

**Florida International University**  
Physical Education Teacher Education  
Department of Curriculum & Instruction  
PET 4401  
Administration of Physical Education & Sport  
Fall Term – 2014

**Instructor:** Juan Ramirez, M.S., Ed. S.  
**E-Mail:** [jrami027@fiu.edu](mailto:jrami027@fiu.edu), [coachramirez53@gmail.com](mailto:coachramirez53@gmail.com)  
**Class Hours:** Tuesday, 6:25 pm-9:05 pm  
**Office Hours:** Hours by appointment.  
**Classroom:** PG 5 Room 134

**Required Texts:**

Krotee, M. & Bucher, C. (2004). 13th ed. Management of physical education and sport programs. Boston: McGraw Hill.

## **I. Course Description**

This course, through presentation of content knowledge and practical experiences, is designed to provide the physical education/sport management/athletics major with the ability to plan and implement a school/university based/ business oriented sport, physical education or athletics program, understand components of leadership, budget and facilities, management, and personnel.

## **II. COE Conceptual Framework**

The desired future of the College of Education (COE) at *Florida International University* is one in which candidates, faculty, and staff embrace the shared experiences of a diverse, international, professional learning community. (Vision Statement of the Conceptual Framework of the College of Education – Revised 2007, p.1). The three major outcomes become the lens through which each program organizes learning experiences and contributes to the vision and aim of the College. The outcomes include: a) Unit Content Outcome: Stewards of the Discipline (Knowledge); b) Unit Process Outcome: Reflective Inquirer (Skills); and c) Unit Dispositions Outcome: Mindful Educator (Dispositions). The desired performance learning outcomes, or institutional standards, of teacher candidates at the initial level are aligned with state and professional standards (e.g., FEAPs, INTASC).

## **III. Program Standards/Competencies Covered in Course**

This course is aligned with the standards, principles, competencies, and practices of: Florida Educator Accomplished Practices (FEAP) Florida Department of Education (FLDOE), Interstate New Teacher Assessment Consortium (INTASC), and National Association for Sport & Physical Education (NASPE).

### **Florida Educator Accomplished Practices (FEAPs)**

<http://coeserver03.fiu.edu/efolio/feap.htm>

**Accomplished Practice #2: Communication:** The pre-professional teacher recognizes the need for effective communication in the classroom and is in the processes of acquiring techniques which she/he will use in the classroom.

**Accomplished Practice #12: Technology:** The pre-professional teacher uses technology as available at the school site and as appropriate to the learner. She/he provides students with opportunities to actively use technology and facilitates access to the use of electronic resources. The teacher also uses technology to manage, evaluate, and improve instruction.

### **Florida Department of Education—Physical Education K-12 (FLDOE)**

<http://www.fldoe.org/asp/ftce/pdf/63PhysEduK-12.pdf>

- **Competency 9-** Knowledge of supervision management and laws and legislation that apply to the learning environment.
- **Competency 10-** Knowledge of appropriate rules, strategies, and terminology.
- **Competency 11-** Knowledge of professional development and advocacy strategies.
- **Competency 12-** Knowledge of technology.

### **Interstate New Teacher Assessment and Support Consortium Standards (INTASC)**

Principle #5 The teacher uses understanding of individual and group motivation and behavior to create learning environments that encourage positive social interaction, active engagement in learning and self-motivation.

Principle # 9 The teacher is a reflective practitioner who continually evaluates the effects of his/her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks out opportunities to grow professionally.

### **IV. Course Objectives**

Upon completion of this course, the student will:

- recognize the characteristics of managers/administrators and the implications those characteristics may have on physical education and sport settings.
- reflect on and discuss the role of service as a part of an administrative philosophy.
- identify and discuss current leadership issues affecting school physical education and sport programs, camps, parks and other venues.
- use a variety of techniques to assess and evaluate PE and sport programs.
- demonstrate a knowledge of and ability to use available technologies.
- identify a variety of leadership methods effectively and with confidence.
- identify and contrast a variety of proposed models for administering physical education and sport programs.
- objectively observe, reflect on, and critique leadership behaviors of peers and others.
- identify, reflect on, and critique the importance of "relationship" in the administrative milieu.

### **V. Students responsibilities**

#### **ATTENDANCE POLICY**

The attendance policy for this academic course is as follows. Each student is permitted one absence without penalty. After the first absence, each successive absence will result in a percentage point reduction from the final grade. There are NO exceptions to this policy...in other words, all absences are viewed similarly. Attendance is mandatory for exams and presentations.

