional Zoom Class - Tuesday (January 19) at 1:00 PM (Central Standard Time). I will be available to answer questions about the 21 Irrefutable Laws Of Leadership Paper.  
➢ Complete 21 Irrefutable Laws Of Leadership Paper Part I: Laws 1-9  
Deadline: Wednesday (January 20) at 7:00 PM (Central Standard Time) |
2. Write 21 Irrefutable Laws Of Leadership Paper: Use Template Posted In Canvas |
| February 1-5 | 21 Irrefutable Laws Of Leadership | ➢ Optional Zoom Class - Tuesday (February 2) at 1:00 PM (Central Standard Time). I will be available to answer questions about the 21 Irrefutable Laws Of Leadership Paper.  
➢ Complete 21 Irrefutable Laws Of Leadership Paper Part II: Laws 10-21  
Deadline: Wednesday (February 3) at 7:00 PM (Central Standard Time)  
❖ Read Chapter 1  
❖ Complete Chapter 1 Preparation Guide  
❖ Complete Chapter 1 Assignment  
Available: Monday (February 1) at 7:00 AM (Central Standard Time)  
Deadline: Thursday (February 4) at 11:00 AM (Central Standard Time)  
Respondus LockDown Browser Required + Webcam. Access Code: KINE3400 |
| February 8-12 | The Sport Industry Environment – Chapter 2 | 1. Read Chapter 2  
2. Complete Chapter 2 Preparation Guide  
❖ Complete Chapter 2 Assignment |
**EXAM 1**

**February 10-11**

**Introduction to Sport Management**

**Chapters 1-2**

Available: Friday (February 5) at 7:00 AM (Central Standard Time)

Deadline: Monday (February 9) at 11:00 AM (Central Standard Time)

Respondus LockDown Browser Required + Webcam. Access Code: KINE3400

- Complete Exam 1

Available: Wednesday (February 10) at 7:00 AM (Central Standard Time)

Deadline: Thursday (February 11) at 7:00 PM (Central Standard Time)

Note: The exam must be completed by 7:00 PM. You will have 80 minutes to complete the exam once it is started. You should be prepared to answer questions that are essay, fill-in-the-blank, multiple-choice, and true-false.

Respondus LockDown Browser Required + Webcam. Access Code: KINE3400

- Review Chapter 1 Preparation Guide
- Review Chapter 1 Assignment
- Review Chapter 2 Preparation Guide
- Review Chapter 2 Assignment
- Complete Exam 1 Preparation Guide

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**February 15-19**

**TOPIC**

**DO THIS!**

**Extra Credit Opportunity**

Creative Problem Solving and Decision Making – Chapter 3

Information will be released in an announcement.

1. Read Chapter 3
2. Complete Chapter 3 Preparation Guide

❖ Complete Chapter 3 Assignment

Available: Monday (February 15) at 7:00 AM (Central Standard Time)

Deadline: Thursday (February 18) at 11:00 AM (Central Standard Time)

Respondus LockDown Browser Required + Webcam. Access Code: KINE3400

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**February 22-26**

**TOPIC**

**DO THIS!**

**Strategic and Operational Planning – Chapter 4**

1. Read Chapter 4
2. Complete Chapter 4 Preparation Guide

❖ Complete Chapter 4 Assignment

Available: Friday (February 19) at 7:00 AM (Central Standard Time)

Deadline: Monday (February 23) at 11:00 AM (Central Standard Time)

Respondus LockDown Browser Required + Webcam. Access Code: KINE3400

❖ Complete Exam 2

Available: Wednesday (February 24) at 7:00 AM (Central Standard Time)

Deadline: Thursday (February 25) at 7:00 PM (Central Standard Time)

Note: The exam must be completed by 7:00 PM. You will have 80 minutes to complete the exam once it is started. You should be prepared to answer questions that are essay, fill-in-the-blank, multiple-choice, and true-false.

Respondus LockDown Browser Required + Webcam. Access Code: KINE3400

- Review Chapter 3 Preparation Guide
- Review Chapter 3 Assignment
- Review Chapter 4 Preparation Guide
- Review Chapter 5 Assignment
- Complete Exam 2 Preparation Guide

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**March 1-5**

**TOPIC**

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<tr>
<th>Extra Credit Opportunity</th>
<th>Information will be released in an announcement.</th>
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</table>
| Organizing and Delegating Work – Chapter 5 | 1. Read Chapter 5  
2. Complete Chapter 5 Preparation Guide  
   - **Complete Chapter 5 Assignment**  
     Available: Monday (March 1) at 7:00 AM (Central Standard Time)  
     Deadline: Thursday (March 4) at 11:00 AM (Central Standard Time)  
     Respondus LockDown Browser Required + Webcam. Access Code: KINE3400 |

