

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism

PRLS 410-001—Administration of RHT Organizations I (3)
Spring 2011

DAY/TIME:	TR 9:00 a.m – 10:15 a.m.	LOCATION:	Occoquan Building 203
PROFESSOR:	Dr. Abena A. Aidoo	EMAIL ADDRESS:	aaidoo@gmu.edu
OFFICE LOCATION:	PW-OCC, RM. 220B	PHONE NUMBER:	703-993-9047
OFFICE HOURS:	TR 10:30 a.m.-12:30 p.m.	FAX NUMBER:	703-993-2025

PREREQUISITES

60 Credits

COURSE DESCRIPTION

Focuses on operation and management of health, fitness, and recreation services organizations. Covers management and leadership theories and techniques, problem-solving and decision making, organizational communications, design of organizational structures, and budgeting.

COURSE OBJECTIVES

At the completion of this course students should be able to:

1. Discuss management practices and principles developed and successfully used in business, industry and public agencies.
2. Discuss and be able to apply a behavioral approach to facilitating individual development within recreation, health, and tourism (RHT) organizations.
3. Identify problems affecting the management and operation of organizations and the delivery of recreation, health, and tourism services.
4. Discuss the principles of organizing, allocating and managing organizational resources in order to provide equitable delivery of recreation, health, and tourism services.
5. Apply budgeting principles and techniques to developing and managing operational budgets of RHT organizations.
6. Describe the barriers to effective communications and strategies for communicating in a multicultural society.

COURSE OVERVIEW

The content of this course will be presented through lectures, with the use of PowerPoint slides. Students will demonstrate their comprehension of the course material through in-class and take home assignments, which will be graded. Students will be expected to adhere to the guidelines listed at the end of the syllabus, and all additional policies handed out during the semester.

REQUIRED READINGS

Class notes (in .pdf format) will be sent via e-mail prior to the start of each unit.

EVALUATION

This course will be graded on a point system, with a total of 500 possible points.

Requirements	Points
Exam	
#1	100
#2	125
<i>Management Training Exercises (4) & Presentations</i>	225
<i>Professional Dress/Conduct</i>	25
<i>Participation/Attendance</i>	<u>25</u>
TOTAL	500

Grading Scale

A+ = 485–500	B+ = 435–449	C+ = 385–399	D = 300–349
A = 470–484	B = 420–434	C = 370–384	F = 0–299
A- = 450–469	B- = 400–419	C- = 350–369	

TENTATIVE COURSE SCHEDULE

Date	Topic	Assigned	Due
January 25	Introduction		
January 27	The RHT Service System		
February 1	Organizational Structure	Overview of Selected Organization	
February 3			
February 8	Managing Human Resources		Overview of Selected Organization
February 10		Organizational Structure	
February 15	No Class – Self Directed Study		
February 17	Managing Human Resources		
February 22	Review for Exam #1		
February 24	Exam # 1		
March 1	Managing Physical Resources		
March 3			Organizational Structure
March 8	Managing Financial Resources	Job Description	
March 10			
March 15	No Class – Spring Break		
March 17			

Note: Faculty reserves the right to alter the schedule as necessary.

TENTATIVE COURSE SCHEDULE

Date	Topic	Assignment	Due
March 22	Managing the Consumption Process		
March 24			Job Description
March 29	Managing Temporal Resources	The Interview	
March 31			
April 5	Managing Information Resources		
April 7			
April 12	Addressing Service Quality		
April 14	Student Presentations		The Interview
April 19			
April 21			
April 26			
April 28			
May 3			
May 5	Final class/Final Exam Review		
May 17	FINAL EXAM (#2) – In classroom – 7:30 – 10:15 p.m.		

Note: Faculty reserves the right to alter the schedule as necessary.

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- Students are expected to exhibit professional behaviors and dispositions at all times.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu>].



PRLS 410-001 ADMINISTRATION OF RHT ORGANIZATIONS I - COURSE RULES

Attendance/Participation – In order to be successful in TOUR 420, it is essential that you attend all classes. Roll will be taken before each class. When tardiness becomes habitual, or an absence occurs without prior notice given to the professor (preferably before class), an ‘F’ grade may be assigned after a written warning, if the tardiness or absence continues to a level which constitutes ‘non-participation’. In the event of an emergency you will be expected to notify the professor at your earliest opportunity. Further documentation may be required to lessen the negative impact on your grade.

Professional Dress/Conduct - As ‘management trainees’ you will be expected to conduct yourself, and dress in a professional manner. You will be graded on this using a rubric to be handed out in class.

Assignments – In this class you will have four (4) *Management Training Exercises*, two (2) *Exams* (midterm and final exam), and one (1) presentation. **ALL assignments are due at the beginning of class on the date listed on the syllabus.** All assignments received late (after the beginning of class, but before 4:30 p.m.) will be eligible for only 80% of the grade. They must be presented to Ms. Lisa Reeves in the RHT office for a time stamp before being placed in the professor’s mailbox. **No assignments** will be accepted after 4:30 p.m. on the due date. Assignments must be typed and presented in a professional manner.

Management Training Exercises – Each exercise will be handed out, and will be due, on the dates stated on the syllabus. Detailed instructions will be included with the assignment. You are expected to contact the professor if any instruction is unclear before the due date for each exercise. Deviations from the instructions provided will have negative consequences on the group grade.

Exams - The midterm and final exams must be completed on the scheduled dates. Only documented absences resulting from emergency situations will be **considered** for make-up exams. The midterm will cover lectures and discussions had prior to the review date schedule. The final exam will cover all materials presented after the midterm exam, but **might include** materials covered prior the midterm exam.

Presentation – Each of you will be expected to present the results of your 4 assignments. Detailed instructions for the presentations will be provided during the course of the semester.

Communication – All class-related communication, as well as other official communication, will be sent to your GMU e-mail address. It is your responsibility to ensure that you have enough space in your inbox to receive incoming mail. In addition, an in-person meeting is the preferred mode of communication for your professor. E-mail is the next preferred mode, but adequate time must be allowed for a response when using e-mail.

Electronic Devices – All sound-emitting devices must be **completely turned off** during class. Unless required due to **documented** disability, laptop computers may **NOT** be used during class.

Conduct in Class – In line with GMU’s mission to “[e]ncourage freedom of thought, speech, and inquiry in a tolerant, respectful academic setting that values diversity”, you will be expected to conduct yourself in a manner that shows regard for all class members. In addition, there will be no eating or drinking in class.

Inclement Weather Policy – In the event of inclement weather, you may call 703-993-1000, or check the GMU home page to determine if class will be held.

Instructor Arrival Policy – If your instructor is not in class at the beginning of class, please allow for 20 minutes before leaving.

Syllabus Change – Your professor reserves the right to amend the syllabus provided in order to enhance the overall learning experience. All changes will be communicated to you as early as possible.