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HHP 365.01: Management in the Health and Human Performance Professions

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SYLLABUS
HHP 365
MANAGEMENT IN THE HEALTH AND HUMAN PERFORMANCE PROFESSIONS

INSTRUCTOR

Dr. Sharon Dinkel Uhlig

Professor, Health and Human Performance and Associate Dean, School of Education

Pertinent Health and Human Performance Information:

Office: McG 208

Phone: 243-2919

Office Hours: MWF 9:10 - 10:00 AM

COURSE PURPOSE

This course is designed to provide students with a general overview of management theory and its application in a variety of health and human performance settings. The course is designed specifically to provide students with hands-on experiences with managerial tasks.

COURSE OBJECTIVES

By the end of the semester each student should:

1. Develop, and be able to articulate, an appreciation for behavioral and ethical standards incumbent upon the managerial position.
2. Be able to recognize and assess skills of an effective leader and colleague.
3. Understand the role/importance of organizational philosophies and mission statements, and gain experience in writing such documents.
4. Understand decision-making and policy formulation/implementation.
5. Understand organizational structure and how it impacts both personnel and productivity.
6. Understand and develop basic skills in building and maintaining both internal and external organizational relationships.
7. Understand selected technical aspects of management, including legal issues, and budget, equipment and facility management.
8. Be able to prepare a written justification of a position/stand/program.
9. Understand the personnel function, including: recruitment, selection and hiring; leadership and supervision; performance appraisal; development; discipline; wrongful discharge. Be able to prepare a position announcement and develop a performance appraisal process.
10. Be able to integrate appropriate managerial theory and strategies into a retrenchment situation.

INSTRUCTIONAL METHODS

The format of this course will be approximately 60% lecture/discussion/skill-building. The remainder of class time will be spent on in-class projects. Students will be grouped into organizational units -- health and physical education departments, athletic departments, health clubs, health promotion centers, etc. to complete projects.

Group assignments will be made for the duration of the term, and the group chairmanship will rotate on a mandatory basis (each person taking a turn at chairing her/his group).

The instructor of the class reserves the right to change the projects (for an individual, group or the entire class) to an individual rather than group basis if the need arises.

COURSE SCHEDULE

I. INTRODUCTION

Managerial/Professional Behavior and Ethics (Chapter 1 and handouts)
Leadership/Management in a Nutshell (Chapters 1,2 & 3)

II. ESTABLISHING A FOUNDATION

The Organizational Philosophy and Mission Statement (www.qm2.com – go to articles index – “What Makes a Health Club Healthy?” – Introduction, Strategic Position, Purpose, Alignment)

PROJECT ONE

Organizational Structure (Chapter 8)
Decision-Making and Policy Formulation and Implementation (Chapter 4)

III. BUILDING AND MAINTAINING INTERPERSONAL AND ORGANIZATIONAL RELATIONSHIPS

Assertive Behavior and Managerial Effectiveness
Effective Management of Conflict (Chapter 15, pages 303-306)
Public Relations (Chapter 12)

IV. TECHNICAL AREAS OF MANAGEMENT

Justifications
PROJECT TWO
Managing a Budget (Chapter 11)
Managing Facilities (Chapter 13)
Managing Risks and Legal Concerns (Chapter 14)

V. STAFFING AND PERSONNEL MANAGEMENT

Recruitment, Selection and Hiring (Chapter 10)
PROJECT THREE
Leadership and Supervision (Chapters 1, 2 and 9 plus “Stretch vs Coaching” section of What Makes a Health Club Healthy article)
Performance Appraisal (Chapter 9)
PROJECT FOUR
PROJECT FIVE
Development (Chapter 10)
Discipline and Wrongful Discharge

EVALUATION CRITERIA

Group Projects.....40%

Group Project Evaluations (by Instructor for each project); criteria to include content, presentation and references.

Group Member Evaluations (by Instructor and Chair for each group member's performance on each project).

Self Assessments of Group Project work (by each student for his/her own performance on projects at middle and end of term)

Peer Assessment (by each student for all group members at end of term)

Chair Performance Assessment (by Instructor and student after rotation as Chair)

Examinations.....40%

Two Midterm Quizzes Each Worth 10% of the Course Grade

Final Examination Worth 20% of the Course Grade

All quizzes and examinations are comprehensive!

Final Examination: Monday, December 17, 8:00 - 10:00

Attendance and Participation20%

Attendance refers to attendance throughout the term -- both for group project work and the lecture/discussion portion of the course. For the purposes of this course attendance means either here or not here. Students who have a legitimate reason for missing class should notify the instructor, preferably in advance. However, the instructor will not attempt to police excused versus un-excused absences. Arrangements for make-up work will be made **ONLY** for very extenuating circumstances.

Participation refers primarily to participation in lecture/discussion sessions since group members are evaluated relative to their participation in group projects at the end of each project. **Students are reminded participation has both a qualitative and quantitative component.**

REQUIRED TEXT

Railey, J.H. and Tschauner, P.R. Managing Physical Education, Fitness and Sports Programs, Second Edition, Mayfield Publishing Co., 1993.

HEALTH AND HUMAN PERFORMANCE DEPARTMENT POLICY MINIMUM GPA REQUIREMENTS

Beginning with the 1999-2000 academic year, a minimum cumulative GPA of 2.25 is required for declared first and second major Health and Human Performance undergraduate students.

The enforcement policy for Health and Human Performance undergraduate students who fall below the 2.25 GPA minimum is as follows:

1. The first semester with cumulative GPA below 2.25 the student receives a *Notice of Departmental Probation Warning*. The probationary warning alerts the student of the consequences of a continued sub-minimum cumulative GPA. No restrictions are placed upon the student at this point.
2. The second consecutive semester with cumulative GPA below 2.25 GPA the student receives a *Notice of Departmental Restriction*. The restrictive notice alerts the student that he/she is prohibited from taking HHP 300-400 level courses and will be forced to drop HHP 300-400 level courses he/she is enrolled in for the subsequent semester. Students on restrictive status will be allowed to re-take any HHP 300-400 level course to improve a poor grade.
3. A student on Departmental Restriction cannot take HHP 300-400 level courses until his/her cumulative GPA is raised above the 2.25 minimum requirement.
4. Students may wish to appeal their placement on Departmental Restriction. The Appeals Policy is on file in the Health and Human Performance Main Office.