

RECR 200: Recreation and Sport Management Technology

31529 - 3 credit hours

Fall, 2019

ONLINE

Instructor: Jennifer Livengood, Ph.D.

Email: jlivengo@gmail.com (quicker response)

or jlivengo@shepherd.edu

Campus Office: I do not have a campus office – I live in Boston

Email and Gchat office hours: By appointment only; however, I can usually be reached by email on weekday evenings after 7:00 pm to set up a Gchat meeting

Course Format: 100% Online with specific due dates

Course Prerequisites: None

Required Texts/Materials:

- Course website: www.jenniferlivengood.com/technology
- No required course texts
- Weekly videos, articles, and websites will be posted on the course website and Sakai

Course Requirements, Website, and Tools:

You must have access to Sakai, Shepherd email, and the course website to be successful in this course.

- **Assignments and Assignment Submission:** Sakai – Please note, assignments will ONLY be accepted over Sakai. Emailed assignments will not be accepted.
- **Syllabus:** Sakai and course website
- **Readings:** Course website
- **Announcements:** Sakai and email

Course Description:

This class will examine the implication of information technology on the recreation and sport management business and how to manage information technology resources within a company to maximize operation efficiency and productivity. Students will learn to be information technology professionals in the industry who can manage, develop, and lead organizational information systems based on the integration of core business concepts and ever-changing knowledge about information and technology.

Course Format:

- RECR 200 is online. There are **no** required meeting times **nor** will we meet in a physical location on campus. Assignments **will** have specific due dates.

Professional Standards:

- National Recreation and Parks Association (NRPA-COAPRT)
- North American Society for Sport Management (NASSM/NASPE)

Recreation and Leisure Studies Program Learning Outcomes

1. Students shall demonstrate entry-level knowledge of the histories, philosophies, and various professions associated with Recreation and Leisure. (7.01 – COAPRT Standard).
2. Students will demonstrate an understanding of current issues and trends in the Recreation and Leisure Services discipline (7.01).
3. Students will demonstrate an understanding of the concepts of inclusion and diversity in the recreation, leisure, and sport industry (7.02).
4. Students will possess the ability to design, plan, implement, and evaluate a variety of programs and

activities in fields of recreation, sport, outdoor recreation and/or therapeutic Recreation (7.02).

5. Seniors will demonstrate an understanding of programmatic and facility management/administration in recreation, leisure, and sport (7.03)
6. Students will effectively identify and demonstrate leadership qualities needed in the Recreation and Leisure Studies work place (7.03).
7. Graduates will successfully complete an intensive internship receiving favorable feedback in the areas of professionalism, programming, and management (7.04).

LEAP Goals:

- This course addresses LEAP Goal No.2: Intellectual and Practical Skills throughout the Curriculum
 - o Learning Outcomes
 - This course addresses the following learning outcomes/competencies
 - Critical Thinking
 - Creative Thinking
 - Oral Communication
 - Written Communication
 - Problem Solving:
 - Students in this course will be assessed on their ability to:
 - Synthesize and communicate the basic components of a personal computer and how to maintain their personal computer
 - Demonstrate the ability to operate a web browser, complete an internet search, and provide a basic understanding of APA formatting
 - Render an overall understanding of various computer applications and software pertaining to the Recreation and Sport fields
 - Demonstrate the ability to determine the proper software resources used to complete specific tasks (including-but not limited to word, excel, access, PPT, publisher, and Expressions).
 - Demonstrate an ability to think creatively through projects associated with PPT and publisher.
 - Demonstrate the use of software resources to market a recreation program.
 - Demonstrate the ability to design and create a web based portfolio
 - o (For definitions of the above competencies please link to the following: http://www.shepherd.edu/employees/senate/general_studies/framework.pdf)

GRADING SCALE

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
< 60%	F

Course Calendar:

Weeks Start on **Monday** and end on **Sunday**

Week 1: August 26 - September 1

Week 2: September 3 - September 8 (September 2 - Labor Day)