**Class Activities:**

Information will be presented using a variety of learning styles including lecture, group work and AV materials. Students are expected to contribute to the "flow" of the class discussion and/or presentation.

**VI. Course Requirements and Grading Standards (Subject to Change)**

**Assignments: ALL WRITING ASSIGNMENTS MUST BE TYPED (proofread and spell-checked!)**

**Examinations – 3 @ 30 pts. ea.**

Material covered will include information from lectures, readings and class activities. Each exam will cover approximately 5 chapters. You are responsible for doing the reading that will be covered in the exam. The chapter power points posted on Blackboard should be used to guide the reading of the FULL chapter.

***\*\*For the following assignment, you are permitted to work in groups of 3 or less with the understanding that the entire group will receive the same grade. If you prefer to rely only on yourself to complete coursework, then I encourage you to work on your own.\*\****

**Administration Portfolio Project (Taskstream) - 80 pts.**

You will have 4 writing assignments based on chapter related topics. These assignments will be posted in Blackboard throughout the semester and will be returned to professor via Blackboard. Students, individually or as members of groups of 3 or less, will be responsible for completing each activity and will submit items for evaluation. You are encouraged to ask questions along the way.

**Attendance – 30 pts.**

Interactive participation is a significant and essential component of the class; this requires you to attend class regularly and timely completion of the readings so that students are informed about the topic under consideration as well as participation in the class presentations.

**POINT SPREAD**

Exams -3 @ 30pts. each	90 pts.
Portfolio Project	80 pts.
Professionalism/Attendance	30 pts.
<b>TOTAL</b>	<b>200 PTS.</b>

Final grades will be based on a straight percentage rating:

- A = 90% (180 pts.)
- B = 80% (160 pts.)
- C = 70% (140 pts.)
- D = 65% (130 pts.)

**Syllabus is subject to change at the discretion of the instructor and with due notice to students.**

## VII. Taskstream efolio Artifact

This course requires you to use a TaskStream account for uploading your critical assignment for the Florida Teacher Certification and other College of Education purposes. Your Taskstream account will be used in many FIU College of Education courses. It also offers you storage space and web folio development for your professional use.

College of Education website at <http://education.fiu.edu/taskstream> provides detailed information and downloadable instructions about:

How to purchase a new account

How to enroll into the program/course

How to upload your artifact

How to document your field hours

Frequently asked questions (FAQs – including, pricing, technical related issues, help information, etc.)

COE provided training workshop schedule

Once you have a TaskStream account, you will need to self-enroll in an assessment program that houses this course. The program code to self-enroll for this course is **PET4401-U01FA14**.

**Please sign up for an account.**

**For help, go to:**

TaskStream

800-311-5656

[help@taskstream.com](mailto:help@taskstream.com)

(Monday – Thursday, 8:00 am – 11:00 pm ET

Friday, 8:00 am – 7:00 pm ET)

COE Taskstream Website

<http://education.fiu.edu/taskstream/>

[COE IT Department, ZEB 269](#)

[305-348-6305](#)

[coesupport@fiu.edu](mailto:coesupport@fiu.edu)

[COE Computer Lab, ZEB 165](#)

[305-348-6134](#)

### VII. SPECIAL NOTES:

1. You are required to do the assigned reading.
2. Electronic Devices.....all of them..... will be set to an “off” or if necessary, a “vibrate” position. You will not use a cell phone while in the classroom - no games, no cleaning out the mailbox, etc.
3. Hats are not to be worn at any indoor class session.
4. No make-up work will be permitted. If you are absent on a day when you are scheduled to teach or to give or take an exam, you will simply lose the points for that assignment.
5. If personal issues (such as a disabling condition) preclude your ability to feel successful in this class, please inform the instructor immediately so that a satisfactory resolution can be pursued.
6. If you are responsible for a youngster who may, on any given day, inhibit your ability to attend class at some point through the term, consider bringing him/her to class - not a problem.
7. ***Syllabus is subject to change at instructor’s discretion and with due notice to students.***

## **IX. Academic Integrity Statement**

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Misconduct includes: Cheating – The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. Plagiarism – The use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student, who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

## **X. DISABILITY RESOURCE CENTER (<http://drc.fiu.edu>)**

The Disability Resource Center's mission is to provide FIU students with disabilities the necessary supports to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and need assistance or instructional accommodations, please contact the Center at 305-348-3532 or visit them at the Graham Center (GC) 190.