**March 8-12**

**TOPIC**: DO THIS!

| Sport Culture, Innovation, and Diversity – Chapter 6 | 1. Read Chapter 6  
2. Complete Chapter 6 Preparation Guide  
   - **Complete Chapter 6 Assignment**  
     Available: Friday (March 5) at 7:00 AM (Central Standard Time)  
     Deadline: Tuesday (March 9) at 11:00 AM (Central Standard Time)  
     Respondus LockDown Browser Required + Webcam. Access Code: KINE3400 |
| Human Resources Management – Chapter 7 | 3. Read Chapter 7  
4. Complete Chapter 7 Preparation Guide  
   - **Complete Chapter 7 Assignment**  
     Available: Monday (March 8) at 7:00 AM (Central Standard Time)  
     Deadline: Thursday (March 11) at 11:00 AM (Central Standard Time)  
     Respondus LockDown Browser Required + Webcam. Access Code: KINE3400 |

**March 15-19**

**TOPIC**: DO THIS!

| EXAM 3 |  
**March 15-16** |  
**Organizing Chapters 5-7** |  
- **Complete Exam 3**  
  Available: Monday (March 15) at 7:00 AM (Central Standard Time)  
  Deadline: Tuesday (March 16) at 7:00 PM (Central Standard Time)  
  Note: The exam must be completed by 7:00 PM. You will have 80 minutes to complete the exam once it is started. You should be prepared to answer questions that are essay, fill-in-the-blank, multiple-choice, and true-false.  
  Respondus LockDown Browser Required + Webcam. Access Code: KINE3400  
  ➢ Review Chapter 5 Preparation Guide  
  ➢ Review Chapter 5 Assignment  
  ➢ Review Chapter 6 Preparation Guide  
  ➢ Review Chapter 6 Assignment  
  ➢ Review Chapter 7 Preparation Guide  
  ➢ Review Chapter 7 Assignment  
  ➢ Complete Exam 3 Preparation Guide  

| Behavior in Organizations – Chapter 8 | 1. Read Chapter 8  
2. Complete Chapter 8 Preparation Guide  
   - **Complete Chapter 8 Assignment**  
     Available: Monday (March 15) at 7:00 AM (Central Standard Time)  
     Deadline: Thursday (March 18) at 11:00 AM (Central Standard Time)  
     Respondus LockDown Browser Required + Webcam. Access Code: KINE3400 |

**March 22-26**

**TOPIC**: DO THIS!

<p>| Team Development – | 1. Read Chapter 9 |</p>
<table>
<thead>
<tr>
<th>Chapter 9: Communicating for Results – Chapter 10</th>
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<td>2. Complete Chapter 9 Preparation Guide</td>
<td>❖ Complete Chapter 9 Assignment</td>
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<td>Available: Friday (March 19) at 7:00 AM (Central Standard Time)</td>
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<td>Deadline: Tuesday (March 23) at 7:00 AM (Central Standard Time)</td>
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<tr>
<td>3. Read Chapter 10</td>
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<tr>
<td>4. Complete Chapter 10 Preparation Guide</td>
<td>❖ Complete Chapter 10 Assignment</td>
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<td>Available: Monday (March 22) at 7:00 AM (Central Standard Time)</td>
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<td>Deadline: Thursday (March 25) at 11:00 AM (Central Standard Time)</td>
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**March 29-April 2**

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<tbody>
<tr>
<td><strong>EXAM 4</strong></td>
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<tr>
<td>March 29-30</td>
<td>❖ Complete Exam 4</td>
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<tr>
<td>Leading Chapters 8-10</td>
<td>Available: Monday (March 29) at 7:00 AM (Central Standard Time)</td>
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<td></td>
<td>Deadline: Tuesday (March 30) at 7:00 PM (Central Standard Time)</td>
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<td>Note: The exam must be completed by 7:00 PM. You will have 80 minutes to complete the exam once it is started. You should be prepared to answer questions that are essay, fill-in-the-blank, multiple-choice, and true-false.</td>
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<td>Respondus LockDown Browser Required + Webcam. Access Code: KINE3400</td>
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<tr>
<td></td>
<td>➢ Review Chapter 8 Preparation Guide</td>
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<td>➢ Review Chapter 8 Assignment</td>
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<td>➢ Review Chapter 9 Preparation Guide</td>
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<td>➢ Review Chapter 9 Assignment</td>
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<td>➢ Review Chapter 10 Preparation Guide</td>
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<td></td>
<td>➢ Review Chapter 10 Assignment</td>
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<td></td>
<td>➢ Complete Exam 4 Preparation Guide</td>
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<thead>
<tr>
<th>Motivating to Win – Chapter 11</th>
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<tr>
<td>1. Read Chapter 11</td>
<td>❖ Complete Chapter 11 Assignment</td>
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<tr>
<td>2. Complete Chapter 11 Preparation Guide</td>
<td>Available: Monday (March 29) at 7:00 AM (Central Standard Time)</td>
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<td>Deadline: Thursday (April 1) at 11:00 AM (Central Standard Time)</td>
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<td>Respondus LockDown Browser Required + Webcam. Access Code: KINE3400</td>
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**April 5-9**

