

## Administration of Exercise Science

01:377:407

Semester: Fall 2023

Department of Kinesiology and Health

Rutgers University

### Course Information

- Pre/co-requisites: None
- Online learning site: Canvas - <https://canvas.rutgers.edu/>
- Online format: Asynchronous
- Class lectures will be provided using PowerPoint and YouTube Videos.
- Technology requirements for this course: No extra technology is required other than a computer to complete assignments, read lectures and watch videos.

### Instructor Information

- Instructor: Professor Joanne Hunt
- Email: [jghunt@kines.rutgers.edu](mailto:jghunt@kines.rutgers.edu)
- Virtual office hours: By arrangement
- 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:
  - a. Defining the field of Exercise Science & examination of the student as an administrator
  - b. Program Planning & Implementation
  - c. Risk Management
  - d. Organizational Structure

- e. Facility Management
- f. Personnel Management
- g. Public Relations & Marketing
- h. Budget & Finance
- i. Program Evaluation
- j. Ethics/Bio-Ethics

### **Online Learning**

Online learning uses technology to facilitate learning but requires students to have disciplined work habits and effective time management skills. Students are expected to actively participate by logging in frequently, completing all assigned lectures, videos, and readings, and by responding fully to threaded discussion topics.

The CANVAS course schedule is very detailed, and students must progress through the modules which are opened weekly. Lectures and course materials are uploaded and organized within the MODULES tab. Each module has an “Overview & Activities” tab to provide clarity and weekly expectations. It is the student’s responsibility to be aware of all dates and deadlines- no excuse will be accepted for missed assignments. Be aware that assignments close at 11:59 pm on the assigned dates. Submitting work at the last minute or hour is not recommended as late submissions will not be accepted.

As we progress through the semester, any updates or modifications will be communicated through CANVAS announcements. Students can adjust their CANVAS account notifications to set their own preference options: <https://community.canvaslms.com/docs/DOC-10624-how-do-i-set-my-canvas-notification-preferences-as-a-student>.

### **Grading Policy**

- This is a senior capstone. It is expected that you will keep up with course assignments, read all directions and information as well as announcements and submit your work on time. This is the professionalism and maturity expected of seniors.
- 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 percent value. Assignments are due by 11:59 PM 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 approval of 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

### **Assignments**

#### **Assignments (55%)**

- k. There are 5 assignments of varying point values that equal 50% of the course grade.
  1. Threaded Discussion - Current Health Care - 10 points
  2. SWOT Analysis - 10 points
  3. Interview Questions & Elevator Pitch - 20 points
  4. Ethics - 15 points
  5. Facility Photo - 10 points

Assignments are due as scheduled and late assignments will not be accepted. No partial credit will be given for late assignments, and a 0 score will be issued. Assignments are due at 11:59 pm, and any submission after this time will be considered late. All papers must be typed and submitted via canvas unless otherwise indicated. For each assignment, save the file as: "Lastname\_AssignmentName" (e.g.,

Smith\_WrittenAssignment.docx). Submit in Microsoft Word format (.doc or docx). When uploading documents, you can either scan them or take a picture on your phone. Do not submit assignments on the Canvas app, only via the website. Always check for confirmation that the assignment has been uploaded. Do not wait until the last minute to avoid uploading issues, especially with large files and photos.

**Final Project (30%)**

Final Project - Create Your Own Business - 50 points

This assignment builds from all 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.

**Final Test (15%)**

Final Test - 25 points

There is one final test for this course based on all lectures, videos, and assignments in the course. You will have 1 hour and 20 minutes (80 minutes) to complete the test. The 80 minutes will commence from the time you open the test. You may not begin the exam and return. To be clear- you have 80 minutes to take this test in a 24-hour period.

