

PTRM 380 Recreation Administration & Leadership Draft Syllabus

Class Meeting Time: Fall 2015 11-12 M/F, 2-5 W

Instructor: Rick Potts
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Office Hours: TBA

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Guest Instructor: Mike Patterson (1st 2-3 weeks) **Email:** michael.patterson@umontana.edu
Office: Forestry 109 **Telephone:** 243-6614
Office Hours: T, Th 4-5 & By appointment¹

¹I enjoy meeting with students and encourage you to talk with me outside of class. The most effective way to schedule a meeting with me is to see me at the *end* of class to set up a time. You can also stop by or call the main Forestry office (Room 109, 243-5521) between 8 AM and 5 PM, the administrative assistants there can access my calendar and schedule a meeting. Calling my office number is the third most effective way. Email is not a good way to communicate with me (I try to keep up but the volume of email I get is overwhelming ...).

Course Description

The purpose of this course is to help students develop an understanding of the laws, policies, principles, and practices that shape administration in public, nonprofit, and private recreational organizations/agencies. Emphasis is placed on leadership roles of administrators, organizational structure, communication, and the accountability and evaluation of administrative actions.

Learning Goals 1: Course Content

Students successfully completing this course shall be able to demonstrate entry-level professional knowledge about leadership and management/administration in parks, recreation, tourism and/or related professions. In particular, students should gain an:

- Understanding of the principles and procedures of supervisory leadership, including interpersonal communication; group dynamics, motivation; theories of leadership, and the managing of volunteers, part-time, and seasonal staff
- Ability to implement human resource management procedures and policies, including staffing (recruitment, development, retention, separation), compensation, labor relations, ethics, personnel action, communication of benefits, and training
- Understanding of the fundamental principles and procedures of management including governance and oversight; power and politics; and organizational design and structures.
- Understanding of ethical principles and professionalism in the parks, tourism and recreation management profession.
- Understanding of the importance of maintaining professional competence and the available resources for professional development.
- Understanding the principles and practices of safety, risk management, and liability and tort related to provision and management of recreation, park, and tourism services.

Learning Goals 2: Develop/Practice Professional Analysis & Communication Skills

In two years most of you will either enter graduate school or professional employment. With this in mind, we are asking you to approach this class more as an emerging professional than as a student. Life as a professional recreation or natural resource manager is not easy. In addition to having an appropriate normative code of ethics, professionalism requires:

- an understanding of the history & nature of the legal, institutional, & socio-political systems in which the profession operates;
- familiarity w/ the current body of laws, policies, principles, technical knowledge, and practices in the field;
- **the capacity to engage in** the type of ***in-depth reflection and critical discussion*** needed to adapt existing knowledge and techniques to novel and previously unanticipated problems; and
- **the ability to explain, debate, and defend policies, theories, concepts** underlying management decisions to a variety of audiences.

The first two bulleted points are addressed through learning goals described in the course content section. The second two bullets are addressed through preparation for class, class participation, and written assignments.

- **Preparation:** To prepare for class you need to not only do each ***reading prior to class discussions***, but to be prepared to critically consider and process them before, during, and after class discussions. Rather than memorizing dates, terms, and other information, your goals should be those of a professional – to develop an understanding of the bigger picture. For example, seek to develop an understanding of the language; analytical logic; and mode of argumentation and persuasion employed by the various institutions/actors we explore.
- **Class participation:** Participation entails far more than just showing up, it requires active contribution to class discussions. Contributions can take a variety of forms – it is your opportunity to: seek clarification of points of confusion; test your understanding by trying to respond to a question raised by someone else or by offering propositions for the class to react to; draw connections between the current topic, earlier readings, or upcoming assignments; offer original insights; etc. Being able to contribute meaningfully during reflective discussions or debates is an important professional skill – utilize this class as a safe opportunity to practice and grow in this skill.
- **Exams and Written Assignments:** As a professional, it is not enough just to believe you know something. You have to be able to listen & debate, to explain, and to persuade a variety of audiences. Effective communication is an essential professional skill. The written assignments are intended not only to evaluate your understanding of the material, but also to give you the opportunity to develop and practice your communication skills. The written assignments require you to make an effective persuasive argument and to synthesize, integrate, and critically evaluate the literature we read and discuss in class. Utilize these assignments as an opportunity to practice writing to a professionally effective and credible standard.

Required Reading

Peterson, J. A and B. B. Hronek (2011) Risk Management for Park, Recreation and Leisure Services. Sixth Edition. Champaign, IL : Sagamore Publishing Inc. ISBN 978-1-57167-641-2

Robbins, S.P. (2012). Organizational Behavior (Fifteenth edition). Upper Saddle River, NJ : Prentice Hall. ISBN: 978-0132834872 or 978-0132834957

The Bookstore at the University of Montana:

<http://montana.verbacompare.com/comparison?id=2115471332>

Amazon Student (Free Two-Day Shipping for six months): [Amazon Student Sign Up Info](#)

Other readings and course materials (syllabus, assignments, grading policies, announcements, etc.) are available on the course Moodle page: [UMOnline](#). You log on using your UM **NetId** and password and must also use your official University email address.)

Additional Course Policy-Related Items

Please note, *this class is offered for traditional letter grade only*, it is not offered under the credit/no credit option.

