RECR 400: MANAGEMENT OF RECREATION AND PARKS
CALIFORNIA STATE UNIVERSITY, CHICO
COLLEGE OF COMMUNICATION AND EDUCATION
Department of Recreation & Parks Management
Dr. Richard Gitelson rgitelson@csuchico.edu

Spring 2011 (Section 1)  Office: Yolo 184   898-5762
T/TH 11:00 – 12:15  Office hrs: Mon 2:30 to 3:30
Yolo 178  Tue 3:30 to 4:30

You must be a senior and a recreation and park management major to be enrolled
in this class and have met the following prerequisites
ENCL 130 or equivalent with grade of C- or higher, successful completion of
computer literacy requirement, RECR 200, RECR 301, and one course from RECR
220, RECR 250, or RECR 260.

EMAIL POLICY

If you need to email me, please send it to rgitelson@csuchico.edu
I do not check emails in Blackboard.

RECR400 is the Writing Proficiency (WP) course for the
Recreation Administration BS program.

COURSE DESCRIPTION
Management of parks and/or recreation operations and agencies. Legalities,
policies, practices, procedures, principles, and theory related to planning, organizing,
staffing, training, motivating, controlling, evaluating, financing, and managing resources
in parks, recreation, and leisure services.

OVERALL GOALS
1. To provide students with an overview of the roles and responsibilities of
managers in recreation, parks and leisure services agencies  (COA 8.18, 7A.02,
9A.01, 9A.03, 9C.06)
2. To provide students with the basic information and familiarity with the
fundamental principles, skills, methodology and resources to guide their actions
in management situations (COA 8.18, 7A.02, 9A.01, 9A.03, 9C.06)

You can think of almost everything in this course as helping you to answer the following
question:
How can managers in recreation, parks, hospitality, special events, TR,
tourism, and other leisure services be more effective and efficient?

COURSE OBJECTIVES
Depending on time constraints, students will be able to demonstrate skill and
understanding in the following areas:
1. How management theory and practices have evolved in the United States since the early 1900s.
2. The role of corporate social responsibility and ethics in managing in the 21st Century.
3. The importance of a diverse workforce and principles of managing a diverse workforce.
4. The principles of planning, including short term and long term planning.
5. Principles of decision making.
6. Basic principles of human resource management, i.e. supervision, assigning responsibility and authority, delegation, hiring, training, evaluation, and firing.
7. Theories of motivation and how to apply them.
8. The importance of corporate culture and its role in management.
9. The role of politics in management.
10. Legal issues, including liability and insurance.
11. Writing business letters and memos.
12. Conducting a workshop for employees.

REQUIRED TEXT

COURSE REQUIREMENTS AND GRADING
Course grades will be based on the following requirements: Points
- Participation points (includes reading assignments) 150
- Application assignment 30
- Exams (Two exams – 100 pts each) 200
  * Two research papers: (75 pts each) 150
  * Three letter assignments @ 50 pts each 150
- No-Note” workshop/presentation 50
Total points 730

*Must be completed and receive at least a “C” to receive a passing grade in the course.

Exams

There will be two exams during the semester. If you miss an exam, you may make it up during the time scheduled for the final exam. You can only make up one exam at that time. If you take both exams during the semester, you can re-take one of the semester exams during the time scheduled for the final exam. The score you get on the re-take will replace the score you got on the exam you are replacing.
regardless of whether it is higher or lower. This last option is only available if you took both exams during the semester.

Each exam will cover roughly one-half of the course material. The second exam is not cumulative.

If you took both exams and are satisfied with your grade, then you will not have to attend the Final Exam.

Assignments for class (check the assignment for directions and due dates)

The assignments for this course are posted in Blackboard in the Assignments tab. This is a very important part of the learning process for this course. There is an assignment for nearly every class and you will have to submit your assignment in Blackboard by a certain time to get credit for the assignment.

For full credit, assignments will be due by 11 PM (unless otherwise specified) the night before the class when we will discuss what is in the assignment. You will usually have up until 10 AM on the day we will discuss the assignment to turn it in for partial credit. Assignments in Vista will not be accepted after this time.

Unless otherwise specified, a hard copy of the assignment must be brought to class and handed in at the end of class. Your name must be at the top of the assignment with your section number (2-pt deduction if both not at top of assignment). Failure to turn in the hard copy for an assignment will result in a 3 1/2-point deduction from the assignment grade.

