

Course Syllabus Fall 2005

1. **Course Prefix and Number:** ESS 464
2. **Course Title:** Administration of Physical Education and Athletics
3. **Instructor Information:**  
John Richards  
**Office:** 237-H HHP  
**Hours:** MTWR 1100  
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**Phone:** 334-3028
4. **Course Objectives:**
  - A. Understand the nature, scope, and skills of administrative roles associated with leadership positions in physical education and sport.
  - B. Examine physical education and athletic program philosophies and goals.
  - C. Examine effective approaches to the group decision-making process.
  - D. Demonstrate the ability to exercise sound judgment of legal considerations when planning for and implementing physical education and athletic programs.
  - E. Utilize proper procedures for effective scheduling and budgeting of physical education and athletic programs.
  - F. Relate the evaluative process to the program, administrators and teachers / coaches.
  - G. Explore administrative issues specific to physical education and athletics.
5. **Reference Text(s) and/or Readings:**  
Horine, Larry. (2004). Administration of physical education and Sport Programs. (5th ed.). New York, NY: McGraw Hill.
6. **Course Outline:**
  - A. The nature and philosophy of administration  
Role and responsibilities  
Administrative skills  
Administrative styles  
The group decision-making process
  - B. The Physical Education Program  
Philosophy and Mission  
Curriculum  
Practices  
Instructional and Administrative Issues
  - C. The Athletic Program  
Philosophy and Mission  
Equity  
Administrative Issues and Trends
  - D. Administration and the Law  
Legal Terminology  
Planning for Lessons and Practices  
Risk Assessment and management
  - E. Management of Equipment and Facilities  
The Purchasing process  
Maintenance and care
  - G. Management of Finances  
Sources of funds

Budget preparation  
H. The Evaluation Process  
Student / Athlete  
Administrator / Athletic Director  
Teacher/Coach Program

**7. Criteria for Evaluation of Student Performance**

10% 1. **Prepare** for class by completing readings;

Contributing to class discussions and listening actively;

20% 2. **Written Exam** on the following sections of the course:

a) Nature and philosophy of administration

b) The physical education and athletic programs

c) Legal liability

10% 3. **Philosophy statement**

Write a professional philosophy statement that conveys your beliefs about teaching/coaching physical education/sport or directing community youth sport development programs.

15% 4. **Scheduling assignment**

Develop a one semester class schedule for a secondary school physical education department. A handout with program, staff and facility parameters will be provided.

15% 5. **Equipment requisition assignment**

Requisition \$5000.00 of equipment following appropriate purchasing policies and provide a brief rationale justifying your selections.

15 % 6. **Interview assignment**

Interview a middle school, high school or college coach about administrative responsibilities. Sample questions for the interview will be distributed.

15% 7. **Paper and Discussion**

Select an issue or problem in the teaching/coaching profession that is a topic of discussion or controversy. Research the issue and share your findings, leading a class discussion on the topic.