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<tbody>
<tr>
<td><strong>EXAM 5</strong></td>
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<tr>
<td>April 7-8</td>
<td>❖ Complete Exam 5</td>
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<tr>
<td>Leading</td>
<td>Available: Wednesday (April 7) at 7:00 AM (Central Standard Time)</td>
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<td></td>
<td>Deadline: Thursday (April 8) at 7:00 PM (Central Standard Time)</td>
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<td>Note: The exam must be completed by 7:00 PM. You will have 80 minutes to complete the exam once it is started. You should be prepared to answer questions that are essay, fill-in-the-blank, multiple-choice, and true-false.</td>
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</tbody>
</table>
| Chapters 11-12 | Respondus LockDown Browser Required + Webcam. Access Code: KINE3400  
➢ Review Chapter 11 Preparation Guide  
➢ Review Chapter 11 Assignment  
➢ Review Chapter 12 Preparation Guide  
➢ Review Chapter 12 Assignment  
➢ Complete Exam 5 Preparation Guide |
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<td><strong>April 12-16</strong></td>
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<tr>
<td><strong>TOPIC</strong></td>
<td><strong>Extra Credit Opportunity</strong></td>
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<tr>
<td>Controlling for Quality and Productivity – Chapter 13</td>
<td>Information will be released in an announcement.</td>
</tr>
</tbody>
</table>
| | 1. Read Chapter 13  
柁 Complete Chapter 13 Assignment  
Available: Monday (April 12) at 7:00 AM (Central Standard Time)  
Deadline: Thursday (April 15) at 11:00 AM (Central Standard Time)  
Respondus LockDown Browser Required + Webcam. Access Code: KINE3400 |
| **April 19-23** | **DO THIS!** |
| **TOPIC** | **Facilities and Events – Chapter 14** |
| | 1. Read Chapter 14  
柁 Complete Chapter 14 Assignment  
Available: Friday (April 16) at 7:00 AM (Central Standard Time)  
Deadline: Tuesday (April 20) at 7:00 AM (Central Standard Time)  
EXAM 6  
柁 Complete Exam 6  
Available: Wednesday (April 21) at 7:00 AM (Central Standard Time)  
Deadline: Thursday (April 22) at 7:00 PM (Central Standard Time)  
Note: The exam must be completed by 7:00 PM. You will have 80 minutes to complete the exam once it is started. You should be prepared to answer questions that are essay, fill-in-the-blank, multiple-choice, and true-false.  
Respondus LockDown Browser Required + Webcam. Access Code: KINE3400  
➢ Review Chapter 13 Assignment  
➢ Review Chapter 14 Assignment  
➢ Complete Exam 6 Preparation Guide |
| **April 26-30** | **DO THIS!** |
| **TOPIC** | **April 26-27**  
7:00 AM – 7:00 PM  
If no significant change occurs to the schedule, then this date/time will NOT be used. There is no final exam in the course. |
### How To Calculate Your Grade

<table>
<thead>
<tr>
<th>Your Performance</th>
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<tbody>
<tr>
<td>Leadership Paper (10%)</td>
<td>__________ %  Please see column, Leadership Paper %, inside Canvas</td>
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<td>Exam 1 (15%)</td>
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<td>Exam 2 (15%)</td>
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<td>Exam 3 (15%)</td>
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<td>Exam 4 (15%)</td>
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<td>Exam 5 (15%)</td>
<td>__________ %  Please see column, Exam 5 %, inside Canvas</td>
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<tr>
<td>Exam 6 (15%)</td>
<td>__________ %  Please see column, Exam 6 %, inside Canvas</td>
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**Note: the lowest exam score is dropped.**

<table>
<thead>
<tr>
<th>Your Performance</th>
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<tbody>
<tr>
<td>Chapter Assignments (15%)</td>
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<td>Chapter 1: _____ points</td>
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<td>Chapter 14: _____ points</td>
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<td>Total Points: _____ points</td>
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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.

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.

The following quiz/exam design strategies will be used to minimize cheating:
- Quiz/exam use question pools or sets so that there are multiple versions.
- Quiz/exam questions are delivered one at a time and in random order.
- Quiz/exam answers are randomized.
- Quiz/exam use time limits to complete them.
- Quiz/exam require use of LockDown Browser and a webcam. The webcam can be the type that is built into your computer or one that plugs in with a USB cable.
- Students will not have the opportunity to review quiz/exam during the course.

3. Assignments are required in this course. Failure to complete an assignment 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.

4. There will be limited extra credit opportunities in the course. Emails inquiring about extra credit will not be answered.

5. 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.

6. 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.

7. 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.

8. 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.). Please post questions you have about the course, textbook, assignments, Zoom meetings, exams, etc. in the General Questions Discussion Area in Canvas. Emails that are more important and urgent in nature should be sent to jeff.goodwin@unt.edu. It is my goal to respond to emails within 24-hours.

9. 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.

10. 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.