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Virtual Office Hours: Mon & Wed 10am-1pm & Other Times Available by Appointment

*all office hours will be done via webex/phone only due to Covid19

Course: RP 4013 Recreation and Park Administration

CRN 71782 (3 Credit Hours)

Fall 2020 - August 19 to December 8, 2020

Tuesday & Thursday - 9:30am-10:50am

Room: 332 Ross Pendergraft Library

Course Description

A study of the administrative process of planning, organizing, staffing, directing, evaluating, budgeting, and coordinating of recreation and park agencies.

Required Textbook

Managing Recreation, Parks, and Leisure Services, 4th ed. - ISBN 978-1-57167-744-0

Author(s) Christopher R. Edginton, Susan D. Hudson, Samuel V. Lankford, Dale Larsen

Student Learning Outcomes

1. Students graduating from the program shall demonstrate the following entry-level knowledge:
 - a) the nature and scope of the relevant park, recreation, tourism or related professions and their associated industries;
 - b) techniques and processes used by professionals and workers in those industries;
 - and c) the foundations of the profession in history, science, and philosophy.
 (COAPRT 7.01)
2. Students graduating from the program shall be able to demonstrate entry-level knowledge about operations and strategic management/administration in parks, recreation, tourism and/or related professions. (COAPRT 7.03)

SLO's Addressed	Assessment Measures	Use of the Information
1	Quizzes, Course Project, & Discussion	Preparation for senior internship. To ensure students are competent in parks operation and processes before graduation.
2	Quizzes, Course Project, Final Exam, & Discussion	Preparation for senior internship. To ensure students are competent in parks operation and processes before graduation.

Disability Services

Arkansas Tech University values diversity and inclusion and is committed to a climate of mutual respect and full participation of all students. My goal is to create a learning environment that is useable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or prevent an accurate assessment of your achievement, please meet with me privately to discuss your needs and concerns. You may also contact the Office of Disability Services, located in Doc Bryan Student Center, Suite 141,

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or visit their website at <https://www.atu.edu/disabilities/index.php> in order to initiate a request for accommodations.

Last Day to Drop Course

Students are encouraged to visit <https://www.atu.edu/registrar/calendar.php> for updated dates and conditions related to dropping any ATU course.

Academic Integrity

Students are advised that ATU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at <https://www.atu.edu/academic-integrity/>.

Office of Student Success

The Office for Student Success, located at Doc Bryan Building 153, provides free assistance for all ATU students. You can visit <https://www.atu.edu/studentsuccess/> for more information.

Discrimination

Arkansas Tech University does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability in any of our practices, policies, or procedures. If you have experienced any form of discrimination or harassment, including sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the institution. If you report such an incident of misconduct to a faculty or staff member, they are required by law to notify Arkansas Tech University's Title IX Coordinator and share the basic fact of your experience. The Title IX Coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus. For more information please visit: <https://www.atu.edu/titleix/>

Email Communication

An official ATU e-mail is established for each registered student, each faculty member, and each staff member. All instructor communications will be sent via official ATU e-mail of the respective student(s), faculty, and staff. The instructor will only respond to emails from official ATU student email accounts. All emails delivered to the course instructor from nonATU email addresses will be labeled as spam/junk and thus deleted.

Student Handbook

Additional information on academic policies can be found in the 2019-2020 Arkansas Tech University Student Handbook. The handbook can be found at <https://www.atu.edu/studenthandbook/StudentHandbook-2020-ada.pdf>

Course Expectations

1. Students are expected to attend class on time and participate in discussion and classroom exercises without disruptions.
2. Plagiarism will not be tolerated. The Arkansas Tech University student handbook defines plagiarism as the following: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials

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prepared by another person or agency engaged in the selling of term papers or other academic materials. Needless to say, plagiarism is fully unacceptable at ATU and at all other universities and colleges throughout the United States and Canada. While plagiarism may seem to be a convenient method for completing a writing assignment, it can be rather inconvenient if detected, resulting in a zero grade and possibly academic suspension or expulsion. The bottom line: you must acknowledge your sources of information, whether they be direct quotations or even ideas that you use in your paper. Citation of sources also include images and graphs.

Evaluation Methods & Student Progress

The instructor shall evaluate students via exams, quizzes, projects, and overall individual participation. Please see course requirements and assignment information below for specific assignments, due dates, and course points. Students can view individual assignments grades on ATU Blackboard as they are updated. While Blackboard grades are not the official gradebook for the course, students can monitor their progress on specific aspects of the course (assignments, etc.). Official grades shall be posted in accordance with university policy.

Course Outline

The following schedule serves only as a **guide** and is subject to change.

