



College of Education & Human Development
Department of Counseling, Health and Kinesiology
EDKN 5309 Organization & Administration of Kinesiology Programs
Fall - 2025

Instructor: Juan M. Hinojosa, Ed.D.

Class time & Location: Wednesday 5:30 – 8:15 (Classroom Hall 221)

E-mail & Telephone: jhinojos@tamusa.edu Phone: (210) 784-2583 Cell: (210) 837-5305

Office Hours: by Appointment

Office Location: STEM Building, Kinesiology Suite: 142D

Required Text: Greenberg, J. D., LoBianco, J. L., (2020). Organization and administration of physical education: theory and practice. Champaign, IL: Human Kinetics

Catalog Description: Major topics included in this course focus on leadership and management, curriculum and instruction, human capital, and teacher evaluations, how to conduct special events, and be fiscally responsible.

Course Objective: This course is intended to assist the graduate student in gaining an understanding of the roles and responsibilities of a physical education administrator from both a theoretical and a practical perspective.

Student Learner Outcomes: Upon completion of this course, each student will be able to:

1. Demonstrate knowledge of theoretical and practical aspects of organization and administration of physical education programs.
2. Demonstrate knowledge of the philosophical and leadership styles of administrators and the application to the field of physical education.
3. Identify the roles and responsibilities of effective leaders in planning and organizing a physical education program.
4. Demonstrate knowledge of curricular and instructional models in the development of a quality physical education program.
5. Demonstrate knowledge of human capital management and teacher evaluations.
6. Demonstrate knowledge of how federal, state, and local laws affect educational programs and personnel.
7. Demonstrate the ability to plan and implement special events and programs.

8. Demonstrate an understanding of the school district budget process and fiscal responsibility.

Instructional Format: To achieve the course objectives, the class will involve:

Lectures, Presentation Feedback – 10%, Presentation – 30%, 2 Exams – 60%

Criteria:

90-100	A	80-89.99	B	70-79.99	C
60-69.99	D	0 - 59.99	F		

No changes to your final grade will occur once class has ended unless I have made a mistake. You are given the opportunity to track your grade throughout the semester thus you should not be surprised with the grade you earn. There are no exceptions (eligibility, financial aid, etc.).

The score on Blackboard reflects your total score for this course, which will be on a scale from 0 to 100 points.

Blackboard: Assignments will be turned in and all notes, announcements, etc., will be posted on Blackboard (except for those that require signatures). Please check that your account is working, otherwise you will fall behind. If you have problems accessing Blackboard:

<http://www.tamusa.tamus.edu/ITS/studentresources/BlackboardStudentHelp/BbStudentHelp.html>

or call **ITS Helpdesk** at **(210) 784-HELP** for assistance

To access Blackboard: <https://tamusa.blackboard.com/>

If you have a question, comment, etc. about an assignment or any other matter, please contact me through **email** jhinojos@tamusa.edu, or visit my office during office hours. If you cannot attend my office in my office hours, please contact me on my email to arrange an appointment at a different time.

If you need to pull up an assignment, notes, etc., my suggestion is to save it to your computer or disk, THEN open it.

On-line tests will be taken on Blackboard and these are also intended for you to work INDIVIDUALLY. If you are caught collaborating with others during on-line testing, you will be [reprimanded](#). Use of electronic equipment during exams will result in a score of 0% for the test and may result in further discipline.

A grade of “C” or better must be earned in this course to satisfy Kinesiology requirements. Majors who do not earn a grade of “C” or better will be required to repeat the course.

Blackboard: All assignments will be turned in and all notes, announcements, etc., will be posted on [Blackboard](#) (except for those that require signatures). Please check that your account is working, otherwise you will fall behind. If you have problems accessing Blackboard, call [210-784-4357](tel:210-784-4357). **Assignment Dropbox** (course content folder) in Blackboard will be used to turn in electronic assignments. Click on the Assignment Dropbox and attach your document.

To access Blackboard, go to the [TAMU-SA homepage](#).

If you need to pull up an assignment, notes, etc., my suggestion is to save it to your computer or disk, THEN open it.

If you have a question, comment, etc. about an assignment or any other matter, please contact me through **email first** (jhinojos@tamusa.edu), then work phone (voicemail 210-784-2583), but NOT Messaging.

Late Penalties: All assigned work is due on the date and time assigned; work received later than the due date will be penalized **one letter grade** per day, after which 4 days will result in a zero (F).