Any student with learning disabilities or disadvantages needing special dispensation or assistance should inform the instructor immediately following the first class. *The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). If you think you may have a disability adversely affecting your academic performance, and you have not already registered with DSS, please contact DSS in Lommasson 154 or 406.243.2243. I will work with you and DSS to provide an appropriate accommodation.*

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code.

Important Dates Restricting Opportunities to Drop a Course Spring 2014:

To 15 th instructional day	Students can drop classes on Cyberbear with refund	September 21 = last day
16 th to 45 th instructional day	Drop requires form with instructor and advisor signature, a \$10 fee from registrar's office, student will receive a 'W' on transcript, no refund.	September 22 through November 2
Beginning 46 th instructional day	Students are only allowed to drop a class under very limited and unusual circumstances. Not doing well in the class, deciding you are concerned about how the class grade might affect your GPA, deciding you did not want to take the class after all, and similar reasons are not among those limited and unusual circumstances. If you want to drop the class for these sorts of reasons, make sure you do so by the end of the 45 th instructional day of the semester. Requests to drop must be signed by the instructor, advisor, and Associate Dean and a \$10 fee applies.	November 3 – December 11

See also Autumn 2015 Official Dates and Deadlines calendar.

Note Final Exam = Thursday December 17 8:00-10:00 AM

Please be respectful of others and turn your cellphones off or to vibrate during class. Not only do I find cellphones very distracting, but so do other students. I ask that you refrain from texting during class. I am happy for you to use laptop computers in class, but limit your use to class-related activities – that is, don't do general web surfing, email, Facebook or Twitter updates in class.

Professors	Office	email	phone
Norma Nickerson	Forestry 204	norma.nickerson@umontana.edu	243-2328
Jennifer Thomsen	CHCB 467	jennifer.thomsen@mso.umt.edu	243-6185
Libby Metcalf	CHCB 460A	libby.metcalf@umontana.edu	243-4844
Wayne Freimund	Forestry 109A	wayne.freimund@umontana.edu	243-5521
Keith Bosak	CHCB 464	keith.bosak@umontana.edu	243-6062
Bill Borrie	CHCB 405A	bill.borrie@umontana.edu	243-4286
Mike Patterson	Forestry 109A	michael.patterson@umontana.edu	243-6614

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Days	Time	Professor	Topic	Assignment	Evaluation summary
Wed. Sept 23	2:10-5:00	Patterson	Risk Mgmt		
				Meet at Missoula Parks and Recreation (600 Cregg Lane by 2:15). Read chapters 9 & 10	90 pts. on attendance and participation in team building
Wed. Sept. 30	2:10-6:00	Nickerson	Group Dynamics		
Friday Oct. 2	11:10	Nickerson	on-line quiz	Quiz on chpts 9 & 10	10 pts. Quiz
Mon. Oct. 5	NO CLASS				
			Job Satisfaction, job-ability fit, and factors influencing absenteeism and retention		
Wed. Oct. 7	2:10-5:00	Borrie		Chapters 3 & 5	Quiz on chpts 3 & 5
Friday Oct. 9	NO CLASS				
Mon. Oct. 12	11:10-12	Thomsen	Conflict Resolution	Chapters 13 & 14	50 pts. In class assessment
Wed. Oct. 14	2:10-4	Thomsen	Domination Power and Sexual Harassment	Chapters 13 & 14	50 pts. Moodle assessment
Friday Oct. 16	NO CLASS				
Mon. Oct. 19	11:10-12	Bosak	Leadership	Chapter 12	
Wed. Oct. 21	2:10-4	Bosak	Leadership	Chapter 12	
Friday Oct. 23	NO CLASS				
Mon. Oct. 26	11:10-12	Bosak	Leadership	Chapter 12	Quiz on Ch 12 and lecture
Wed. Oct. 28	2:10-4	Bosak	Leadership	Chapter 12	
Friday Oct. 30	NO CLASS				
Mon. Nov. 2	NO CLASS				
Wed. Nov. 4	2:10-4	Borrie	Employee motivation	Chapters 7 & 8	Quiz on Ch 7
Friday Nov. 6	11:10-12	Borrie	Employee motivation	Chapters 7 & 8	Quiz on Ch 8
Mon. Nov. 9	11:10-12	Metcalf	Resume and KSA's	KSA and resume readings (on Moodle)	
Wed. Nov. 11	NO CLASS-VETERAN'S DAY				
Friday Nov. 13	11:10-12	Metcalf	Resume and KSA's	KSA and resume readings (on Moodle)	
Mon. Nov. 16	11:10-12	Metcalf	Communication	Chapter 11	Resume
Wed. Nov. 18	2:10-3	Metcalf	Communication	Chapter 11	
Friday Nov. 20	11:10-12	Metcalf	Communication	Chapter 11	Quiz on Ch 11
Mon. Nov. 23	NO CLASS				
Wed. Nov. 25	NO CLASS-STUDENT TRAVEL DAY				

Friday Nov. 27	NO CLASS-THANKSGIVING HOLIDAY			
Mon. Nov. 30	NO CLASS			
Wed. Dec. 2	2:10-5:00	Freimund	Equity in Providing Recreating Opportunities	Chapter 15
Friday Dec. 4	NO CLASS			
Mon. Dec. 7	NO CLASS			
Wed. Dec. 9	2:10-5:00	Freimund	How to Become a Learning Organization and Practice Adaptive Mngmnt	Chapter 16
Friday Dec. 11	NO CLASS			
Thur. Dec. 17	NO EXAM			