<b>Summary of Assignments</b>		<b><i>Points</i></b>
Threaded Discussion		10 points
SWOT Analysis	55%	10 points
Interview Questions & Elevator Pitch		20 points
Ethics		15 points
Facility Photo		10 points
Final Test	15%	25 points
Final Project - Create Your Own Business	30%	50 points

## **Course Policies & 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/home/academic-integrity-policy/>
- All students should conduct themselves with the highest standards of academic honesty. Examples of academic dishonesty include copying others' written work, not citing sources, and submitting the same assignments/papers multiple times in different courses. All incidences of questionable academic integrity are a serious matter and may result in a no grade (0.0) for the assignment or course. Academic dishonesty will not be tolerated and will be treated in accordance with Rutgers University Academic Integrity Policy.

### *Expectations*

- Engage with all online class material
- Complete all assigned readings and assignments on time
- Actively participate in all class activities, including online
- Follow the honor code when completing all quizzes, and exams
- Ask questions 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 class 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 1-2 business days.

### *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).*

#### *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**:
  - 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
  - Religious
  - Extenuating circumstances: This includes (but is not limited to) family emergencies, severe illnesses, accidents, It will be up to the prerogative of the instructor whether 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.

## Course Summary

<b>WEEK</b>	<b><i>COURSE OVERVIEW</i></b>	<b>SEE CANVAS FOR MODULE OPEN DATES</b>	<b><i>ASSIGNMENT</i></b>	<b>SEE CANVAS FOR MODULE DUE DATES</b>
1	Module 1 - Administration & Leadership		Threaded Discussion *2 parts due*	
2	Module 2 - Program Planning & Organizational Management		SWOT Analysis	
3	Module 3 - Interviewing & Personnel Management		Interview Questions & Elevator Pitch	
4	Module 4 - Risk Management, QA, and Ethics		Ethics	
5	Module 5 - Facility Planning & Finance		Facility Photo	
6	Module 6 - Health Care Marketing			
7	Module 7 - Final Test Final Project		Final Test  Final Project - Create your own Business	

## University Services

<p>Student Accommodations</p>	<p>If you are a student in need of accommodations, please register with the <b>Office of Disability Services</b> to initiate the accommodations process. Please present your letter of accommodation to your instructor during the first week of the semester. Please note that accommodations are not retroactive.</p>	<p>(848) 445-6800          Lucy Stone Hall, Suite A 145,          Livingston Campus,          54 Joyce Kilmer Avenue,          Piscataway, NJ 08854  <a href="https://ods.rutgers.edu/">https://ods.rutgers.edu/</a></p>
<p>Just In Case Web App</p>	<p>Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD.</p>	<p><a href="http://codu.co/cee05e">http://codu.co/cee05e</a></p>
<p>Counseling, ADAP &amp; Psychiatric Services (CAPS)</p>	<p>CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professionals within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.</p>	<p>(848) 932-7884          17 Senior Street,          New Brunswick, NJ 08901  <a href="http://www.rhscaps.rutgers.edu/">www.rhscaps.rutgers.edu/</a>          Medical Services:  <a href="http://health.rutgers.edu/medical-counseling-services/medical/">http://health.rutgers.edu/medical-counseling-services/medical/</a>          Counseling Services:  <a href="http://health.rutgers.edu/medical-counseling-services/counseling/">http://health.rutgers.edu/medical-counseling-services/counseling/</a></p>



<p>Violence Prevention &amp; Victim Assistance (VPVA)</p>	<p>The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling, and advocacy for victims of sexual and relationship violence and stalking to students, staff, and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.</p>	<p>(848) 932-1181  3 Bartlett Street  New Brunswick, NJ 08901  <a href="http://www.vpva.rutgers.edu/">www.vpva.rutgers.edu/</a></p>
<p>Academic Support</p>	<p>School of Arts and Sciences Academic Advising for personal, career, and educational goals.</p> <p>Department of Kinesiology &amp; Health Academic Advising for questions about Exercise Science or Sport Management major/minor requirements.</p>	<p>SAS:  <a href="https://sasundergrad.rutgers.edu/">https://sasundergrad.rutgers.edu/</a></p> <p>Dept. of Kinesiology &amp; Health:  Lin Williams &amp; Becky Demarco  Loree Gym  Email:  <a href="https://kines.rutgers.edu/academics/academic-advising">https://kines.rutgers.edu/academics/academic-advising</a></p>