Week	Dates	Topics
1	8/17	Introduction
2	8/24	Management & Theory
3	8/31	Policies & Procedures
4	9/7	Organizational Structure
5	9/14	Ethics
6	9/21	Leadership
7	9/28	Planning
8	10/5	Ethics & Decision Making
9	10/12	Collaboration and Cooperation
10	10/19	Human Resources
11	10/26	Fiscal Resources
12	11/2	Marketing
13	11/9	Risk Management
14	11/16	Research & Evaluation
15	11/23	Field Work
16	11/30	Finals Week

Course Assignments & Course Assignment Schedule

All assignments are due by 9:30 AM on their due date. All assignments are due in electronic format (.doc or .docx) unless otherwise noted. All assignments are graded for grammar, punctuation, language, professionalism, appearance, and must be completed using the latest APA guidelines. Late submission(s) of any assignment(s) will not be accepted.

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Federal Attendance Module

Each student shall complete the federal attendance module. Any student not completing the module will be dropped from the course. Please see Course Assignment Schedule for due dates and points available.

Syllabus Quiz

Each student shall take a quiz regarding this syllabus. The quiz will be available on blackboard and is meant to ensure you read and agree to the syllabus and can properly engage with the course content on blackboard. Please see Course Assignment Schedule for due dates and points available.

Chapter Quizzes (15)

Each student shall take a quiz regarding Chapters 1-15 of the textbook. Chapter quizzes will open at least one week prior to their due date and typically two quizzes will be due each week. Students receive only one attempt per chapter quiz, and each attempt is limited to ten minutes. The number of questions per quiz varies, depending on content. Please see Course Assignment Schedule for due dates and points available.

FEMA Emergency Management Modules (5)

Each student shall complete the modules listed below via FEMA Independent Study (<https://training.fema.gov/is/crslist.aspx>). Each student will need to create an account on FEMA's Training Website, the courses listed below are available at no cost. Each student will upload their certificate of completion for each module on blackboard. These would be great certificates to add to your portfolio. Please see Course Assignment Schedule for due dates and points available.

#	Title	Link
1	Leadership and Influence	https://training.fema.gov/is/courseoverview.aspx?code=IS-240.b
2	Decision Making and Problem Solving	https://training.fema.gov/is/courseoverview.aspx?code=IS-241.b
3	Effective Communication	https://training.fema.gov/is/courseoverview.aspx?code=IS-242.b
4	Active Shooter: What You Can Do	https://training.fema.gov/is/courseoverview.aspx?code=IS-907
5	Diversity Awareness	https://training.fema.gov/is/courseoverview.aspx?code=IS-20.20

Professional Essays (2)

Each student shall write two 800-1,000 word essays regarding administrative issues outlines below. While this is an essay meant to be framed with your opinion, this is a professional essay that requires research, citation support, and professional thought processes. Title page and reference

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page does not count toward word count. Please see Course Assignment Schedule for due dates and points available.

#	Essay Subject
1	The importance of understanding local communities/constituent's recreation needs
2	The importance of being involved in a professional organization

MidTerm Exam

Each student shall take the midterm exam of all information covered in the course. Each student is allowed two (2) attempts on the midterm exam, each attempt is capped at 60 minutes, the highest score of the two attempts is considered the final grade. The 50 questions included will vary in style (multiple choice, true/false, etc.). The test will open on 10/5 and close on 10/9 (11:30pm). Please see Course Assignment Schedule for due dates and points available.

ATU Outdoor Space Needs Assessment

Each student (in groups up to 3 people) shall complete a needs assessment with a focus group assigned by the instructor. The topic of the focus group will be a new outdoor recreation space on the ATU campus. The needs assessment document must be turned using APA writing standards (3rd person, double spaced, Times New Roman font size 12 only, etc.). A significant reduction of points will result for student not adhering to assignment requirements. Please see *Course Assignment Schedule* for due dates and points available.

Cover Page (1 page max), Title Page (1 page max), Executive Summary (250-500 words), Introduction & Background (3-5 pages), Methodology (1-2 pages), Findings & Recommendations (1 page per major finding, prioritized), Rendering (1-5 pages per recommendation), Finances/Budget (detailed budget to implement needs), Team Resumes (1 page per person), Refences, Appendices

ATU Outdoor Space Needs Assessment Poster

Each student shall develop a poster of recommendations from their respective needs assessment projects. The poster must entice interaction (make someone want to read it) and provide logical and feasible suggestions. Posters shall be submitted in electronic format on blackboard (ppt file format). Poster may be 48 wide and 36 inches tall or 36 wide or 48 inches tall. Sample posters (with correct dimensions) may be found on blackboard.

Final Exam

Each student shall take the final exam of all information covered in the course. Each student is allowed two (2) attempts on the final exam, each attempt is capped at 60 minutes, the highest score of the two attempts is considered the final grade. The 50 questions included will vary in style (multiple choice, true/false, etc.). The test will open on 11/30 and close on 12/4 (11:30pm). Please see Course Assignment Schedule for due dates and points available.