Week 3: September 9 - September 15

Week 4: September 16 - September 22

Week 5: September 23 - September 29

Week 6: September 30 - October 6

Week 7: October 7 - October 13

Week 8: October 14 - October 20

Week 9: October 21 - October 27

Week 10: October 28 - November 3

Week 11: November 4 - November 10

Week 12: November 11 - November 17

Week 13: November 18 - November 24 (Thanksgiving Week)

Week 14: November 25 - December 2

Week 15: December 2 - December 8

Week 16: December 9 - December 15 (Finals Week)

Course Assignments

All assignments and quizzes are evaluated out of 100 points. The percentage counted toward your final grade is listed in the title of the assignments below.

	Topic	Assignment Due	%	DUE
Week 1	Welcome and getting oriented to the class.	Get a Google Account & Introduce Yourself	5%	Beginning of Week 2: Sep 3
Week 2	Computers 101	<i>No assignment</i>	-	-
Week 3	Computers 101, Part II	How The Internet Works	10%	End of Week 3: Sept 15
Week 4	Computers 101, Part III	Technology Security	10%	End of Week 4: Sept 22
Week 5	Google Drive and Related Apps	Google Drive Project	10%	End of Week 5: Sep 29
Week 6	Recording Videos	InstructionalVideo	10%	End of Week 6: Oct 6
Week 7	Microsoft Word Basics	Microsoft Word	5%	End of Week 7: Oct 13
Week 8	PowerPoint Basics	PowerPoint	5%	End of Week 8: Oct 20
Week 9	Excel Basics	Excel	5%	End of Week 9: Oct 27
Week 10	Publisher Basics	Publisher	5%	End of Week 10: Nov 3
Week 11	HTML and CSS	<i>No assignment</i>	-	-
Week 12	HTML and CSS	Coding HTML	5%	End of Week 12: Nov 17

Week 13	Turkey	Thanksgiving Week (no assignment)	-	-
Week 14	HTML and CSS	Coding HTML, II	10%	End of Week 14: Dec 1
Week 15	Final Project Work Week		-	-
Week 16	Finals	HTML and CSS Project	20%	Date and times will be announced on Sakai
		Total	100 %	

Shepherd University Policies & Procedures

RAVE ALERT:

Students are encouraged to sign up for “RAVE alerts” (<http://www.shepherd.edu/university/rave/>) in order to be informed of campus closures. Also, students are encouraged to check the Shepherd website for additional information (<http://www.shepherd.edu/>).

Disability Support Services:

Disability Support Services at Shepherd University believes that every student should succeed, and works closely with students to meet their needs. Students requesting any disability related accommodation should contact the Disability Coordinator at 304-876-5122. This includes students with learning disabilities needing classroom accommodations, students requesting specific housing accommodations for health-related reasons, and all other disability accommodations. Accommodations need to be documented and provided to instructors. Please see <http://www.shepherd.edu/disability/dss-services> for more information.

Free Tutoring:

Free Tutoring! Any Course! “Take advantage of a free personal trainer for the mind!” Visit the Academic Support Center in Library 103: www.shepherd.edu/ascweb; 876-5221; 8:00 – 4:30

Academic Integrity:

Each student in this course is expected to abide by the Shepherd University Academic Integrity Procedures found in the **Shepherd University Student Handbook** (<http://www.shepherd.edu/students/studenthandbook.pdf>).

Course/Departmental Policies/Guidelines of Professionalism

- All assignments **must** be submitted over Sakai. Assignments submitted over email run the risk of getting lost. If you submit your assignment over email you must accept the risks that the assignment may become lost, resulting in a zero.
- Lack of access to Sakai, the Internet, or a computer will not be accepted as an excuse for non-submission of assignments.
- Students must become familiar with how to submit assignments on Sakai prior to the assignment due date. Technological issues must be addressed prior to the assignment due date.
- All assignments are due by 11:59PM, Eastern Time on the date and time indicated by the instructor.
- Lack of awareness of an assignment will not be accepted as an excuse for not submitting an assignment.
- Always keep a backup copy of your assignment. For example, if you keep your file on a hard drive, also keep a copy on a separate disk.
- Keep records of all of your submissions.

