

## **Dakota College at Bottineau Course Syllabus**

Course Prefix/Number/Title: RLS 286 - Recreation Administration

Number of credits: 3 Semester Hour Credits

Course Description: This course is designed to introduce students to the administrative structure of leisure service organizations. Students will develop the ability to utilize leadership and group facilitation strategies to enhance and evaluate recreation and leisure experiences.

Pre-/Co-requisites: None

Course Objectives: It is expected that students will be able to have:

- An understanding of the general structure and framework of leisure-service agencies.
- Technical knowledge of administrative responsibilities of a manager including politics, laws and liabilities, budgets, personnel management, and public relations.
- Understanding of the concepts involved in the use of and protection of the park's resources.
- Acquired problem solving skills and ability to apply those skills in area of conflict

Instructor: Roger Mazurek

Office: Online Class

Office Hours: M-F 8am – 5pm

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Lecture/Lab Schedule: Online Class

Textbook(s): Richard G. Kraus & Joseph E. Curtis. Creative Management in Recreation, Parks, and Leisure Services. 6th ed. McGraw - Hill. ISBN: 0-07230031-0

Course Requirements: Regular participation is expected.

**Graded Assignments:** Graded assignments are given after each section in the Course Contents area of the course. The deadlines for completing assignments are posted on the course calendar.

The Assignment Drop box lists each graded assignment. The chapter titles are links to assignment instructions.

Students are to submit their work using the Assignment Drop box. Assignments must be completed using **Microsoft Word**.

**Tests:** Each section in the Course Contents is followed by a multiple choice exam that must be completed on the dates posted on the course calendar. The Self-Assessment questions will help you prepare for the exams.

Exams will typically have 15 questions and must be completed within a 30 time period. No comprehensive exam will be given.

**Deadlines:** Students are expected to abide by the deadlines listed in the course materials. Due dates are posted on the course calendar.

**Group Discussions and Communication:** Group discussion is not part of the course, but in the event communication is desired please use the Course Mail, which is easy to access in the Course Menu on your Home Page. On occasion when discussion occurs both assignment and exam scores may be

**Evaluation & Grading Method:** Grades on individual assignments and exams are calculated by dividing the points earned by the points possible.

The grade for the course is determined thus: Test Scores make up 75% of the grade, and assignments account for 25% of the grade.

**Grading Criteria:**

A = 93-100%

B = 85 - 92%

C = 78 - 84%

D = 70 - 77%

F = 69% and below

- Tentative Course Outline:
1. Managers in the Leisure-Service System
  2. Management as a Professional Discipline
  3. Key Management Roles in Leisure-Service Roles
  4. Leisure-Service Program Development
  5. Facilities Development and Maintenance
  6. Creative Fiscal Management
  7. Human Resource Management
  8. Public and Community Relations
  9. Leisure Services and the Law
  10. Evaluating Management Information Systems
  11. The Creative Manager: Facing the Future

General Education  
Goals/Objectives:  
service field.

In the 1990's many changes occurred in the leisure-

The class will help equip students for the challenges that will face them in the next century.

Once concerned almost exclusively with local public recreation and park agencies, today leisure-service field includes such other systems as non-profit youth organizations, commercial recreation businesses, therapeutic recreation services, armed forces, university campus programs, as well as a litany of other entities.

The end result of the class will help you see the positive aspects of benefits-based management strategies, which emphasize the need to achieve and document the positive outcomes of organized recreation service that have become widely accepted within all of the different leisure-service organizations in today's market.

Relationship to  
Campus Theme:

The two-year Recreation Management major prepares students for employment in a wide variety of recreation and leisure settings. The program also provides a means for graduates to become certified as an Associate Park and Recreation Professional through the National Park and Recreation Association.

Classroom Policies:

Online Class – Work needs to be completed within the designated timeline.

Academic Integrity:

Academic integrity is the core set of values and principles that is at the foundation for DSB itself. Integrity, honesty, hard work, and the determination are values that help translate personal and professional principles into behavior. It is a reflection of the students' experience here at DCB and is a measurement of the very worth of the degree in which you are pursuing.

Disabilities and  
Special Needs:

If you have any special needs please inform me, your instructor so we may address the matter. Within our abilities we will do the best to accommodate you the student.