



PRLS 410

Administration of Recreation, Health, and Tourism Organizations (I)

Fall Semester 2009

Day/Time: Tuesday and Thursday, 1:30 – 2:45 p.m. (September 1 – December 10)

Location: PW-BRH 258

Professor: Dr. Russ Brayley

Office Location: BRH 208 (Prince William Campus)

Office Hours: Tuesday & Thursday 11:00 a.m. - 1:00 p.m. Other times by appointment.

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PRE-REQUISITES: 60 hours, or permission of instructor

COURSE DESCRIPTION: A comprehensive course addressing the day-to-day problems in the operation and management of recreation, health, and tourism organizations. Discussion will include: management and leadership theories and techniques; problem solving and decision making; motivation; design and organizational structures; communications; and budgeting.

COURSE OBJECTIVES: At the completion of this course, students should be able to:

1. Discuss management practices and principles developed and successfully used in business, industry and public agencies.
2. Discuss and be able to apply a behavioral approach to facilitating individual development within recreation, health, and tourism (RHT) organizations.
3. Identify problems affecting the management and operation of organizations and the delivery of recreation, health, and tourism services.
4. Discuss the principles of organizing, allocating and managing organizational resources in order to provide equitable delivery of recreation, health, and tourism services.
5. Apply budgeting principles and techniques to developing and managing operational budgets of RHT organizations.
6. Describe barriers to effective communications and strategies for communicating in a multicultural society.

REQUIRED TEXT: Class notes (in .pdf format) will be sent via e-mail prior to the start of each unit

EVALUATION:

Requirements

1. Assignments (6 @ 30 points each);
2. Unscheduled, in-class assignment (1 @ 20 points)
3. Professional Dress/Conduct (up to 25 points)
4. Midterm Exam (125 points) [Scheduled for Tuesday, October 6, 2009 (1:30 – 2:45 p.m.)]
5. Final Exam (150 points) [Scheduled for Thursday, December 17, 2009 (1:30 - 4:30 p.m.)]
6. Attendance (more than 2 unexcused absences will result in an F grade [regardless of evaluation points earned]).

Exams and assignment deadlines are scheduled well in advance and should be given appropriate priority in you work plan. Exams will not be rescheduled for individuals and assignments will not be accepted after the announced due date. Credit for any in-class assignment will be given only for participants who are in attendance (or excused). Advance notice of the in-class assignment will not be given.

Assignment Binder: All assignments must be stored in and submitted in a 1/2 inch, hard, "clear view", 3-ring binder. The binder should have an attractive cover and spine that clearly identifies its owner and the nature of its contents. The use of subject dividers is encouraged. Page protectors may be used, but only with work that has been evaluated and returned. Assignments and binders not meeting these specifications will not be accepted. Assignments submitted by e-mail will not be accepted. *Keep a backup copy of all your work.*

Attendance and punctuality is required. Extreme or habitual tardiness will also be counted as absence or result in an 'F' Grade.

Grading Scale: The following semester point accumulation scale will be used by the instructor as a guide for determining the final grade:

480 to 500 = A+
465 to 479 = A
450 to 464 = A-
430 to 449 = B+
415 to 429 = B
400 to 414 = B-
370 to 399 = C+
350 to 369 = C
300 to 349 = D
299 and below = F

COURSE OUTLINE

- I Organizing and staffing in the public, private NFP, and commercial sectors
- II Human resource management
- III Physical resource management
- IV Financial resource management
- V Time management
- VI Information management / Communications
- VII Consumer behavior

IMPORTANT DATES

Tuesday, September 1	First day of class
Tuesday, September 15	Last day to add this class. Last day to drop this class with no tuition penalty
Friday, October 2	Last day to drop this class (Tuition penalty applies)
Tuesday, October 6	Mid-term exam
Tuesday, October 13	No class meeting (Columbus Day recess)
Thursday, November 26	No class meeting (Thanksgiving recess)
Thursday, December 10	Last class meeting
Thursday, December 17	Final examination (1:30 p.m.)

Additional Information:

1. Turn off or silence all sound emitting devices before entering the classroom.
2. Make-up exams, assignments, other learning activities, or tutoring necessitated by absence from class will only be provided if the absence is excused. When tardiness or an absence is anticipated, it is the responsibility of the student to advise Dr. Brayley at a professionally appropriate time (preferably before, but no later than the scheduled end of the class period). However, notification alone does not necessarily excuse the absence. Further documentation should be offered and may be required.

3. Laptop computers may be used for note-taking and in-class topical research. Other activities during the class period (including work on projects unrelated to this class, social networking, recreational web-surfing, and personal entertainment) are distracting and professionally inappropriate.
4. Students who require special accommodations due to disabilities (documented by the Disability Support Services office), or student athletes and student government officers who have duties that occasionally conflict with the class schedule must bring this to the attention of the instructor during the first week of the semester.
5. Electronic versions of assignments will only be accepted when that form is specifically requested by the instructor.
6. Students are encouraged to discuss class or content issues with Dr. Brayley in person. A telephone conversation is the second most preferred way to deal with questions or discuss issues. All e-mail inquiries will be answered but appropriate time should be allowed for the e-mail to be received and a response formulated.
7. The George Mason University Honor Code applies to all aspects of this class.

Rubric for Evaluation Student Professionalism (PRLS 410)

Your professional conduct will be evaluated using the criteria described and discussed in the booklet "The Spirit of Professionalism". Specifically, the following will be considered:

1. Accountability and Responsibility

- Student accepts responsibility for shortcomings or failings
- Student demonstrates desire to learn from mistakes
- Student shows appropriate concern for the impact of his/her work on others in a work group

2. Punctuality and Dependability

- Student is seated and ready to take notes and participate in class discussion at 1:30 p.m.
- Student submits assignments on time or early, and has developed contingency plans for possible delays.
- Student attends all class meetings
- Student does not engage in conduct that wastes other students' time

3. Dress and Appearance

- Student is clean and well groomed
- Student is modest in dress

4. Language and Communication

- Student refrains from using profanity
- Student demonstrates attentiveness to clear and concise written and verbal communication

5. Courtesy and Respect

- Student follows appropriate classroom etiquette
- Student demonstrates appropriate deference to guests and other in positions of authority
- Student regularly practices normal social graces

6. Honest Evaluation

- Student accepts honest and fair criticism as constructive feedback
- Student uses evaluation as a step to improvement
- Student provides honest, fair, and helpful feedback to others

7. Integrity

- Student is honest
- Student takes credit only for his/her original work, and gives credit to the work of others
- Student does not hide behind excuses or rationalizations
- Student does not encourage or tolerate dishonesty in other class members