- If students have a question regarding the grading of a particular assignment, it is your responsibility to discuss the matter with me in a timely manner. Specifically, it is your responsibility to contact me and discuss the assignment within one week of receiving the grade. After this one-week period, no grade adjustments will be made.
- If you receive a zero after submitting an assignment on time then I most likely did not receive your assignment. Please contact me within one week of the posted grade if this happens.

Attendance Policy

- This is an online course; therefore, the attendance in this course is different than a face-to-face course. Since there are no meeting times, submitting assignments, logging into Sakai, and participating in required activities are similar to attendance. I am able to see your login times and analytics related to Sakai and if you are not submitting assignments, doing activities, or logging in to Sakai then it is similar to not attending this course.

Electronic Device Policy

- The HPERS department has an electronics policy; however, due to the nature of this course, it does not apply because we do not have face-to-face sessions where you are in a shared physical class space. You can use your electronic devices if they are applicable to the specific assignment for this class.
- I would like to caution using your phone to email me for the class. If you're sending an email it is very easy to send an unprofessional email or using voice-to-text may send a word or series of words that you did not intend to send, which will lead to a very uncomfortable conversation. Please use caution when using your cell phone to send emails and check them for professionalism and misspellings.

Assignment Guidelines:

- Written assignments must meet the following criteria: be word –processed, use good grammar and contain no spelling errors. Further, unless specified otherwise, all papers should (a) follow APA style, (b) have pages numbered (put in either header or footer), (c) have student's full name and the course number at top of each page (put in header), (d) have 1-inch margins, (e) be done in a simple font (e.g., Times New Roman, Courier) in size 12 points, and (f) be double spaced. Also, see Sakai and the instructor's web page for writing helps.
- Students are encouraged to use **Academic Support Center @ Shepherd University** as they plan, write, and edit their papers. To make an appointment to see one of the faculty/staff at The Writing Center (KN 114), visit <http://www.shepherd.edu/scwcweb/>.
- If a paper does not meet the above requirements, it will be returned ungraded and you will receive zero points for the paper. The instructor reserves the right to request that you re-do the paper within a specific time period for a grade at least 20% below what the original paper would be worth.

Late Assignments

- Life happens and in the full-time working world, due dates are not always met and sometimes you need a few extra days to complete a project. In this course, you can submit up to TWO assignments (assignments are defined as either a paper or a quiz) late. If you want to submit your assignment late, you need to fill out the [Late Assignment Notification Form](#) on or before the posted due date. Do not submit this notification form if the due date for the assignment has passed.
- Three or more assignments submitted late will not be accepted.
- Once you submit the Late Assignment Notification Form, you will have ONE WEEK to submit your assignment. After this date, you cannot earn credit for the course requirement.

Plagiarism & Referencing:

- Unless otherwise noted, use your own words, do not cut and paste OR copy word-for-word from any article, book, website, assignments submitted by other students etc. Specifically, do not cut and paste a quote into your paper as it does not show that you have read and/or understand the quote. Plagiarism of any kind will result in an F for the assignment and/or for the course.
 - It is the student's responsibility to familiarize him or herself with Shepherd University's definitions, explanations, and disciplinary procedures regarding plagiarism as described in "Academic Integrity Procedures" in the Academic Freedom and Responsibility section of *The Student Handbook*. (<http://www.shepherd.edu/students/studenthandbook.pdf>).
- Lack of knowledge of what constitutes plagiarism or cheating will **NOT** be accepted as an excuse for submitting plagiarized work or cheating for any course requirement.
- **When should you reference materials in your paper?**
 - a. In college courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.
 - b. To avoid plagiarism, you must give credit whenever you use
 - i. another person's idea, opinion, or theory;
 - ii. any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
 - iii. quotations of another person's actual spoken or written words; or
 - iv. paraphrase of another person's spoken or written words.
 - v. (Retrieved from: <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>)

Modification of syllabus: I reserve the right to modify the syllabus throughout the semester.