- *I do not offer extra credit.*
- *I do not offer Independent Studies if an acceptable grade is not earned*

Attendance Policy:

1. Instructor's specific policy:
 - a. **In-class assignments or quizzes** related to the topics of this course **missed** because of absence (either excused or not) **will not be made up.**
 - b. Students are allowed **two unexcused absences**
 - c. Reaching the classroom **15+ minutes later** than its official start will lead to a penalty **(equivalent to half of an unexcused absence)**
 - d. Students will receive **F** if they have **three or more unexcused absences**
 - e. Students with **up to 2 absences (either excused or not)** will receive **2 extra points** in their final grade
2. The instructor's policy for this course includes:
 - a. **Your presence is expected in class daily except for emergencies.** Students assume responsibility for any material missed in class. Arrange to pick-up handouts as soon as possible. It is **YOUR** responsibility to make up missed work.
 - b. Requests to be absent from class for official University business (athletics, field trips, student government, etc.) shall be made prior to the anticipated absence. Arrangements for missed work will be made at that time.
 - c. If you miss an exam, do not show up on the day of a presentation or when an assignment is due, *no make-up will be allowed* without **prior arrangement** with the instructor unless there is a *documented* emergency.
 - d. Do not make doctor appointments on the days of tests or presentations.
 - e. **EXCUSED ABSENCES**
If for unforeseen events (hospitalization, death in the family, incarceration, expectant mothers, etc.) a student is absent for a given period of time, he/she should **contact Student Life and Wellness (210-784-1331; studentlife@tamusa.edu)**. Student Life and Wellness does not excuse a student from class; however, if the student is out for an extended period of time, the office will notify professors of absences as a courtesy. The student will have to **provide written documentation** to verify the reason for the absences.

Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability that may require accommodations, please contact Disability Support Services (DSS) for the coordination of services. DSS is located at the Main Campus on the 2nd floor of the Central Academic Building in room 210 and at the Brooks

City-Base Campus in room 149. The phone number for DSS is (210) 784-1335 and email is dsupport@tamusa.tamus.edu.

Statement for sponsored activities and programs open to the public, employees or students:

Texas A&M University-San Antonio is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Americans with Disabilities Act Accommodations will be made in accordance with the law. To request ADA accommodations, please communicate your needs 5 business days before the class, activity or program you plan to attend.

Academic Dishonesty

Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic Dishonesty for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submission, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. This includes holding other students to the same standards and reporting any incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic department head. All students are responsible for being familiar with the Academic Dishonesty Policy which may be found in the Texas A&M University-San Antonio Student Handbook.

Forms of academic dishonesty:

- a. Cheating - A student can be accused of academic dishonesty if he/she uses, or attempts to use, unauthorized assistance (e.g., asking someone else for an answer during a test, copying answers from another person's paper during a test, etc.), uses unauthorized study aids in examinations or other academic work (i.e., "cheat sheets" or textbooks/notes when that use has been disallowed by the faculty), or submits the work of another as his/her own.
- b. Plagiarism - A student can be accused of academic dishonesty if he/she uses the ideas, data or language of another without specific or proper acknowledgment.
- c. Fabrication - A student can be accused of academic dishonesty if he/she submits, or attempts to submit material that is contrived or altered (e.g., making up data for an experiment, misrepresenting data, citing nonexistent articles, contriving sources, falsifying design and/or troubleshooting data, or padding estimates with intent to defraud customers, etc.).
- d. Multiple submission - A student can be accused of academic dishonesty if he/she submits, without prior permission, any work previously submitted to fulfill another academic requirement (e.g., the unauthorized submission of a pre-existing paper or project).
- e. Lying - Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
- f. Bribery - Providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.
- g. Threat - An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.
- h. Misrepresentation of academic records - A student may be accused of academic dishonesty if he/she misrepresents, tampers with or attempts to tamper with any portion of a student's transcripts or academic record (e.g., changing one's grade, altering computer records, falsifying academic information on one's resume, etc.).
- i. Facilitating Academic Dishonesty - A student may be accused of academic dishonesty if he/she knowingly helps or attempts to help another violate the principles of academic integrity (e.g., working together on a take-home exam without instructor permission, providing another student with a pre-written paper or test, unauthorized collaboration of any kind, including online testing, giving answers to lab projects with the intent to help students take practical exams, etc.).

Plagiarism:

The University recognizes plagiarism as a serious academic offense. Plagiarism, the act of representing the work of another as one's own, may take two forms. It may consist of copying, paraphrasing or otherwise using the written or oral work of another without acknowledging the source or it may consist of presenting oral or written course work prepared by another as one's own.

Unless an assignment is designated as a group project, assignments should be completed by the student. I encourage group learning and problem solving with assignments, but when you write up the assignment, it should be in your words. I need to know what YOU know, not what the group knows.

Normally a student who plagiarizes shall receive a grade of “F” in the course in which the act occurs. Students are expected to follow TAMU-SA’s policies as defined in the Academic Catalog. Anyone caught cheating (including plagiarizing) will receive an automatic failure in the course. The instructor may decide to reduce this penalty to an F for the assignment or other appropriate consequence.