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Course Assignment Schedule				
Graded Item	Points Possible	Submission	Due Date	Linked Learning Outcome(s)
Federal Attendance Module	3	Blackboard	8/21	N/A
Syllabus Quiz	20	Blackboard	8/21	N/A
Quiz – Ch 1	10	Blackboard	9/1	1
Quiz – Ch 2	10	Blackboard	9/1	1
Quiz – Ch 3	10	Blackboard	9/8	1
Quiz – Ch 4	10	Blackboard	9/8	1
Quiz – Ch 5	10	Blackboard	9/15	1
Quiz – Ch 6	10	Blackboard	9/15	1
Quiz – Ch 7	10	Blackboard	9/22	1
Quiz – Ch 8	10	Blackboard	9/22	1
Quiz – Ch 9	10	Blackboard	9/29	1
Quiz – Ch 10	10	Blackboard	10/13	1
Quiz – Ch 11	10	Blackboard	10/13	1
Quiz – Ch 12	10	Blackboard	10/20	1
Quiz – Ch 13	10	Blackboard	10/20	1
Quiz – Ch 14	10	Blackboard	11/3	1
Quiz – Ch 15	10	Blackboard	11/3	1
FEMA 1	17	Blackboard	11/10	1
FEMA 2	20	Blackboard	11/10	1
FEMA 3	20	Blackboard	11/24	1
FEMA 4	20	Blackboard	11/24	1
FEMA 5	20	Blackboard	11/24	1
Essay 1	40	Blackboard	9/17	2
Essay 2	40	Blackboard	10/15	2
Needs Assessment Project	100	Blackboard	10/30	1, 2
Needs Assessment Poster	50	Blackboard	10/30	1, 2
MidTerm Exam	100	Blackboard	10/8	1, 2
Final Exam	100	Blackboard	12/3	1, 2

Total Points Attained	Grade Earned
630-700	A
560-629	B
490-559	C
420-489	D
0-419	F

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Grading

Grading of projects and assignments will be based on the following general principles.

A A work is superior work. It is work that provides more than what the instructor requires and shows initiative by the student. It demonstrates proper grammar, spelling, and professional report writing skills. Concepts have been presented in a professional manner.

B B work is above average work. It is work that meets the requirements of the assignment, demonstrating a good understanding of the course concepts and is well written. Concepts are presented in a professional manner with the use of proper grammar, spelling, and report writing skills.

C C work is average work. The work meets requirements of the assignment in general but has not thoroughly and or correctly applied course concepts. The work falls short of demonstrating application of concepts at a professional level using proper grammar, spelling, and report writing skills. The student needs to continue to work on some areas of the course concepts.

D D work is below average work. The work does not meet the assignment requirements. It demonstrates a need for improved understanding to interpret and apply course concepts. The work is lacking key information, is poorly organized, or demonstrates a need to work on a better understanding of course material. Students should see the instructor to discuss how the student can improve his or her work. More time needs to be spent on the study and application of course material. Additional practice and development of written and or spoken communication skills may be needed.

F F work is failing work. The work does not meet the assignment requirements. Examples of not meeting the assignment requirements include but are not limited to failure to turn in work, work that does not meet minimum length requirements, work that exhibits numerous spelling and other writing errors, reference citations that do not attempt to follow the format specified in the *Publications Manual of the American Psychological Association*, 6th ed. This grade, in general, will be reserved for work that exhibits little or no effort in its preparation.

COVID-19 Considerations

In order to help keep our ATU community safe, healthy, and to prevent the spread of COVID-19, students must follow several steps:

1. Masks must be worn by all students in public spaces, including classrooms and laboratories. Any student showing up for class without a mask will be given the opportunity to retrieve one. Entry into classrooms and laboratories without a mask will be prohibited. Please refer to the guidance from CDC as to the proper use of cloth masks (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>). Note that CDC does not recommend the use of a face shield in the place of a cloth mask (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-coverguidance.html>).

2. All students are required to participate in a daily health self-screen (<https://www.atu.edu/pandemicrecovery/student-health-screening.php>). For students commuting to campus, please complete before coming to campus. For residential students, please complete each day before leaving your residence hall. If you do not own a thermometer, please have your

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temperature taken at one of the temperature testing sites listed in the student health screening document and repeated below:

- Department of Public Safety available beginning July 6th (716 N El Paso Avenue); Monday-Friday; 8am-5pm
- Health and Wellness Center available beginning August 3rd (outdoor tent station by north entrance of Doc Bryan Student Services Center); Monday-Friday; 8am-5pm
- University Commons Clubhouse available beginning August 10th; Monday-Friday; 8am-10pm and Sunday; 5pm-10pm

3. All students must maintain at least 6 feet of distance from every person present in all instructional spaces used in this course (classrooms, laboratories, etc.).

4. Any student who tests positive for COVID-19 is asked to self-report to the ATU Health and Wellness Center by calling (479) 968-0329 or sending e-mail to hwc@atu.edu. Doing so will allow the university to communicate directly with others who might have been exposed to the virus and take any appropriate cleaning and sanitizing measures.

Students are expected to abide by the above steps in accordance with the Student Handbook section on Classroom Behavior.

For more information about ATU COVID-19 policies, please refer to the ATU Pandemic Framework (<https://www.atu.edu/pandemicrecovery/docs/Pandemic%20Framework-2020.pdf>) as well as the University's Pandemic Recovery webpage (<https://www.atu.edu/pandemicrecovery/>).