Kinesiology and Health Studies
University of Central Oklahoma
KINS 3403 Principles in Leadership Development

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Office Hours: 0930-1030
Classroom Schedule: 0800-0850
Credit Hours: 3

The College of Education and Professional Studies and the Department of Kinesiology and Health Studies are committed to helping students learn by providing a range of transformative learning experiences in discipline knowledge and in the five core areas: leadership; research, creative and scholarly activities; service learning and civic engagement; global and cultural competencies; and health and wellness

Course Description: This course will examine the leadership techniques, organizational and administrative procedures necessary to become an effective and productive leader in the leisure and fitness professions.

Course Prerequisites: KINES 2643 Intro into Recreation/Exercise Science with Field Experience

State College, PA: Venture Publishing.


General Course Objectives:
1. The student should be able to identify and define the essential knowledge base and current trends in both leadership and group dynamics.
2. The student should be able to identify, define, and apply the fundamentals of leadership and supervision in a variety of leisure settings.
3. The student will have the opportunity to experience a combination of leadership theory and field experience.

Specific Course Objectives:
(Knowledge, Skills, and Abilities (KSA’s) are indicated for programs seeking accreditation in the Exercise Sciences (as per ACSM’s Guidelines for Exercise Testing and Prescription, 8th edition) via CAAHEP.)
Upon completion of this course, the student will be able to:
1. Identify and define the terminology related to the foundation of leisure leadership and supervision.
2. Identify the basic principles and theories of leisure leadership.
3. Explain the relationship between leadership and human development.
4. Explain and effectively apply communication processes/techniques, including verbal and nonverbal communication.
5. Identify, define, apply, and manage the principles and practices in leisure supervision of programs, facilities, staff, and volunteers.
6. Discuss values and ethics and their implications on the leadership process.
7. Demonstrate competency in selected computer applications in the leisure service field.
8. Develop a professional resume and write a professional cover-letter.

KSA 1.9.3 Knowledge of specific techniques to enhance motivation (e.g., posters, recognition, bulletin boards, games, competitions).

KSA 1.9.6 Knowledge of approaches that may assist less motivated clients to increase their physical activity.
1. Describe and employ elements of group dynamics, problem-solving techniques, and decision-making strategies.
2. Explain the impact of cultural diversity on leadership in the leisure/fitness professions.

KSA 1.9.9 Ability to coach clients to set achievable goals and overcome obstacles through a variety of methods (e.g., in person, phone, and internet).
3. Identify and apply conflict resolution and conflict management in leisure services.

INSTRUCTIONAL PROCESS:
This course covers theoretical concepts, but includes demonstrated skill of a practical nature. Thus, it is interactive and participatory, and your attendance and involvement are crucial to optimum success. This means come to class and take part! This course will be presented to facilitate learning to include, but not limited to:
1. Lecture, video, guest lectures
2. Group/class discussion and activities
3. Class member/group oral presentations
4. Outside research/reading/written assignments

COURSE REQUIREMENTS:
A. CLASS ATTENDANCE AND TIME:
1. Class attendance is expected of each person enrolled in the class, and each student is expected to arrive on time to be counted as present. You will be granted one (1) absences that can be applied to anything including athletic competition, illnesses, being tired, blowing off class, mental day off, oversleeping, and any others not on this list. The following point scheme will be used for class attendance:

0-1 Absences 30 points
There are no excused or unexcused absences with the exception of university sanctioned events. Attendance will be kept with a sign in sheet and it will be the student's responsibility to sign in each class period. Each student will also be expected to participate in the discussions during each class; you are not just doing classroom time. **Tardiness is disruptive for those who arrive on time. Two tardies equals one absence**

2. Each student is expected to be prepared for the class by reading assignments **prior** to class. Students are responsible for all assigned readings, class lectures, discussions, films, etc. Therefore, it is the student’s responsibility to obtain copies of assignments, handouts, and notes if absent from class.

