

Sample syllabus

Note that this syllabus is from an earlier semester. The current syllabus may differ in all areas except the course description and course objectives.

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism
HEAL 323 – Program Leadership and Evaluation (3)
Spring 2006

DAY/TIME: TR 9:00 – 10:15 a.m. LOCATION: 302 Occoquan
INSTRUCTOR: Luellen Hoffman EMAIL: _____
OFFICE HOURS: By appointment PH: 703-731-8003

PREREQUISITES

PRLS 310

REQUIRED TEXT BOOK:

Programming for Parks, Recreation, and Leisure Services: A Servant Leadership Approach. 2nd Edition by Debra J. Jordan, Re.D., Donald G. DeGraaf, Ph.D. and Kathy H. DeGraaf. Venture Publishing, Inc.

COURSE DESCRIPTION

This course will focus on the planning, implementation and evaluation of health education, fitness and recreation resources programs. Students will utilize computer technology while studying the essential components of program administration.

COURSE OBJECTIVES

At the completion of this course and in conjunction with what you studied in PRLS 310, you should be able to:

1. complete a plan and design for a health, fitness or recreation program
2. determine schedules for health, fitness and recreation programs
3. create promotional marketing materials for programs
4. set up and analyze a budget and determine pricing for programs
5. implement programs, including appropriate qualitative and quantitative evaluation
6. critically analyze your own and other programs on the levels of success
7. demonstrate effective leadership and group processing skills while meeting deadlines

TENTATIVE DAILY SCHEDULE

DATE	TOPIC/ACTIVITY	CHAPTER
T 1/24	Syllabus Presentation, Introduction, Servant Leadership	1
R 1/26	Servant Leadership and <i>Guest Speaker</i>	1
T 1/31	Planning, Program Design (Needs Assessment)	4 & 5
R 2/2	Program for People - Age Groups	6
T 2/7	Planning, Program Design	7
R 2/9	Program Plan & Design Due	7
T 2/14	Innovation and Idea Development (Brainstorming)	8
R 2/16	Program Promotion (Factors to Consider)	9
T 2/21	Program Promotion Due	9
R 2/23	Program Budget and Pricing (Step 1,2,3,4,5)	10
T 2/28	Program Budget and Pricing (Step 6,7,8,9)	10
R 3/2	Registration Process (Special Needs – ADA)	11
T 3/7	Program Evaluation	12
R 3/9	Program Pricing Due, (<i>Self Grade in Class</i>)	
T 3/14	Spring Break	
R 3/16	Spring Break	
T 3/21	Data Analysis, Team Time, <i>Midterm Review</i>	13
R 3/23	Mid Term Exam	
T 3/28	Pre Program Tasks (Inventory of Supplies)	
R 3/30	Pre Program Evaluation Tool Due	
T 4/4	Final Program Evaluation & Program Schedule	
R 4/6	Pre Program Tasks (Security & Safety Issues)	
S 4/8	6th Annual Spring “Egg”Stravaganza (1:00 – 4:00 p.m.) <i>Students need to arrive no later than 12:00 noon for set-up</i>	
T 4/11	Post Event Review (Budget Review)	
R 4/13	Make Up Day (no class)	
T 4/18	Post Program Analysis Due, Data Analysis, Team Time	13
R 4/20	Data Analysis, Team Time	13
T 4/24	Make Up Day (no class)	
R 4/27	Program Final Project Due, Post Program Class Presentations	
T 5/2	Post Program Class Presentations	
R 5/4	Post Program Class Presentations <i>Final Exam Review</i>	
T 5/16	Final Exam (Time: 7:30 a.m. – 10:15 a.m.)	

CLASS POLICIES

1. **Attendance** – Regular attendance is essential to your success in HEAL 323. Attendance will be taken at the beginning of every class. Please be aware that arriving late to class is highly distracting. Be sure to let me know, after class, if you came in late so that you will not be counted as absent. Leaving class is also distracting. In this case, you should notify me prior to the beginning of class that you will be leaving early.
2. **Homework/ In-Class Activities**- Throughout the semester, you will regularly complete homework and in-class activities. No homework or in-class activities will be accepted late; no homework or in-class activity can be made up.
3. **Late Policy for Other Assignments** – Other assignments (outside of homework and in-class activities) that are handed in late will receive **half credit**. A late assignment is any assignment (from the list below) that is not handed in during class time on its assigned due date. Assignments eligible for half credit if handed in/completed within one week of the due date include:
 - Program Plan and Design
 - Program Promotion
 - Program Pricing
 - Program Evaluation Tool
 - Final Project – 6th Annual Spring “Egg” Stravaganza
 - Post Program Analysis
 - Post Program Final Project - Class Presentation

Important Note: After one week past the assigned due date, no credit can be earned on the above assignments. In order for the midterm or final to be completed outside of the scheduled time, you must have documentation for missing the assigned day.

4. **Instructor Arrival Policy** – If you instructor is not in the classroom by 9:00 a.m., please wait 15 minutes before leaving.

HEAL 323 GRADING SYSTEM

<u>Assignment</u>	<u>Grade</u>	<u>Weight</u>	<u>Points</u>	<u>Due Date</u>
Program Plan & Design		10%		R 2/9
Program Promotion		5%		R 2/21
Program Pricing		5%		R 3/9
Mid Term Exam		15%		R 3/23
Event Staging		15%		S 4/8
Post Program Analysis		10%		T 4/18
Final Project		15%		R 4/27
Post Program Class Presentation		5%		R 5/4
In Class Activities & Homework		10%		as assigned
Final Exam		10%		T 5/16
Total		100%		

To earn an:	Total points you must earn
A +	97 to 100
A	94 to 96
A -	90 to 93
B+	87 to 89
B+	84 to 86
B -	80 to 83
C+	77 to 79
C	74 to 76
C -	70 to 73
D	60 to 69
F	59 or lower

Note: Your percentage scores on each of your assignments will be weighted to reflect the above grading system. Do not attempt to computer your scores through using strict percentages, as this will be a misrepresentation of your grade. If you are uncertain as how to weight your percentage grades, let me know. You can use the table above to help you keep track of your grades.



- ❖ All students are held to the standards of the George Mason University Honor Code [See <http://www.gmu.edu/catalog/apolicies/#Anchor12>]
- ❖ University policy states that all sound emitting devices shall be turned off during class unless otherwise authorized by the professor
- ❖ Students with disabilities who seek accommodations in a course must be registered with the Disability Resource Center (DRC) and inform the instructor, in writing, at the beginning of the semester [See www.gmu.edu/student/drc]
- ❖ For additional School of Recreation, Health, and Tourism information, please visit the website at <http://rht.gmu.edu>