**PLS 401/501 Fall 2015**

# Administration of Parks and Recreation

Meeting Time: M/W/F 11:00 – 11:50am

Classroom: ML Commons

Instructor: Rick Gage

E-mail: gager@marshall.edu

Office: 105 Morrow Lib

Office Hours: Mon/Wed 1:00-3:00pm

 Tues 2:00-4:00pm

**Course Description and Objectives**

From Course Catalog: “Considers administrative practice for various recreation, parks, and protected lands’ organizational structures. Includes administrative processes, supervision of personnel, budgeting and public relations primarily in the nonprofit sector.”

The primary objective of this course is to provide NRRM students with an understanding of the tools and approaches used in the administration of park and recreation agencies and organizations. Special emphasis will be given to budgeting, financing mechanisms, donations and planned giving, personnel management, and stakeholder collaboration.

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| **Course Student Learning Outcomes**  | **How students will practice each outcome in this Course** | **How student achievement of each outcome will be assessed in this Course** |
| Students will know the process by which public parks and recreation/leisure services are created | In-class exercises | Exam 1, final paper and presentation |
| Students will evaluate a wide variety of funding strategies for recreation areas, including the complex tax and bond structure that public agencies rely on | In-class exercises, class discussions, special topics discussions | Exam 2 |
| Students will identify different types of budgets and demonstrate ability to balance and manage financial resources | In-class exercises | Exam 2, final paper and presentation |
| Students will be able to describe how to effectively manage donations, volunteers, and other charitable gifts | In-class exercises | Exam 2, Exam 3 |
| Students will identify various stakeholders and constituents in park administration decision-making scenarios and demonstrate how to adequately address their needs | In-class exercises, special topics discussions, debates and case studies | Exam 3, final paper and presentation |
| Students will identify personnel management strategies, employee motivation techniques, and their role in promoting organizational excellence | Quiz 6, chapter discussions, agency analysis | Exam 3 |
| Students will identify contemporary problems and issues relating to park and recreation management | Guest lecture reflection, special topics discussions | Special topics presentation, Exam 2, Exam 3 |

**Required Readings**

No text book will be required for this class.

However, handouts, text chapters & other readings will be assigned throughout the semester as needed. **Students are expected to read these articles** and be prepared to discuss them during the assigned class period. Additionally, students are encouraged to bring articles, websites, news clippings, or other relevant media to class to further in-depth discussions.

**Course Requirements**

**Class Project: (35% of semester grade).** An advanced research project and oral presentation will provide an opportunity for students to demonstrate their mastery of the subject matter covered in this course. The main purpose will be to develop a comprehensive plan and budget for a hypothetical park project. This project will be completed incrementally throughout the semester, culminating in a final presentation to the class and final paper. This assignment will be described in greater detail before the third week of classes. Final presentations will be done in class on November 16, 18, and 20. Final papers will be due on the last day of classes.

**Special Topics/Current Issues Discussions: (20% of semester grade).** Students, working in pairs, will be required to select a recreation administration current topic that is of interest to them. They will then conduct in-depth research and lead an in-class discussion about the topic. Each student pair will have the opportunity to lead the discussion for one full class period. A schedule of presentation days will be released by the third week of classes. Even if you are not leading the discussion, you **must be present** on these days in order to participate and complete the assignments. Keeping up with readings is also advised in order to successfully complete these in-class assignments. Student pairs **are required** to meet with the instructor at least 1 week prior to their presentation days to discuss the material.

**Exams: (35% of semester grade).** There will be three exams during the semester. These will be cumulative, and will cover class lectures, discussions, readings, and guest presentations. Exams will be announced at least one week before the exam date. Exams are tentatively scheduled for Sept. 21, Oct. 26, and Dec. 4. The first two exams will be worth 10% each and the third exam will be worth 15% of the final grade.

**Class Attendance and Participation: (10% of semester grade). Attendance at each class is mandatory**. However, each student will be allowed one “un-excused class” per semester (except for Quiz dates, Current Issues dates, or other key dates as announced). Two or more un-excused absences will result in a *significant* reduction in your class attendance and participation grade. Any absences due to illness, school-related obligations, or other exempted reasons must be documented according the Marshall University Policy. In addition to attendance, in-class participation will be evaluated at the end of the semester and can contribute significantly to this portion of the grade. This portion of your grade is not a given, and you will be expected to earn your grade beyond just “showing up.” This means speaking in class, asking appropriate questions, participating in learning activities, and taking adequate notes during lectures. Be aware that Marshall University has updated their attendance policy for undergraduates. Details can be found here: <http://www.marshall.edu/catalog/files/UG_15-16_final_published.pdf>

**Student Evaluation**

Class Project 35%

Current Issues Discussion 20%

Exams (3) 35%

Attendance & Participation 10%

**Grading Scale**

A = 90 or above B = 80-89 C = 70-79 D = 60-69 F = 59 or below

### Grading Policy

All written course assignments (e.g., Course Project) should be **typed in Times New Roman, 12-point font**, **double-spaced, with 1-inch margins and use APA format** unless otherwise specified. Grading of these assignments will be based both on content as well as the style and adequacy of the presentation itself. Written work should be neat, succinct, clear, and use the appropriate terms. Spelling/grammar will be evaluated. In-class assignments are to be neatly written, signed by all group members, and submitted at the end of the class period. **Late submissions will not be accepted.**

 **Classroom Expectations**

Please be considerate of the other students in the class. It is up to you whether or not you choose to attend class and if you choose to pay attention. It is unfair, however, for you to negatively impact the ability of others students to learn. Please take care that your actions are considerate and do not detract from the learning environment. **Once class has begun, please refrain from sending text messages, reading newspapers, or otherwise distracting from the class discussion**.

It is also expected that the opinions and backgrounds of all class members will be welcomed and respected. All students are encouraged to participate in class discussion, but please address others with respect.

**Accessing Course Information**

Power-point slides, assignments, and other necessary class information will be posted on Blackboard. The website for Blackboard is marshall-bb.blackboard.com. It is imperative that you have access to Blackboard and that you **check your MU email regularly.**

**Academic Integrity**

Please be aware that academic integrity is taken very seriously at this university and in this class. Any type of cheating or plagiarism will not be tolerated. Plagiarism includes citing anyone else’s words or ideas in your own writing without giving credit. Additionally, self-plagiarism will not be tolerated in this course. This includes turning in assignments that have previously been used for another class or purpose. All assignments must be completed specifically for this course. More information regarding plagiarism is provided in the Marshall University handbook. However, if you have a question about any academic integrity issues, please contact me.

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to [www.marshall.edu/academic-affairs](http://www.marshall.edu/academic-affairs) and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to <http://www.marshall.edu/academic-affairs/?page_id=802>

Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment