



COURSE PREVIEW

Considerations in deciding whether to take this online course:

Course Description

Organization and Administration of Physical Education Programs examines the principles and procedures involved in the management of Physical Education programs in the school setting. The course includes an investigation of the financial, personal, public relations, political, legal, facility and philosophical aspects of organization and administration.

Course Objectives

Through assigned readings, group discussions and projects the student will be able to...

- 1. demonstrate knowledge of various administrative theories and leadership techniques as related to program, personnel and organization management.**
- 2. gain an understanding of the organizational and administrative structure of physical education in the schools.**

3. demonstrate an understanding of the responsibilities of the physical education administrator through a number of selected assignments.
4. understand, develop and evaluate procedures and policies that apply to administrative situations and functioning (i.e. personnel, budgeting, facilities, marketing, programming).
5. demonstrate the ability to evaluate programs and personnel.
6. gain an understanding of legal and ethical issues relevant to the managerial environment.
7. successfully complete all assignments and assessment activities according to directions and course timelines.

Required Text

Horine, L. and Stotlar, D. (2004). *Administration of Physical Education and Sport Programs* (5th Ed.). Boston: McGraw-Hill.

Online Format

This is defined as an asynchronous class. In other words, both students and the instructor will sign in to the course pages on their own independent schedules. Thus, each may be working online at different times. To help ensure your success in the course you should meet the following minimum requirements:

1. Have dependable and stable internet access.
2. Be familiar with the PLATO course environment. The inability to negotiate the environment (i.e. open files) does not excuse you from completing any course work.
3. Possess basic computer skills (i.e. word processing).
4. Plan Ahead! If you foresee any conflicts in completing course assignments, notify the instructor ahead of time
5. Contact the instructor ASAP if you encounter any frustrations with the course material.
6. Contact the Center for Institutional Technology (CIT) if you have any frustrations with the technology.

Instructor Availability

I will attempt to check the course page every evening to respond to any e-mail I may have received. You should be able to expect a response from me within 48 hours (usually less if I don't have to seek elsewhere for an answer to your inquiry).

The content of the course will be provided online in weekly folders. Each folder may contain reading assignments, reflections, discussions, practice comprehensive exam questions and/or projects.

I will be available online for “live” office hours on Thursdays from 7-9 pm. If needed, additional hours will be added.

Topics

The Future of Physical Education Programming
Leadership
Organizational Structures
Organization and Administration – The Big Picture
Program Management
Program Development and Evaluation
Liability and Risk Management
Personnel Management
Personnel Supervision
Facilities Planning
Facilities Management
Fiscal Management
Supplies and Equipment
Program Marketing
Management in Allied Settings

Grading

Introduction	5 pts.
Philosophy/Opinions	35 pts.
Topical Reviews	100 pts.
Case Studies	80 pts.
Facilities Project	100 pts.
Comp Question Previews	80 pts.
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Total Points	400 pts.

Instructor Information

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