

Administration of Exercise Science

01:377:407, Sections M1, M2, M3

Semester: Fall 2023

Department of Kinesiology and Health

Rutgers University

Course Information

- Pre/co-requisites: None
- Online learning site: Canvas - <https://canvas.rutgers.edu/>
- Class Format: Asynchronous
- Class Start Date: Tuesday September 5, 2023
- Class End Date: Monday October 23, 2023
- Technology requirements for this course: Internet access, computer with audio to listen to lectures

Instructor Information

- Instructor: Dr. Nicole Nagle
- Email: nmnagle@kines.rutgers.edu
- Virtual office hours: Tuesday and Thursday 10:30am - 12:00pm
- Virtual Office Hours Time/Date Changes:
- Virtual office hours format: Virtual office hours will be held on Zoom during the above stated days and times. To schedule virtual office hours please email me at nmnagle@kines.rutgers.edu
- Canvas email will be used for all information/communication related to this course.

Required Course Materials

- There is no textbook for this course.

Course Description

- The purpose of this course is to provide students with an in-depth look at the application of managerial processes within the field of exercise science to include administrative concerns in exercise, sport, and fitness management.
- The course partially fulfills the Exercise Science Requirement for Professional Development.

Course Learning Objectives

By the conclusion of this course, student-learners will:

1. To develop an understanding of the fundamental principles of organizations, leadership, management, and administration.

2. To examine personal goals and skills, and consider a career plan to fit students' abilities.
3. To demonstrate knowledge of the principles and practices associated with the following areas of management:
4. Defining the field of Exercise Science & examination of the student as an administrator
5. Program Planning & Implementation
6. Risk Management
7. Organizational Structure
8. Facility Management
9. Personnel Management
10. Public Relations & Marketing
11. Budget & Finance
12. Program Evaluation
13. Ethics/DEI

Weekly Online Learning

- This course will optimize online learning for students by breaking down the course into weekly units that house a module. The modules will run from Monday through Sunday, unless otherwise specified (i.e. holidays or school breaks). Each week the Modules will open on Monday, except for the first day of class where Modules will open on Tuesday September 5.
- Students will access a Canvas module that will contain an overview for the module. In support of each weekly module, students will also access recorded lectures that address the pertinent points of weekly assigned text readings, participate in activities, and watch posted videos to further support learning of module topic.
- In addition to assigned readings, students will also have graded assignments that will provide students with the opportunity to learn more about the administration aspect of exercise science.
- Students will also participate in an online discussion board where they discuss topics related to the lectures and comment on the post of at least one other student.
- Finally, students will be required to complete a Final Project where they Create their own Business. This assignments builds on all of the topics and modules covered in this course and allows students to apply the knowledge that they have learned.

Communication Plan

Students should expect to hear from me through weekly announcements which will serve as a check in to update students on the topic for the upcoming week. Students

should send requests to my Rutgers e-mail at nmnagle@kines.rutgers.edu if they would like to set up a zoom or in person appointment for office hours. If a student sends a Canvas message e-mail to me, please allow up to 24 hours to respond, not including weekends. Please wait 24 hours to send a follow-up e-mail in the rare instance you have not received a response. I do my best to respond to students as soon as possible.

Grading Policy and Breakdown of Assignments and Grade Values

- This class uses a percentage-based system to calculate grades. The description of each assignment includes how many points it is worth as well as the total percentage value. Assignments are due by 11:59 PM EST on the due dates listed below unless otherwise noted.
- Assignments turned in late will receive 0 points unless the student communicates with the instructor BEFORE the due date and receives written approval for an extension.
- Concerns about a graded assignment must be brought to the instructor within seven days of receiving the grade. Assignment grades are finalized after this seven-day period.
- Grades on Canvas will be updated regularly; if you notice any discrepancies or have questions, please do not wait until the end of the semester – let your instructor know right away.

