# RESM 4050—Management of Recreation, Event and Sport Organizations

**Course Meeting Information**:

**On-Line: All the content for this course is delivered in a 100% on-line format.**

## **Instructor Contact**

**Name:** MS. Shahaf Bareni

**Pronouns:** She/ Her

**Office Location:** Bahnsen 156

**Office Hours:** Thursday 1:30 p.m.-3:30 p.m. & other days by appointment.

**E-mail:** **shahaf.bareni@unt.edu**

**Communication Expectations:** Announcements in the class will be posted on the course Canvas site and/or sent directly to your UNT email account. It is expected that you will check both of these sources regularly (AT LEAST on a daily basis). Contact with the instructor can be made using the email above (or the appropriate tool to send an email via Canvas). During business hours (M-F; 9:00 AM – 5:00 PM), you can expect to hear back from the instructor within 24 hours. Messages sent during the weekends may not receive a reply until the next business day.

## **Welcome to UNT!**

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values students and employees with whom we interact. UNT’s full Policy can be found in the UNT Policies section of the syllabus.

**Course Description**The purpose of this course is to introduce students to the primary components of management:
planning, organizing, leading, and controlling. Topics include contemporary issues, ethics,
delivery systems, management theory, functions and roles of a manager, strategic planning,
organizational design, budgeting, leadership, and goal setting strategies, and self-enhancement.

**Course Structure**

The course is 100% on-line. Instructional video lectures are provided, to supplement the reading assignments and the homework/discussion assignments. The course has multiple modules and typically students are expected to complete an assignment or assessment each week.

**Course Prerequisites or Other Restrictions**

## None

## **Course Objectives**

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

1. Identify management theory, related to the RESM industries

2. Assess internal and external management dynamics

3. Examine human resource and staffing issues

4. Understand basic division budgets

5. Review management research/assessments

# **Required Readings**

**Leisure Services Management 3rd edition. (Hurd, Barcelona, Zimmerman), Human Kinetics.**

The general sequence of the course follows the sequence of the book chapters with a few modifications. Additional content has been created using additional resources to enhance specific modules.

**Additional Readings**

**Materials Assigned by the instructor via CANVAS notification or posting.**

## **Course Technology & Skills**

This course utilizes Canvas to house relevant course materials and to facilitate course-related communication. To access the site, students log in to MyUNT at **http://my.unt.edu** and navigate to Canvas. On the Canvas, the RESM 4050 course link will be visible to enrolled students.

Students need regular and dependable access to a computer with an Internet connection. Basic computer technology requirements for the course include:

1. A dedicated computer with an updated operating system, such as Windows 7 or Mac OSX
2. A high-speed Internet connection (e.g. DSL or Cable).
3. Java installed on your computer.
4. Adobe Acrobat Reader installed on your computer.
5. Anti-virus software installed on your computer.
6. Microsoft Office
	* Word
	* Excel (There is an excel specific assignment in this class)

### **Computer Skills & Digital Literacy**

To succeed in this course, students must possess the following course-specific technical skills:

* Using Canvas
* Using email with attachments
* Downloading and installing software
* Submitting assignment files

### **Technical Assistance**

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UNT Help Desk**: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (http://www.unt.edu/helpdesk/index.htm)

**Email**: helpdesk@unt.edu

**Phone**: 940-565-2324

**In Person**: Sage Hall, Room 330

**Standard Walk-In hours:** 8am-9pm

**Standard Hours**:

* Monday-Thursday: 8am-9pm
* Friday: 8am-5pm
* Saturday-Sunday: 11am-3pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

### **Rules of Engagement**

* While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
* Treat your instructor and classmates with respect in any communication, even when their opinion differs from your own.
* Ask for and use the correct name and pronouns for your instructor and classmates.
* Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
* Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
* Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
* Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
* Avoid using “text-talk” unless explicitly permitted by your instructor.
* Proofread and fact-check your sources.
* Keep in mind that online posts can be permanent, so think first before you type.
See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

## **Course Requirements**

Students are expected to process the content of each module. A significant portion of this course depends on completion of homework assignments. Students are expected to read all assigned materials assigned in each module. Discussion postings will ask you to relate module concepts to your personal experience or what you find to be common within your selected industry interest.

In an effort to help you develop good professional habits, you will be required to adhere to course deadlines, follow directions, and invest time and effort into assignments.  Please read the syllabus carefully, noting due dates and assignment expectations carefully.

The class policies are designed to prepare you for a career by creating good work habits (i.e., meeting deadlines, following directions, not procrastinating, being proactive with your supervisor and coworkers, paying attention to detail, and being accountable for your own actions).  In addition, enforcing the policies ensures that all students are graded fairly and objectively.