3. Roll is taken by a roll call or by a roll sheet. It is the student’s responsibility to sign the roll sheet at the beginning of class period, signing at the appropriate place. **No signature = absent.**

**ASSIGNMENTS:**

1. **Written assignments**
   a. Computer generated and due at the beginning of the class period.
   b. **Late assignments will not be accepted after one class period and a deduction of seventy-five percent (75%) will be deducted from any late assignments**
   c. See General Note Section VI for additional requirements on class presentations and written assignments.
   d. Leadership Competency Analysis
   e. Defining Leadership
   f. Leadership Research

**EXAMS:** There will be three (3) exams. Examinations are scheduled during regular class time

1. Material on these exams will not necessarily be covered in class; it is each student’s responsibility to read the text and ask questions on the material not understood.
2. Exams must be taken on the scheduled date unless **prior** arrangements are made with the instructor.
3. If an exam must be missed due to a personal crisis, evidence must be presented regarding the occasion and the instructor must be notified by phone.
4. Students who participate in university-sanctioned obligations, such as choir, athletics, etc., must notify the instructor by the second day of class to review any conflicts with exams or assignments.
5. Class members who schedule their exam after the original exam date will automatically receive a **20-point deduction on the exam.** If the professor is not notified prior to the exam, a zero grade will be recorded.

**COURSE EVALUATION AND GRADING:**

**GRADING:**

1. Three (3) exams (2 for 100/ final 150) 350 _____ _____ _____
2. Resume 15 _____
3. Leadership homework 30 _____ _____ _____
4. Absences (30 pts) 30 0-1 2 3

**TOTAL 425 points**

*(Point total is tentative on assignments and discovery during semester)*

**GRADES:**

- **A** = 90 - 100%
- **B** = 80 - 89%
- **C** = 70 - 79%
- **D** = 60 - 69%
- **F** = 59% and below

**General Notes**

- Students interested in strengthening personal writing skills may contact the Writing Center at “Tutoring Central” in West Hall, 974-2487.

**Fatal Error Policy:**

All written assignments must meet minimal presentation standards to be acceptable. These standards address spelling, punctuation, format and basic grammar. The term Fatal Errors refers to technical American English errors of form. Specifically, they include the following:

- a) each different word misspelled;
- b) each sentence fragment;
- c) each run-on sentence or comma splice;
- d) each mistake in capitalization;
- e) each serious error in punctuation that obscures meaning;
- f) each error in verb tense or subject/verb agreement;
- g) lack of conformity with assignment format; and,
- h) each improper citation, or lack of citation, where one is needed.

Papers with more than three (3) fatal errors marked by an instructor on any one page, or more than 12 non-repeated errors for the entire document will be returned to the student and subject to 20% off the grade immediately and may be subject to 10% off for each day until the paper is returned corrected.

Instructors will determine the number of resubmissions allowed for each assignment. Final course papers (where there is no time for a resubmission) will be docked one percent of the grade for each error including one percent off for each repeated error.
Ethical conduct is expected in this course; academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to: plagiarizing; cheating on exams or in the preparation of academic work; copying from tests, reports, etc.; collaborating with others without prior authorization; reuse of work in more than one class without informing the instructor; possessing contents of an un-administered examination; and using materials during a test not authorized by the instructor. While collaboration with cohorts in study groups is encouraged, each student is responsible for his or her own work. Students may not, under any circumstances, turn in work that has been prepared by someone else.

Disciplinary action (as outlined by the Code of Student Conduct) will result in one of the following at the instructor’s discretion:

- A substitute assignment or examination
- A reduced grade for the assignment, examination, or course
- A grade of zero of F for the assignment, examination, or course
- A grade of F for the course

*NOTE: UCO subscribes to the Turnitin.com plagiarism prevention service. Students agree that by taking this course, all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com restricted access reference database for the purpose of detecting plagiarism of such assignments. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com website. Turnitin.com is just one of various plagiarism prevention tools and methods which may be utilized by your faculty instructor during the term of the semester. In the UCO Student Handbook, there is a process for contesting any plagiarism allegations against you.

Special Accommodations: The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class.

“If an emergency occurs that prevents the administration of a final examination, the student’s final course grade will be calculated based on the work in the course completed to that point in time and the faculty member’s considered judgment. Final exams will not be rescheduled, and a grade of “I” will not be given as a result of the missed exam.”

UCO Weather Line: 974-2002 or access weather related closing info at www.uco.edu

Please see the Academic Affairs’ “Student Information Sheet and Syllabus Attachment” @
http://www.uco.edu/academic-affairs/files/aa-forms/faculty/StudentInfoSheet.pdf (USE APPROPRIATE LINK)
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*The above schedule is tentative and can be changed at the discretion of the Instructor.*

**COMPREHENSIVE FINAL EXAM – Dec 12 (0700-0850)**