Textbook Required


Krzyzewski, M. (2004). *Lead with the heart*

Course Description

This course is designed to assist the student in understanding the objectives of physical education and sport and incorporating them into a philosophy to assist in developing quality programs at the secondary school level. This course will cover all aspects of physical education and sport administration including but not limited to philosophies, leadership skills, communication skills, budget, personnel, injuries, facilities management, issues in sport, liability, athletic programs and activities.

In the management of physical education we a discuss issues related to motivation and classroom management.

We discuss issues addressing, cooperative relationships, establishing parameters for unacceptable behavior in a variety of school settings. We adapt teaching style to foster effective learning environments.

In keeping with the above course content. PEP 4350 has the following objectives educational opportunities, and course assessments

1. To allow the students to become familiar with various philosophies of physical education and sport and how they apply to administrative decisions
2. To develop leadership styles and qualities and manage a classroom efficiently
3. To understand how administration interacts with curriculum development
4. To understand and apply the implications of public laws to physical education
5. Students will be able to identify motivation tools to help them in a classroom and physical education setting
6. Students will know parameters for unacceptable behavior in a school setting specifically in the classroom and physical education arena.
Assessment:

Students will research current literature and write on the above topic in current APA format.
Students will participate in class discussions
Students will be tested on class information and will also write on current topics for a grade

7. To plan an athletic or physical education budget.
8. To fill out 2 purchase orders
9. To understand the purchasing and care of equipment

Assessment

Students will practice budgeting in class, observe physical education teachers in the field use their program monies and price physical education equipment and sport equipment from current catalogs

Students will complete a working budget for physical education

10. To become aware of and follow proper safety and liability issues as they apply to physical education and sport

Assessment

Students will be tested over issues of liability

11. To understand public relations as they apply to physical education and sport
12. To understand the special needs of athletics, intramurals and physical education in today’s changing world

Assessment

Students will participate in classroom activities that will enhance their learning of the needs of today’s public school students and their diversity

Students will be tested on their knowledge of these areas of concern
Students will also share personal experiences in class

13. To understand the interview and hiring process as it applies to physical education and coaching

Assessment

Students will listen to 3 guest speaks: a physical therapist, a strength and conditioning coach, a college volleyball coach and ask questions on classroom management, athletic teams issues, prevention and safety of injuries and major management and athletic problems.
Assessment

Read 2 leadership books
Take notes on speakers
Type 2 papers addressing these issues

COURSE REQUIREMENTS

Attendance.

Class attendance is expected. After 2 Absences reduces grade 10 points each absence

Read: The Servant

Type a two page paper. Discuss in the paper details of what you can do to become a more affective physical education teacher, coach administrator. 20 points

Read: Krzyzewski, M (2004). Lead with the Heart or 1 book from reference list

Type a two page paper. Discuss in the paper details of what you can do to become a more affective physical education teacher, coach, administrator. 20 points

Tests
4 Tests

30 points Chapters 1
20 points Chapters 2
30 points Chapter 4
25 points Communication handouts

Final 80 points

Purchase Orders

Each student will complete two purchase orders with 3 items on each purchase order
20 points

Budget Assignment

Each student will type a list of objectives for the Budget
Each student will type a One Year Budget 40 points
**Guest Speakers**

2 Guest Speakers  
Must attend class for each speaker and be on time for each speaker.  
10 points for each speaker

**Evaluation**

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
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<tbody>
<tr>
<td>The Servant</td>
<td>20 points</td>
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<tr>
<td>Lead with the Heart</td>
<td>20 points</td>
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<tr>
<td>2 Purchase Orders</td>
<td>20 points</td>
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<tr>
<td>Budget</td>
<td>40 points</td>
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<td>2 Guest Speakers</td>
<td>20 points</td>
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<td>Test 1</td>
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<td>Test 4</td>
<td>25 points</td>
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<tr>
<td>Final</td>
<td>40 points</td>
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100-96% = A  
95-90% = A-  
89-87% = B+  
86-84% = B  
83-80% = B-  
79-77% = C+  
76-74% = C  
73-70% = C-

**Accommodations for Disabilities**

Students with disabilities are encouraged to discuss their needs with the instructor, preferably during the first week of the quarter. All reasonable accommodation will be made to see that disabilities do not restrict a student’s opportunities to learn. Help is also available from the Disability Resource Center (TSC 302, Ext 7-2444).

**Students Should Be aware of the policy Concerning Behavior and Academic Honesty**

Students who feel they have been unfairly treated (in matters other than (1) discipline, (2) admission, residency, employment, traffic, and parking, which are addressed by procedures separate and independent from the student Code) may file a grievance through the channels and procedures described in the Student Code: Article VII. Grievance, pp 25-30.
Schedule

Week 1 August
Mon 25  Syllabus / Respect / Protocols/ Names
Wed 27  Principles and Philosophies of Administration  Chapter 1

Week 2 Sept
Mon 1  No Class Labor Day
Wed 3  Principles and Philosophies of Administration  Chapter 1

Week 3 Sept
Mon 8  Test 1 Understanding Organizations  Chapter 2
Wed 10  Understanding Organizations  Chapter 2

Week 4 Sept
Mon 15  Test 2 What an Administrator Does  Chapter 4
Wed 17  Management Skills and Procedures  Chapter 4

Week 5 Sept
Mon 22  Test 3 The Servant
Wed 24  The Servant  1st Book Paper Due

Week 6 Oct
Mon 29  Lead with the Heart
Wed 1  Lead with the Heart  2nd Book Paper Due

Week 7 Oct
Mon 6  Communication Skills
Wed 8  Communication Skills
Week 8 Oct
Mon 13       Test 4 Financial Management    Chapter 7
Wed 15       Financial Management        Chapter 7

Week 9 Oct
Mon 20       Purchase Orders
Wed 22       Budgets                     2 Purchase Orders DUE

Week 10
Mon 27       Budgets presentations
Wed 29       Budgets presentations

Week 11 Nov
Mon 3        Lori Olsen Physical Therapist
Wed 5        Legal Liability and Risk Management    Chapter 9

Week 12 Nov
Mon 10       Budget
Wed 12       Legal Liability and Risk Management    Chapter 9

Week 13 Nov
Mon 17       Facilities and Equipment    Chapter 10
Wed 19       Public Relations          Chapter 8

Week 14 Nov
Mon 24       Principal
Wed 26       No class / Thanksgiving Holiday
Week 15 Dec

Mon 1 Public Relations Chapter 8

Wed 3 Book Lead with the Heart

Mon Dec 8 Final
Time 7:30 - 9:20