Each reading assignment is worth 10 points (total of 120 points). An additional 30 points is for taking part in class when called on or volunteering when I ask for input, and for not missing more than two classes (see attendance policy for making up for additional absences).

Bottom line: Do the assignments on time. Bring a hardcopy of the assignment to class. Attend class. Study for the exams.

How to study for exams

The questions in the assignments are your official study guide for the exams for the readings. Exams will also cover material that is covered in class. All material covered in class is considered relevant, thus, there will be no specific study guides to cover course material.

I do expect you to take good notes during class. Many students have felt they could just listen and would be able to remember the information we discuss. This does not seem to be a good strategy. If you need help, I expect you to bring your
notes from the reading, assignment or class with you when you ask for help.

If you miss class, it is your responsibility to get notes from one of your classmates. If you are in class, or miss a class, you are encouraged to see me during office hours or make an appointment to me with me to discuss any class notes or information from the readings that you are not sure about

How do I earn participation points?

You earn participation points in a number of ways.

1. First, I expect you to be prepared for each class. That means you have done the assignment for class, you have answered the study guide questions, and you have posted them to the appropriate place in Vista before the deadline.

2. The questions and your answers to the study guide questions are due no later than 11 PM the night before the appropriate class. The questions and answers can be submitted for partial credit (6 and ½ pts) up until 10 AM on the first day the reading is due to be discussed in class. No points will be awarded after that time. One time during the semester, if there is a problem that keeps you from posting the answers in Blackboard, then you may send it to me at rgitelson@csuchico.edu as an attachment. It still must meet the deadline for that assignment. Points will be deducted for incomplete work. DO NOT USE THE MAIL FUNCTION IN BLACKBOARD (WEBCT) VISTA TO POST ASSIGNMENTS as you will not get credit for assignments posted there.

3. You must bring a hard copy of the assignment, with both the questions and answers to class (unless I indicate otherwise), with your name and section at the top of the first page. YOU WILL TURN IN THE HARDCOPY of your completed assignment AT THE END OF THE CLASS. There will be a 3 ½ -pt deduction from the assignment grade if the hard copy is not turned in on time.

   a. If you are absent from a class, you must show me the hard copy of the completed assignment at the beginning of the next class you attend.

   b. Having a hard copy will enable you to participate in class, write notes on your hard copy based on class discussion, and will help you prepare for the exams.

I suggest getting a small binder and putting your assignments in the binder.

4. Participation points may be deducted for using cell phones or other electronic devices without my approval or for any other activity that is not related to the
class or which is considered disrespectful or disruptive to the class. Participation points may be deducted if you are not prepared or unwilling to take part in class activities.

5. The rest of the participation points you earn by contributing to class discussion or completing any in-class assignments. Since the periods are short, not everyone will always be able to contribute to every class. What I look for is a willingness to volunteer to contribute or to contribute if called upon in class. I expect the contribution to be appropriate and that you will respect each other’s opinions. Excessive absences will result in a reduction of the class participation total (see policy on absences).

Use of computers – computers are not allowed during class. For exceptions to this policy, please make an appointment to see me to discuss why you need to use a computer. Poor handwriting is not an acceptable reason.

It is important to respect other opinions in class, and to contribute to an appropriate learning environment. I have had students who have had great conversations during class, unfortunately, the conversations were not related to class and detracted from other student’s ability to follow what we were talking about. I reserve the right to deduct points from participation points for what I consider inappropriate behavior. If you have a question about class related topics, please ask me. I will do my best to provide an answer.

How will attendance affect my grade?

You are expected to attend each class. Class lasts for approximately 75 minutes. Each student is allowed two absences. For each class you miss after the first two absences, 5 points will be deducted from your participation grade, unless you do an acceptable research critique (guidelines will be provided to you). A hard copy of the critique must be handed in during the next class you attend after the absence. Handing in a critique does not guarantee the 5 points as it will be evaluated based on the research critique criteria.

Remember that you do not have to do this for your first two absences. There are no excused or unexcused absences. You may do the journal article critique for up to three additional missed classes. Each additional absence after the first five absences (which represents two and a half weeks of the class) will result in a deduction of 5 points from your participation grade. If you have questions about this policy, please make an appointment to see me and we can discuss your concerns.

