

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

**Number of Credits:** 3 Semester Hour Credits

**Course Description:** Recreation Administration is a rapidly evolving career opportunity that no longer simply deals with public recreation and park agencies'. Today we are seeing nonprofit youth organizations like the YMCA and Boys Clubs of America, commercial recreation businesses, therapeutic recreational services, campus programs and high adventure programs to mention just a few.

Like you, thousands of individuals enter the field of leisure recreation, sports management, travel and tourism, or fitness programming each year. To help you along with your potential career path in this field, this course will expose you to the management practices in these areas of leisure-service specialization.

**Pre-/Co-requisites:** None

**Course Objectives:**

At the completion of the course students should have:

- 1) an understanding of the general structure and framework of leisure-service agencies.
- 2) technical knowledge of administrative responsibilities of a manager including politics, laws and liabilities, budgets, and personnel management and public relations.
- 3) an understanding of concepts involved in the use of and protection of the parks' resources.
- 4) acquired problem solving skills and ability to apply those skills in area of conflict.

**Instructor:** Cole Higlin

**Office:** Online Class

**Office Hours:** M-F 8 A.M. - 5 P.M.

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**Lecture/Lab Schedule:**Online Class

**Textbook:**

**Title:** Creative Management in Recreation, Parks, and Leisure Services

Author: Richard G. Kraus & Joseph E. Curtis

Publisher: McGraw Hill

Edition/Year: 6th

ISBN: 0-07230031-0

**Additional information:** none

Type: Required resource

**Course Requirements:**

**Attendance:** Regular participation is expected.

**Graded Assignments:** Graded assignments are found in the Content area of the course. Students will submit their work using the Assignment Drop Box link found on the homepage of the course. The deadlines for completing assignments are posted on the course calendar. Assignments must be completed using **Microsoft Word**.

**Tests:** Each chapter is followed by a chapter exam that must be completed on the dates posted on the course calendar. Exams will typically have 15 questions and must be completed within a 30 minute 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 ongoing discussion is encouraged with the instructor by telephone or through the use of 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 changed based on the reasoning and/or content of the debate - So, I encourage dialogue.

**Evaluation and 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:**

Grades: A = 93-100%

B = 85 - 92%

C = 78 - 84%

D = 70 - 77%

F = 69% and below Exams 75% Assignments 25%

### **Tentative Course Outline: Brief Content**

1. Managers in the Leisure-Service System
2. Management as a Professional Discipline
3. Key Management Roles in Leisure-Service Agencies
4. Leisure-Service Program Development
5. Facilities Development and Maintenance
6. Creative Fiscal Management
7. Human Resource Management
  - a. Maximizing Staff Performance
8. Public and Community Relations
  - a. Growing Use of Partnerships
9. Leisure-Services and the Law
  - a. Risk-Management Concerns
10. The Controlling Function: Evaluation, Research and Management Information Services
11. The Creative Manager: Facing the Future

### **General Education Goals and Objectives:**

For young and old, social behavioral scientists have documented the value of recreation involvement and it has turned into an industry where several hundred billions of dollars are spent each year. Critical to the success of all recreation, parks and leisure-services are managers, and through this course you will be exposed to the key elements to help you enjoy a successful career in the field.

Whether a superintendent, director, division head or CEO it will be your responsibility to coordinate and direct all agency operations. In one of these positions, your task will be to develop mission statements, identify goals, plan, organize and carry out programs as well as develop and maintain facilities. With the items as described, such functions as personnel management, fiscal operations, and public and community relations, you will be asked to provide the essential leadership for the entire leisure-service enterprise.

This class is designed to give you a realistic understanding of management in this leisure-service field in today's world. Through the understanding and professional competencies identified through the course, and through dialogue as a part of the assignments you will have a good understanding what it takes to be a successful manager in the leisure service industry.

**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 DCB 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.