A	90-100
B+	85-89.9
B	80-84.9
C+	75-79.9
C	70-74.9
D	60-69.9
F	0-59.9

Assessments/Grading Breakdown

Assignments	55%
Final Project	30%
Final Quiz	15%
Total	100%

Assignments

Assignments (55%)

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- There are 5 assignments of varying point values that equal 55% of the course grade.
 14. Threaded Discussion - Current Health Care
 15. SWOT Analysis
 16. Interview Questions & Elevator Pitch
 17. Ethics/DEI
 18. Facility Photo

- Assignments are due as scheduled and late assignments will not be accepted. No partial credit will be given for late assignments, and a 0 will be received. Assignments are due at 11:59 pm, and any submission after this will be considered late. All papers must be typed and submitted via canvas unless otherwise indicated. For the assignment, save the file as "Lastname_AssignmentName" (e.g., Smith_WrittenAssignment.docx). Submit in Microsoft Word format (.doc or .docx). With uploading documents, you can scan them or take a picture on your phone.

19. Final Project (30%)

- Final Project - Create Your Own Business
- This assignment builds from all of the modules and topics we have studied in this course. You will develop and design your own business in the Health Care/Exercise Science field. In your role as the administrator, you will have to make critical decisions for your business such as your logo, budget, how to market your facility, employees to hire and so much more.

20. Final Quiz (15%)

21. Final Quiz
22. There is one final quiz for this course based on all lectures, videos, and assignments in the course. **The final quiz will open on Monday October 16 at 8:00 am and will**

close on Tuesday October 17 at 8:00 am. This date is subject to change. Students will have a 24 hour period to access and complete the quiz. You will have 1 hour and 20 minutes (80 minutes) to complete the quiz. The 80 minutes will commence from the time you open the quiz. You may not begin the quiz and return. To be clear- you have 80 minutes to take this quiz in a 24 hour period.

Summary of Assignments with Due Dates

Threaded Discussion	Part 1 - Friday September 8 Part 2 - Sunday September 10	10 points
SWOT Analysis	Sunday September 17	10 points
Interview Questions & Elevator Pitch	Sunday September 24	20 points
Ethics/DEI	Sunday October 1	15 points
Facility Photo	Sunday October 8	10 points
Final Quiz	Opens Monday October 16 Closes Tuesday October 17	25 points
Final Project - Create Your Own Business	Sunday March 5	50 points

Course Policies and Procedures

Academic Integrity

Students are responsible for becoming familiar with the definitions, procedures and sanctions outlined in Rutgers University Academic Integrity Policy before submitting any assignment or exam. The policy can be found at: <http://nbacademicintegrity.rutgers.edu/>

- *Rutgers University takes academic dishonesty very seriously. By enrolling in this course, you assume responsibility for familiarizing yourself with the Academic Integrity Policy and the possible penalties (including suspension and expulsion) for violating the policy. As per the policy, all suspected violations will be reported to the Office of Student Conduct. Academic dishonesty includes (but is not limited to):*
 - *Cheating*
 - *Plagiarism*
 - *Aiding others in committing a violation or allowing others to use your work*
 - *Failure to cite sources correctly*
 - *Fabrication*
 - *Using another person's ideas or words without attribution, including re-using a previous assignment Unauthorized collaboration*
 - *Sabotaging another student's work*

If you are ever in doubt, consult your instructor.

***ALL COURSE SYLLABI, ASSIGNMENTS, AND MATERIALS ARE COPYRIGHTED PROPERTY AND PROPRIETARY INFORMATION. THE SHARING OF MATERIALS WITH OTHER STUDENTS IN ANY MANNER, INCLUDING BUT NOT LIMITED TO THE DISTRIBUTION BY FORMER STUDENT TO CURRENT OR FUTURE STUDENT, UPLOADING ON CHEGG, COURSE HERO, OR ANY OTHER ONLINE FORUM, OR DISTRIBUTION IN ANY MANNER IS STRICTLY PROHIBITED AND WILL RESULT IN A POTENTIAL VIOLATION OF THE UNIVERSITY'S ACADEMIC INTEGRITY POLICY.**

Plagiarism

By enrolling in this course, you are indicating implicitly that you have read, understood, and accepted Rutgers University's policies and procedures regarding academic integrity and dishonesty. Plagiarism and cheating will not be tolerated and all University policies apply. Specifically, if plagiarism or cheating is suspected, the student(s) will be asked to meet with the instructor. If the instructor concludes that an instance of plagiarism or cheating has occurred, the student(s) will be subject to an appropriate sanction or penalty outlined in Rutgers University Academic Integrity Policy.

