Mayville State University

HPER 440- Organization and Administration of Physical Activity and Athletics

Fall, 2025

2 Credits

Course and Instructor Information

Instructor Name: Elora Passa

Contact Information: FH 108, (701) 261-3953, elora.passa@mayvillestate.edu (email is preferred)

Hours of Availability: M-F, 9am – 3pm (email to set up an appointment if needed)

Instruction Mode: Online Asynchronous

Course Dates: August 25-December 19, 2025

Time Zone: Central Standard Time

Meeting Times and Location: Online

Course Description - Policies, procedures, and problems in administration of physical education/ athletics at the elementary and secondary levels. Both curricular aspects will be considered.

Pre-/Co-requisites: Junior Standing

Use of Artificial Intelligence in this Course

- You may use AI programs e.g. ChatGPT to help generate ideas and brainstorm. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle your own independent thinking and creativity.

- You may not submit any work generated by an AI program as your own. If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor).

- Contributions from anyone or anything else- including AI sources, must be properly quoted and cited every time they are used. Failure to do so constitutes an academic integrity violation, and I will follow the institution's policy in those instances.

Purpose of the Course

The purpose of this course is to gain knowledge in the area of administration as well as athletics. By utilizing organization skills well dealing with events as well as parents/ coaches. This class is an examination of the organization and administration of physical education and athletics. The class will focus on human behavior in certain types of situations in physical education and athletic settings. We will examine the advantages of organization when dealing with activities that are common in the physical education and athletic realms. We will evaluate current organizational techniques and how those techniques can become more effective.

Course Objectives

To successfully complete this course, the learner will be expected to meet the following objectives, as aligned to Physical Education Program Approval Standards through North Dakota's Education Standards and Practices Board (ND ESPB):

Students will be able to:

- (1)   Identify the qualities and characteristics that a good PE/athletics' teacher must develop in order to be the best at his/her occupation. (INTASC 1-10)
- (2)   Explore the goals of teaching PE/Athletics' and the kinds of activities that are needed to teach in order to achieve these goals. (INTASC 1, 4, 7)
- (3)   Explore how to communicate with students in such a way that class discipline is established in a positive manner and students stay on task because they are motivated to do so by the instructor's expertise in discipline and motivation. (INTASC 2,4,5,6)
- (4) Discuss essentials to good class management and organization. (INTASC 3,5)
- (5) Discuss evaluation & assessment procedures dealing with grading. (INTASC 8,9)
- (6) Practice effective teaching styles, strategies, and techniques that have been presented in this class. (INTASC 1, 3,4,5)
- (7) Develop a physical education/athletics teaching philosophy statement. (INTASC 1,2,7)

Standards Alignment (Physical Education Program Approval Standards-ND ESPB):

- 1.a Describe and apply common content knowledge for teaching preK-12 physical education.
- 1.b Describe and apply specialized content knowledge for teaching preK-12 physical education.
- 1.c Describe and apply physiological and biomechanical concepts related to skillful movement, physical activity and fitness for preK-12 students.
- 5.a Engage in behavior that reflects professional ethics, practice and cultural competence.
- 5.b Engage in continued professional growth and collaboration in schools and/or professional organizations.
- 5.c Describe strategies, including the use of technology, for the promotion and advocacy of physical education and expanded physical activity opportunities.

Course Materials and Technologies

Jensen, Clayne, Overman, Steven, Administration and Management of Physical Education and Athletic Programs, 4th Edition, Waveland Press

Access to a computer.

Additional and supplemental course materials will be provided by the instructor.

Course Expectations

Instructor/Student Communication

- Students are accountable for all academic communications sent to their MSU email address.
- My preferred method of contact is email. My email address is elora.passa@mayvillestate.edu
- Students can expect a reply to their emailed questions within 2 days during the week.

Assignments and Assessments

- Current Events
- Participation
- Attendance
- Presentations
- Video Reflection
- Quizzes
- Exams

Evaluation and Grading

Grading Policies

- Meeting deadlines is essential to have the opportunity to earn full credit. It is your responsibility to contact the instructor prior to the assignment's due date if you are having a problem finishing an assignment.
- If you let me know ahead of time that you are having trouble finishing an assignment there will be a solution.
- Your participation in blackboard discussions will affect your grade either negatively or positively.
- Late assignments will be accepted for HALF the total possible points for that respective assignment.
- Students can expect work to be graded and returned in a timely manner.

Participation Policies

- Participation is required.

Grading Scale

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = Below 60%

Enrollment Verification

Online Course Statement

The U.S. Department of Education requires instructors of online courses to provide an activity which will validate student enrollment in this course. The only way to verify that a student has been in this course is if he, she, or they perform an action in the LMS, such as completing an assignment or taking a quiz. Logging into the LMS is **NOT** considered active course participation. Please complete the designated enrollment verification activity by the date indicated. If it is not complete your enrollment in this course will be at risk.

