INSTRUCTOR:  Linda A. Sharp  <linda.sharp@unco.edu>
Office & Mailbox: Gunter 2730
Telephone:  O: (970) 351-1708

CLASS MEETINGS:  February 27-March 1 and April 10-12; Fridays 6-10 p.m. and Sat./Sun. 8-5

COURSE TEXT:

COURSE DESCRIPTION:
This course is designed to develop student understanding of the competencies necessary to manage and operate sport, recreation, and public assembly facilities. The following topics will be addressed: 1) scheduling the facility; 2) box office management; 3) security and supervision; 4) safety and medical services; 5) housekeeping and maintenance; 6) concessions and merchandise; and 7) risk management and insurance. Additionally, the conceptual aspects related to the planning and design of recreation and athletic facilities will be briefly addressed.

INSTRUCTIONAL GOALS:  Upon satisfactory completion of the course, the student will:
1. Be cognizant of the management competencies necessary for the successful daily operation and control of facilities.
2. Appreciate the value of a mentality of prevention through the development and implementation of a risk management plan.
3. Be cognizant of the law relating to facilities and its impact on facility managers.
4. Understand the policies and procedures required for the effective organization, management, and control of a sport event.
5. Understand the basic principles involved in the development of a feasibility study and master plan.
6. Develop an understanding of the roles of the planning committee, architect, consultant(s), and contractors in the process of building sport and leisure facilities.
7. Know the principles related to the location and accessibility of activity spaces in a sport or recreation facility.
CLASS FORMAT: Primarily lecture and class discussion/presentations. Small group work will also be utilized.

COURSE REQUIREMENTS AND EXPECTATIONS:
1. Regular attendance.
2. Class participation as demonstrated by discussion of the assigned readings.
3. Preparation of a paper and in-class presentation of a training module related to an operational aspect of facility management.
4. Completion of an area expert report for a facility.
5. Completion of a case study on security issues.
All work must be the original work of the student, word-processed, and formatted in APA style. Students should plan to complete their assignments on time. **Late assignments will be penalized 10% for each day beyond the stated deadline.**

DETERMINATION OF THE FINAL GRADE: Foremost in the determination of the final grade is the quality of the students' work and participation regarding the assignments and class discussion. Grades will be calculated on a percentage of points earned out of total points possible as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>300</td>
<td>A</td>
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<tr>
<td>270</td>
<td>A</td>
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<tr>
<td>240</td>
<td>B</td>
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<td>210</td>
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<td>180</td>
<td>D</td>
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<tr>
<td>Below 180</td>
<td>F</td>
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Assignment weighting:
- Training module: 50%
- Area Expert Report: 30%
- Case Study: 20%

ACADEMIC MISCONDUCT POLICY:
In accordance with university policy, instances of cheating, plagiarism, fabrication, or other offenses that are considered academic misconduct may be reported to the Chief Disciplinary Officer of the University for investigation. At a minimum any of these offenses will result in a grade of F for the assignment; the maximum sanction will be disciplinary action as set forth in the Handbook of Graduate Education. Students should refer to the Handbook of Graduate Education for further clarification of what constitutes academic misconduct.

READING ASSIGNMENTS:
For the first weekend of class, students are expected to have read the following chapters in the **2010 edition** of the text: Chapters, 1, 7, 15, 8, 9, 10, 11, 13 and 12.