Please note that plagiarism is using the ideas or writings of another as one's own. It varies in degree and severity. The most severe is the use of another's entire paper word-for-word. Less severe is the use of another's sentence, paragraph, or ideas without giving credit to that individual (i.e., without providing a reference).

Expectations

- Engage in class discussion boards and shout outs;
- Complete all assigned readings and assignments on time;
- Follow the honor code when completing all assignments and tests;
- Ask questions on course discussion boards or in drop-in office hours to enhance understanding of the material;
- Communicate with the instructor if you have questions pertaining to the material or the course;
- Check your email and Canvas announcements regularly to stay informed about course updates.

Email Etiquette

When emailing your instructor, please use your Rutgers e-mail address and **identify yourself by full name and course number**. Students are expected to place the course number, followed by the subject, in the subject line, use appropriate e-mail etiquette, and maintain reasonable expectations for instructor responses. The instructor will respond to student emails within 1 business day.

Make-up Policy

No make-ups or extensions will be offered for missed assignments except in one of the following situations, provided that the instructor is notified in advance (when possible):

- Athletic or other Rutgers sponsored trips: Travel dates and times accompanied by a signed memo from the group’s advisor/coach must be presented to the instructor prior to travel dates;
- Religious observances; and
- Extenuating circumstances: This includes (but is not limited to) family emergencies, severe illnesses, accidents, etc. It will be up to the prerogative of the instructor whether or not the student will be allowed to take the make-up or receive an extension.

Diversity & Inclusion

The Department of Kinesiology and Health supports an inclusive learning environment wherein diversity and authenticity are valued. We are committed to creating a culture of equality that respects the diverse voices of our students, faculty and staff. We will continuously strive to create a curriculum and academic environment to reflect the community we serve, and drive innovation, social responsibility, and excellence. Our diversity in thought, skill, and academic discipline is a resource and strength, which stands to benefit the whole and positively contribute to University and global reach.

UNIVERSITY SERVICES

Although many of these offices remain closed to in-person visits, all remain accessible virtually. We encourage students to continue to use these resources during this semester of remote learning.

Student Success Essentials	https://success.rutgers.edu
Student Support Services	https://www.rutgers.edu/academics/student-support
The Learning Centers	https://rlc.rutgers.edu/
Rutgers Libraries	https://www.libraries.rutgers.edu/
Bias Incident Reporting	https://studentaffairs.rutgers.edu/bias-incident-reporting
Office of Veteran and Military Programs and Services	https://veterans.rutgers.edu
Student Health Services	http://health.rutgers.edu/
Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Services (CAPS)	http://health.rutgers.edu/medical-counseling-services/counseling/
Office for Violence Prevention and Victim Assistance	www.vpva.rutgers.edu/

Course Overview

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1	Module 1 - Administration & Leadership	9/5/23	Threaded Discussion *2 parts due*	Part 1 9/8/23 at 11:59pm Part 2 9/10/23 at 11:59pm
2	Module 2 - Program Planning & Organizational Management	9/11/23	SWOT Analysis	9/17/23 at 11:59pm
3	Module 3 - Interviewing & Personnel Management	9/18/23	Interview Questions & Elevator Pitch	9/24/23 at 11:59pm
4	Module 4 - Risk Management, QA and Ethics/ DEI	9/25/23	Ethics/DEI	10/1/23 at 11:59pm
5	Module 5 - Facility Planning & Finance	10/2/23	Facility Photo	10/8/23 at 11:59pm
6	Module 6 - Health Care Marketing	10/9/23		
7	Module 7 - Final Quiz Final Project	Final Quiz Opens 10/16/23 at 8:00am Final Project Opens 9/11/23 at 8:00am	Final Quiz Final Project - Create your own Business	Final Quiz Closes 10/17/23at 8:00am Final Project Due 10/22/23 at 11:59pm