Proctor Notification

No proctors are required for this course.

Important Student Information

In the Announcements section of the Blackboard Institution Page, you can view and download the Important Student Information document for the current academic year. It includes information about:

- ✓ Land Acknowledgement Statement
- ✓ Academic Grievance Concerns and Instructor English Proficiency
- ✓ Starfish - Student Success System
- ✓ Students with Documented Disabilities
- ✓ Student Learning Outcomes / Essential Learning Outcomes
- ✓ Academic Honesty
- ✓ Emergency Notification
- ✓ Continuity of Academic Instruction for a Pandemic or Emergency
- ✓ Family Educational Rights and Privacy Act of 1974 (FERPA)
- ✓ Diversity Statement (Title IX)

Course Timeline/Schedule

Timeframe, activities and topics are always subject to change.

Week 1 – 2	**Style Quiz, Lecture, Current Event**	**Management**
Week 3 – 4	**Discussion, Lecture, Current Event**	**Communication**
Week 5 – 6	**Project, Discussion, Current Event**	**Human Resource Topics**
Week 7 – 8	**Department Project, Discussion**	**Marketing**
Week 9 – 11	**Department Project, Discussion**	**Financing/Budgeting**
Week 12 – 14	**Discussion, Lecture, Current Event**	**Legal/Risk Issues**
Week 15 – 16	**Discussion, Lecture, Current Event**	**Facility & Equipment Management**

Appendix

Continuity of Academic Instruction for a Pandemic or Emergency item

The health and safety of our students, staff, and faculty is our top priority. Mayville State University is committed to continuing face-to-face instruction for on campus courses each semester while minimizing exposure risk and promote health and safety for students, faculty, and staff.

If there is a significant health or safety event that necessitates a change in course format plans for remote options for this course include blackboard and Zoom.

Program Student Learning Outcomes (SLOs) Addressed in This Course (required)

The Academic Program Student Learning Outcomes document can be found in your course shell. It contains all learning outcomes pertaining to Essential Studies courses and all majors and minors. The document has an index, so you can quickly find the degree you are pursuing.

As part of Mayville State's effort to demonstrate continuous improvement in achieving student learning outcomes, this course:

☐ introduces SLO #	☒ introduces SLO # 2	☐ introduces SLO #	☒ introduces SLO # 4
☐ reinforces SLO #	☐ reinforces SLO #	☐ reinforces SLO #	☐ reinforces SLO #
☐ masters SLO #	☐ masters SLO #	☐ masters SLO #	☐ masters SLO #
For Major / Minor:	For Major / Minor:	For Major / Minor:	For Major / Minor:
	Physical Education		Coaching

Describe the assessments being used.

As part of Mayville State's effort to demonstrate continuous improvement in achieving Essential Studies Learning Outcomes, this course will assess

<div align="center">ELO #   ☐1   ☐2   ☐3   ☐4</div>

as part of the Essential Studies and Capstone Courses. As part of Mayville State University's Essential Studies curriculum, this course seeks to prepare students for twenty-first century challenges by gaining: 1) Knowledge of human cultures; 2) Intellectual and practical skills; 3) Personal and social responsibility; 4) Integrative and applied learning. Describe the assessment(s) being used.

Course Improvements Based on Most Recent Assessment Findings

This course will be assessed in the future (based on the 2019-2025 assessment curriculum map) and the findings will be reported in this syllabus.

Instructional Strategies

- Discussion Forms
- Reflective Research Reviews
- Written and Oral Communications
- Exams

Learning Experiences

- Read all assignments including chapters as noted, research articles, etc.
- Assignments will be given via the Detailed Schedule. *Assignment schedule is subject to change.* Submit all assignments in Blackboard on designated due dates.

Instructional Technologies Utilized in this Course

- Blackboard Ally

- Blackboard Collaborate Ultra
- Blackboard Learn

Expectations/Protocols

My preferred method of contact is email. My email address is elora.passa@mayvillestate.edu

- Students can expect a reply to their emailed questions within 2 days during the week.

- **Students are accountable for all academic communications sent to their Mayville State University e-mail address.**

- Correction of tests and assignments by the instructor with feedback to the student will be completed in a timely manner.

- Grading of tests and assignments will be completed in 1-2 week of the due date.

Instructor/Student Communication

- Students are accountable for all academic communications sent to their Mayville State University e-mail address.
- E-mail will be way of communication during this course.
- When writing an Instructor, please check for syntax errors prior to sending an e-mail.
- I will respond to e-mail within 48 hours, except on weekends and holidays please allow 72 hours.

Late Arrivals

The grading system for students adding this course after the first day of instruction will be modified. The student will be graded only on the activities that transpired while the student is enrolled. Students will not be penalized for missed assignments, but the student is still responsible for learning the course material that was covered during their initial absence.