## **XI. Policy for Assigning an Incomplete "I" Grade:**

An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student's own negligence. An incomplete must be made up as quickly as possible, but no later than two (2) consecutive semesters after the initial taking of the course or it will automatically default to an "F" or the grade that the student earned in the course. There is no extension of the two (2) semester deadline. You must not register again for the course to make up the incomplete. If you have an incomplete grade on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

In such cases where the course instructor determines that it is appropriate to award a student a grade of "I" (incomplete) the following steps must be followed. Using an Official University Form, the course instructor will report the following:

- 1 The grade earned by the student to date.
- 2 The missing work and the percentage of the final grade it represents (this requires the details of the specific missing assignment).
- 3 The date the instructor expects the missing work to be submitted or in the case of an examination made up.
- 4 The justification for awarding the grade of "I".
- 5 Have the student sign the form.
- 6 Submit the form to the Department Chair and Dean, and maintain a copy for instructor records and provide a copy for the student.
- 7 Upon satisfying the requirements for a grade, the instructor will sign off on the form and attach it to the change of grade form she or he will submit.

### **Course Schedule**

**WILL BE POSTED ON Blackboard**

***Syllabus/Course Requirements are subject to change at the instructor's discretion and with appropriate notification time to students!***

**Process for Securing a Spot for Sports and Fitness Internships  
(if planning on completing internship in Spring 2015, follow the schedule on left)**

**Spring 2015**

**1. ORIENTATION MEETINGS**

**Thursday, August 28, 2014**

**Thursday, September 25, 2014**

**Thursday, October 16, 2014**

ZEB 212 - Conference Room 3:30 PM Sharp!

NO ORIENTATION, NO INTERNSHIP!!!

All prospective interns must attend one orientation meeting. Choose from above dates. After attending the meeting, you will receive the Internship packet via email from Professor Lugo with all the documents and instructions needed to complete the remainder of the steps below.

**2. ACADEMIC APPROVAL FORM**

A. To get the form, email Professor Lugo at shannonlugo@dadeschools.net and request Internship Packet (after attending an orientation meeting).

B. Schedule a meeting with Professor Frank to review your academic standing and eligibility for Internship

C. Bring completed (student part) form with you to meeting with Professor Frank. She will complete her part then you may submit.

D. Be sure you have secured your academic approval before you begin to interview for internship placement.

E. Academic Approval Forms may be submitted to Professor Lugo's mailbox in ZEB 213 on or before deadline

**3. PAPERWORK DEADLINE**

**Friday, November 14, 2014 no later than 3:00 pm**

Drop in Prof. Lugo's mailbox in ZEB 213

Forms are due no later than the above date. No students will be permitted to complete internship if paperwork is not in on time!

The following forms must be complete including all signatures.

A. Academic Approval Form

B. Internship Approval Form

C. Contract for Clinical Setting form (only needed if site chosen involves PT/AT/OT).

**4. NOTIFICATION OF APPROVAL (OR ISSUES)**

All students will receive an email from Professor Lugo notifying of approval or if issues have arisen.

**Summer 2015**

**1. ORIENTATION MEETINGS**

**Thursday, January 15, 2015**

**Thursday, February 12, 2015**

**Thursday, March 5, 2015**

ZEB 212 - Conference Room 3:30 PM Sharp!

NO ORIENTATION, NO INTERNSHIP!!!

All prospective interns must attend one orientation meeting. Choose from above dates. After attending the meeting, you will receive the Internship packet via email from Professor Lugo with all the documents and instructions needed to complete the remainder of the steps below.

**2. ACADEMIC APPROVAL FORM**

A. To get the form, email Professor Lugo at shannonlugo@dadeschools.net and request Internship Packet (after attending an orientation meeting).

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D. Be sure you have secured your academic approval before you begin to interview for internship placement.

E. Academic Approval Forms may be submitted to Professor Lugo's mailbox in ZEB 213 on or before deadline

**3. PAPERWORK DEADLINE**

**Friday, April 3, 2015 no later than 3:00 pm**

Drop in Prof. Lugo's mailbox in ZEB 213

Forms are due no later than the above date. No students will be permitted to complete internship if paperwork is not in on time!

The following forms must be complete including all signatures.

A. Academic Approval Form

B. Internship Approval Form

C. Contract for Clinical Setting form (only needed if site chosen involves PT/AT/OT).

**4. NOTIFICATION OF APPROVAL (OR ISSUES)**

All students will receive an email from Professor Lugo notifying of approval or if issues have arisen.

## **5. REGISTRATION CODING**

After student approval from Prof. **Lugo**, Prof. Frank will code each student. She will individually email each student to let them know they are ready to register and provide codes.

## **6. READY FOR INTERNSHIP SPRING 2015**

**7. INTERNSHIP AGREEMENT DUE FIRST DAY OF SENIOR SEMINAR ...see Internship Packet**

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