Grades will be assigned based upon the following percentages (.5 to .9 is rounded to next highest number). The percentage is determined by dividing the points you have earned by the total available points.

- 92% - 100% = A
- 90% – 91% = A-
- 88% – 89% = B+
- 82 – 87% = B
- 80% – 81% = B-
- 78% – 79% = C+
- 72% – 77% = C
- 70 – 71% = C-
WEBCT-ASSISTED COURSE in Blackboard:
RECR 400 is a web-assisted course, which means that some course material is only available on-line via WebCT VISTA.

QUALITY OF WORK EXPECTED and GUIDELINES FOR WRITING PAPERS
It is expected that all submitted class assignments are neat, accurately referenced (if appropriate) and represent thoroughly completed work. Submit assignments in the same fashion that you would if you were submitting assignments to your future boss.

What are the guidelines for the writing assignments?

See each assignment for when it is due, how it should be formatted and how it should be submitted. You can find the assignments for this course in the Assignment folder.

Is spelling and grammar important in your assignments and papers?

Your writing is a reflection of both your professionalism (you are a senior and will soon graduate) and the amount of respect you have for the person who will read what you write for this course (me). Every computer word program has a spell and grammar checker and I expect you to use this program. Poor grammar, incorrect formatting, and spelling mistakes can be avoided. Most spelling mistakes in assignments and papers will result in a one-point deduction. Errors such as using their for there, to for too, or diary for dairy will result in a one-half point deduction.

Grammar is a little trickier to evaluate. If I were to make a mistake I would expect the grammar checker to pick it up but it doesn’t always do this? The previous sentence was an example of Word’s grammar program not picking up a mistake. There are two commas missing and there should be a period at the end and not a question mark.

I will provide a guide for grammar mistakes I will count off for in the assignments. I suggest you consider what you write initially as your first draft and that you will carefully edit this first draft before turning your assignment in to me.

What happens if you submit a regular class assignment after the grace period?

Class assignments must be pasted into the assignment in Blackboard before 11 PM on the due date to earn full credit or before 10 AM on the day the topic is to be discussed to earn partial credit.

What happens if you submit either a research paper or memo assignment after the dead line?

10% of the potential points will be deducted for each 24-hour period the writing assignment is turned in after it is due. After 10 days, the assignment must still be turned in to pass the course. All assignments are posted which allows you to plan
ahead in case of other obligations you have. You must complete all the memos and the research paper to receive a C- or higher.

Writing Assistance

As a student in the Department of Recreation and Parks Management, you have multiple resources available to you to assist you in improving your writing skills. These include:

- The Recreation Department may staff a Writing Center to assist you with becoming a better writer. If so, the Center is usually open approximately 20 hours per week. The assistant in charge is both very skilled and very approachable. The assistant will work to help you be able to identify problems in your writing on your own. If available, this should probably be your first stop for writing assistance.

- The University also has a writing center. You can see someone in person by making an appointment. Their contact information is listed on their home page, and the link is http://www.csuchico.edu/uwc/.

- The University Writing Center also offers on-line assistance, which is especially useful for people with schedule conflicts. Information from the CSUC On-Line Writing Center is listed below.

What the University Writing Center does:
- Helps student writers plan and get started on writing
- Aids student writers in understanding and responding to writing assignments in any discipline, any course
- Talks with student writers about their ideas and helps develop them
- Assists student writers in developing proofreading and editing skills
- Helps student writers become more effective writers in the long term

ACADEMIC HONESTY

Academic honesty is an issue of serious concern. I expect you to maintain a high standard of academic integrity. All work submitted, i.e. assignments, exams, papers, extra credit efforts, etc., must represent original work done by you specifically for this course. Work done by others or for by you for other courses or other purposes will not be accepted for credit. Consequences can be severe when a student does not adhere to this guideline, ranging from failure in this course to expulsion from the University and denial of a degree. Consult the "Academic Honesty" portion of the University catalog (especially the section on "Plagiarism") for details.