* Assignments are to be typed and in hard copy format, unless otherwise indicated, and will be submitted in class. **Put all deadlines on your calendar. Check into the Canvas for the course periodically for any Announcements and to view scores.**
* If you have special learning needs, please inform me or the Office of Disability Access,
immediately <https://disability.unt.edu/>.
* If, at any point during the semester, you are unhappy with your performance in this class, please contact me **immediately**.

Academic dishonesty will not be tolerated (i.e., copying, plagiarism, cheating) and will result in a failing grade for the semester and possible disciplinary action.

**Late Policy**

Assignments submitted after the posted deadline are subject to an initial deduction of at least 10% of the value of the assignment per 24-hour period. Work submitted more than 72 hours past the deadline may be given a zero and not evaluated. **Any exceptions to the late policy must be accompanied with verification of extenuating circumstances (illness, injury, or death in family) from the Dean of Students.** Email: deanofstudents@unt.edu

| ***Assignment*** | ***Points Possible*** |  |
| --- | --- | --- |
| *Discussion Postings*  | *100 points*  |  |
| *QUIZ (Module) Examinations*  | *200 points* |  |
| *Homework*  | *700 points* |  |
| *Total Points Possible* |  ***1000 points*** |  |

## Grading

A = 90%+ B = 80% - 89% C= 70% - 79% D = 60% - 69% F= Below 60%

Calculate your score based on percentages shown in Canvas; they are not always exactly accurate if there are any ungraded assignments and depend on categorization inside a module.

TENTATIVE COURSE SCHEDULE\*
\*The professor reserves the right to change the schedule to enhance course content.

Module Topics

Management Theories

Management Process (Tasks/Organization & Delegation)

Organization Structure

Coordinating Resources

Planning

Staffing

Staff Development (Delegation and Trust)

Strategic Staffing / Recruiting

Staff Retention

Financing

Budgeting

Communication

Management Research

Organization Evaluation

Your Perfect FUTURE Team

**Teaching Philosophy:** I am delighted to have the opportunity to help direct your education and to expose you to new concepts. YOU are responsible for your own learning, both in this class and throughout your life. Take time NOW to put all deadlines for assignments, tests, etc. on your calendar. If you do not submit assignments and other requirements by the due dates, you may not pass this course. As university students, you are expected to write in complete sentences, spell correctly, and present yourself in a professional manner. I think you will find the course content very helpful in your career in RESM. Enjoy the exploration!

# **How To Be Successful in This Course**

1. SUBMIT ASSIGNMENTS ON-TIME.
	1. “Deadline” means the absolute last minute to submit an assignment. There will be a penalty of 15% of the value of the assignment per day, up to 48-hours, after which you will receive a zero on the work and it will not be evaluated.
	2. Assignments are posted well in advance of the deadlines. Therefore, there are no excuses for missing a deadline.
	3. This is the #1 reason students fail the course.
2. FOLLOW DIRECTIONS/INSTRUCTIONS EXACTLY.
	1. Attention to detail is important and will pay off in this course and your career.
	2. If after carefully reading the directions, you do not understand what is expected, call or email the instructor to ask for clarification.
3. PUT TIME AND EFFORT INTO YOUR COURSEWORK. It will be obvious.

## Attendance and Participation

Students are expected to process the MOUDULE content in the sequence posted and abide by the due dates and engagement deadlines (discussion posting) provided for this course.  It is important that you communicate with the professor and the instructional team if you are aware you will need additional time due to approved university or personal conflicts.

## **Course Evaluation**

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Cno-reply%40iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Cspot%40unt.edu).

## Course Policies

Syllabus Change PolicyThis syllabus will guide the format and your engagement in the course. However, it is subject to change and students will be given written notice of any such changes.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

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. Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

### Access to Information - Eagle Connect

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu/). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5CSurvivorAdvocate%40unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Coeo%40unt.edu) or at (940) 565 2759.

**University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (https://policy.unt.edu/policy/07-002).

### Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

* The work is used only once.
* The work is not used in its entirety.
* Use of the work does not affect any potential profits from the work.
* The student is not identified.
* The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

## Academic Support & Student Services

### Student Support Services

#### Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

#### Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

* [UNT Records](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
* [UNT ID Card](https://sfs.unt.edu/idcards)
* [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)
* [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

#### Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can [add your pronouns to your Canvas account](https://community.canvaslms.com/docs/DOC-18406-42121184808) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

* [What are pronouns and why are they important?](https://www.mypronouns.org/what-and-why)
* [How do I use pronouns?](https://www.mypronouns.org/how)
* [How do I share my pronouns?](https://www.mypronouns.org/sharing)
* [How do I ask for another person’s pronouns?](https://www.mypronouns.org/asking)
* [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

#### Additional Student Support Services

* [Registrar](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5CRegistrar) (https://registrar.unt.edu/registration)
* [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
* [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### Academic Support Services

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
* [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)