WINONA STATE UNIVERSITY
GENERAL EDUCATION PROGRAM APPROVAL FORM

Routing form for General Education Program Course approval.

Course _RTTR 326_

Department Approval

Lorene Olson   3-7-14   lolson@winona.edu

Department Chair   Date   e-mail address

Dean's Recommendation ___✓___ Yes   _____ No*

[signature]   3-12-14

Dean of College   Date

*If the dean does not approve the proposal, a written rationale should be provided to the General Education Program Subcommittee.

GEPS Recommendation _____ Approved   _____ Disapproved

Chair, General Education Program Subcommittee   Date

A2C2 Recommendation _____ Approved   _____ Disapproved

Chair of A2C2   Date

Faculty Senate Recommendation _____ Approved   _____ Disapproved

President of Faculty Senate   Date

Academic Vice President Recommendation _____ Approved   _____ Disapproved

Academic Vice President   Date

Decision of President _____ Approved   _____ Disapproved

President   Date

Please forward to Registrar.

Registrar   _____   Please notify department chair via e-mail that curricular change has been recorded.

       Date entered

[Revised 10-22-12]

S 3/20/14

WINONA STATE UNIVERSITY
PROPOSAL FOR GENERAL EDUCATION PROGRAM COURSES

Department __RTTR Department__   Date __2/9/14__

__326__   Organization and Administration of Recreation   __3__
Course No.   Course Name   Credits

                  Prerequisites __RTTR 229, RTTR 245__

GEP Goal Area(s):*

CORE GOAL AREAS

☐	Goal 1: Communication
☐	Goal 3: Natural Science
☐	Goal 4: Mathematics/Logical Reasoning
☐	Goal 5: History and the Social and Behavioral Sciences
☐	Goal 6: The Humanities and Fine Arts

THEME GOAL AREAS

☐	Goal 7: Human Diversity
☐	Goal 8: Global Perspective
☐	Goal 9: Ethical and Civic Responsibility
☐	Goal 10: People and the Environment

* Courses may be submitted for up to two Goal Areas.

Additional Requirement Categories (list number of credits desired in appropriate category):

☑ Intensive:

✓	1. Writing
☐	2. Oral Communication
☐	3a. Mathematics/Statistics
☐	3b. Critical Analysis

☐ Physical Development and Wellness

Provide information as specified in the previous directions.

Attach a *General Education Program Approval Form*.

Department Contact Person for this Proposal:

__Roger Riley__   __x5559__   __rriley@winona.edu__
Name (please print)   Phone   e-mail address

[Revised 9-6-11]

1. **Catalog Description**
    This course acquaints students with the basic concepts and practices of organizing, administering and supervising a leisure services agency. The concepts and practices will include personnel management and supervision, organizing, planning, marketing, and professionalism. Legal issues and policy development are also included

2. Course outline of the major topics and subtopics

I. INTRODUCTION
A. Course requirements
B. Process model for managing leisure services (Edginton & Griffith)

II. ORGANIZATIONAL THEORIES & STRUCTURES
    A. Management concepts
    B. Organizational structures (simple to complex patterns)
    C. Boards & commissions - conducting meetings

III. PLANNING IN RECREATION & LEISURE SERVICE SYSTEMS
A. Planning systems (e.g.., Strategic planning, TQM)
B. Policy development
    i. Policy characteristics
    ii. Policy units/boards: organization, functions, & internal/external relationships

IV. PERSONNEL ADMINISTRATION IN RECREATION & LEISURE SERVICES
A. Position/job development
B.   Selection process/legal issues related to selection
C.   Financial & benefit compensation
D. Staff development (orientation, in-service, developmental training)
E. Performance appraisal/legal issues related to evaluation
F. Supervisory responsibilities related to organizational climate, employee motivation, conflict management
G. Disciplinary procedures/legal issues related to procedures

V. MARKETING & PUBLIC RELATIONS
A. Marketing concepts (e.g. Orientations, mix, service quality)
B.   Public relations concepts (e.g. Publics/audiences; communication, activities)

This course includes the following writing intensive assignments :

Assignment One: Professional resume (50 points)

Assignment Two: Proposal for a For-Profit Organization (100 points)

Assignment Three: Personnel Policy Manual (100 points)

Assignment Four: Job Description and Hiring Process (100 points)

Assignment Five: Professional Portfolio (100 points)

Skills practiced and assessment/feedback given for each assignment

Skill	Assignments	Assessment/Feedback
1. Practice the processes and procedures for creating and completing successful writing in RTTR	* For-profit organization proposal (100 points) * Personnel Policy Manual (100 points)	The following factors will be assessed and the students will receive feedback about: **Assessment** a) clarity of written expression; b) grammar and spelling; c) Appropriate academic style - in this case APA. **Feedback** i) Peers will proof each others writing and provide feedback for changes; ii) The instructor will then read students submissions with changes required in order to receive a grade
2. Understand the main features and uses of writing in RTTR	* Personnel Policy Manual (100 points) - students are given the topic outline of an RTTR personnel policy manual and are required to develop policy that will match their company proposal * Human Resources Project (100 points) - students choose one full-time position within their company and seek to hire a peer after completing a job analysis, description, advertising plan, interview questions, scoring sheets and evaluation of the candidates	The following factors will be assessed and the students will receive feedback about: **Assessment** a) clarity of written expression grammar and spelling; b) ability to write appropriate policy for RTTR professions and the size of their company; c) Will develop a hiring mechanism that does not violate federal labor laws; using correct citations and referencing where necessary **Feedback** i) Each student has an external professional mentor with whom they will review the policy prior to making changes and submitting them for grading; ii) The instructor will then read students submissions with changes required in order to receive a grade
3. Adapt writing to the general expectation of readers of RTTR information	* Personnel Policy Manual (100 points) - students are given the topic outline of an RTTR personnel policy manual and are required to develop policy that will match their company proposal * Human Resources Project (100 points) - students choose one full-time position within their company and seek to hire a peer after completing a job analysis, description, advertising plan, interview questions, scoring sheets and evaluation of the candidates * Resume development using conventions typically found in RTTR * Professional Portfolio in either paper or website format	The following factors will be assessed and the students will receive feedback about: **Assessment** a) Clarity of expression, grammar and spelling; b) Appropriate resume and portfolio style for those most likely to hire them. **Feedback** i) Peers will proof each others resumes and portfolio after which they are presented to the entire class; ii) The instructor will then read students submissions with changes required in order to receive a grade

Make use of technologies commonly used for research and writing in RTTR	* For-profit Proposal - the proposal will be well research using library and internet technologies to address such issues as market share, demographics and psychographics * In some cases Personnel Policy must follow state and federal laws and guidelines. Those will be researched.	The following factors will be assessed and the students will receive feedback about: **Assessment** a) clarity of written expression; b) grammar and spelling; c) Appropriate academic style - in this case APA. e) Appropiate use of library search sources, on-line journals, business magazines and the internet. **Feedback** i) Peers will proof each others writing and provide feedback for changes; ii) The instructor will then read students submissions with changes required in order to receive a grade
Learn the conventions of evidence format, usage, and documentation in RTTR	* For-Profit Proposal - the proposal will be well research using library and internet technologies to address such issues as market share, demographics and psychographics.	The following factors will be assessed and the students will receive feedback about: **Assessment** a) clarity of written expression; b) grammar and spelling; c) Appropriate academic style - in this case APA but also following the conventions of report writing. **Feedback** i) Peers will proof each others writing and provide feedback for changes; ii) The instructor will then read students submissions with changes required in order to receive a grade