UNIVERSITY ADD/DROP PROCEDURES
BE SURE TO CHECK THE LAST day to add or drop classes without special permission of the instructor and the department chair. Students will need a "serious and compelling" reason after this date (see the University catalog for details) and will have to
use the Change of Program (COP) process. There will be NO adding or dropping of classes or changing of grade option after THIS DATE without a "serious and compelling" reason approved by the instructor, department chair, and college dean.

SPECIAL NEEDS:
Students with special needs or concerns are invited to meet with the instructor early in the semester to discuss possible accommodation.

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<thead>
<tr>
<th>Class and date</th>
<th>Topic</th>
<th>Assignment and due date</th>
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<tbody>
<tr>
<td>1 (1/25)</td>
<td>Intro to course</td>
<td>No assignment due</td>
</tr>
<tr>
<td>2 (1/27)</td>
<td>Chapter 1</td>
<td>Assignment 1 Due 1/26 by 11 PM</td>
</tr>
<tr>
<td>3 (2/1)</td>
<td>Interviewing for class</td>
<td>Application assignment Due 1/31 by 11 PM</td>
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<tr>
<td>4 (2/3)</td>
<td>Chapter 2</td>
<td>Assignment 2 Due 2/2 by 11 PM</td>
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<tr>
<td>5 (2/8)</td>
<td>Chapter 2</td>
<td>Letter 1 assignment Due 2/7 by 11PM</td>
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<tr>
<td>6 (2/10)</td>
<td>Chapter 3</td>
<td>Assignment 3 Due 2/9 by 11 PM</td>
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<tr>
<td>7 (2/15)</td>
<td>Continuation of 3</td>
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<tr>
<td>8 (2/17)</td>
<td>Chapter 4</td>
<td>Assignment 4 Due 2/16 by 11 PM</td>
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<td>9 (2/22)</td>
<td>Continuation of 4</td>
<td>Letter 2 Assignment Due 2/21 by 11 PM</td>
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<td>10 (2/24)</td>
<td>Chapter 7</td>
<td>Assignment 5 Due 2/23 by 11 PM</td>
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<td>11 (3/1)</td>
<td>Chapter 8</td>
<td>Assignment 6 Due 2/28 by 11 PM</td>
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<td>12 (3/3)</td>
<td>Continuation of Chapter 8</td>
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<tr>
<td>13 (3/8)</td>
<td>Meet in Library</td>
<td>Research Paper 1 Due 3/7 at 11PM</td>
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<td>14 (3/10)</td>
<td>First Exam</td>
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<td>15 (3/22)</td>
<td>Chapter 9</td>
<td>Assignment 7 Due 3/21 by 11 PM</td>
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<td>16 (3/24)</td>
<td>Chapter 12</td>
<td>Assignment 8 Due 3/23 by 11 PM</td>
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<td>17 (3/29)</td>
<td>Continuation of Chapter 12</td>
<td>Letter 3 Assignment Due 3/28 by 11 PM</td>
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<td>18 (4/5)</td>
<td>Chapter 13</td>
<td>Assignment 9 Due 4/4 by 11 PM</td>
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<td>19 (4/7)</td>
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<td>20 (4/12)</td>
<td>Chapter 17</td>
<td>Assignment 10 Due 4/11 by 11 PM</td>
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<td>21 (4/14)</td>
<td>Continuation of Chapter 17</td>
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<tr>
<td>22 (4/19)</td>
<td>PowerPoint/Presentation discussion</td>
<td>Assignment 11 Due 4/18 by 11 PM</td>
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<tr>
<td>23 (4/21)</td>
<td>Chapter 19</td>
<td>Assignment 12 Due 4/20 by 11 PM</td>
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<tr>
<td>24 (4/26)</td>
<td>Continuation of Chapter 19</td>
<td>Research Paper 2 Due 4/25 by 11PM</td>
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<tr>
<td>25 (4/28)</td>
<td>The art of negotiation/Legal issues</td>
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<tr>
<td>26 (5/3)</td>
<td>Second exam</td>
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</table>
| 27 (5/5)       | No-notes presentations due    | Presentation due 5/4 by 11 PM (for
<table>
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<tr>
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<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>28 (5/10)</td>
<td>Presentations</td>
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<tr>
<td>29 (5/12)</td>
<td>Presentations</td>
<td></td>
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<tr>
<td>May 19</td>
<td>Make up final or re-take final</td>
<td>10:00 to 11:50</td>
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everyone, regardless of presentation order