If you have any questions about the meaning of plagiarizing, how to properly cite material from a source, or about any of the other forms of cheating, do not hesitate to see your instructor.

Any student caught using the work of another student and/or giving work to another student, or caught cheating in any of the forms listed above, will be reported to student affairs for academic sanctions.

Relevant information on plagiarism is available at the following websites:

<https://www.indiana.edu/~istd/> and <http://www.plagiarism.org/>

All students who have enrolled for audit are expected to complete all course requirements. These requirements include: regular class attendance and participation; completion of all assignments and other class work; quizzes and exams are optional at the discretion of the instructor

Non-Academic Misconduct: (See the [Student Handbook](#)). The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated under nonacademic procedures by the Dean of Students. This includes but is not limited to:

1. Sleeping in class: Students sleeping in class are a distraction to the professor and to the students in class who have a sincere desire to learn. Therefore, this behavior is deemed to be a form of nonacademic misconduct and will not be tolerated
2. Side Conversation: Students engaging in side conversations during class are a distraction to the professor and to the students in class who have a sincere desire to learn. Therefore, this behavior is deemed to be a form of nonacademic misconduct and will not be tolerated.
3. Cellular phones and other electronic devices: Cellular phones are to be turned off during class. A student’s cellular phone ringing is a distraction to the professor and to the students in class who have a sincere desire to learn. Therefore, failing to comply with this policy is deemed to be a form of nonacademic misconduct and will not be tolerated.

Sexual Misconduct: (See the [Student Handbook](#)). Sexual harassment of students and employers at Texas A&M University-San Antonio is unacceptable and will not be tolerated. Any member of the University community violating this policy will be subject to disciplinary action.

Message for pregnant and parenting students: Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 *et seq.*, protects students in all of the academic, educational, extracurricular, athletic, and other programs or activities of universities. This includes prohibiting discrimination against pregnant and parenting students. A student who is pregnant or parenting is entitled to special services. Texas A&M University-San Antonio is committed to implementing all provisions of Title IX. For availing of special services available to students whose curricular and co-curricular work is impacted by pregnancy and parenting related issues contact Dr. Jo Anna Benavides-Franke, Associate Vice President for Student Engagement and Success or visit the [Title IX homepage](#).

Statement for sponsored activities and programs open to the public, employees or students: Texas A&M University-San Antonio is committed to providing special services to pregnant and parenting individuals as required by Title IX. To request such services, please communicate your needs five business days before the activity or program you plan to attend by calling (Sponsors name and Number).

Counseling Resources: As a college student there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Office of Student Counseling & Wellness Services (SC&WS) located in Modular C, Room 166 (Rear entrance) or call 210-784-1331 between the hours of 8:00AM and 5:00PM. All mental health services provided by SC&WS are free, confidential (as the law allows), and are not part of a student’s academic or university record.

SC&WS provides brief individual, couples, and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit www.tamusa.edu/studentcounseling. In order to reduce the spread of COVID-19, the Student Counseling & Wellness Services (SC&WS) office will primarily offer services via phone and/or Webex. Any students interested in scheduling an appointment should call (210) 784-1331 Monday through Friday, 8:00AM – 5:00PM. After hours, please contact UPD at 911 or text “HOME” to 741-741 24/7/365 to connect with a trained crisis counselor. The National Suicide Prevention hotline also offers a 24/7/365 hotline at 1-800-273-8255.

COVID-19 SYLLABUS ADDENDUM

- Mandatory testing applies to those individuals who are regularly on campus, such as students who attend and faculty who teach face-to-face and hybrid classes, and staff who work on-campus. Employees who work 100 percent remotely are not part of the mandatory testing protocol.
- A&M-San Antonio encourages all members of our university community to wear face coverings in public settings, including on campus.
- Students must stay home and complete the [COVID-19 Report Form](#) through the designated web portal if they:
 - Have been diagnosed with or received a positive test result for COVID-19;
 - Are experiencing COVID-19 symptoms (as listed on the CDC website); or
 - Have been in close contact with someone who has or is suspected of having COVID-19, or someone in their household has been diagnosed with or received a positive test result for COVID-19.

Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the

wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact your instructor to discuss the issue. Faculty, students, and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Texas A & M University San Antonio.

SUMMARY OF ASSIGNMENTS

Activities

Total Point Value – 40

Facility Design Project – 20 pts

Budget Construction Project – 20 pts

Exams

Total point value – 60

Mid-term – 30 points

Final Exam – 30 points

EDKN 5309 Organization and Administration of Kinesiology Programs Wednesday – 5:30 – 8:15PM

Aug	
27	Syllabus Overview Check-in
Sept	
3	Chapter 1 – Role of the Administrator
10	Chapter 3 & 4 – Organization & Curriculum Development of PE program
17	Chapter 5 & 6 – Quality Instruction - Teacher Evaluations
24	Chapter 10 – Communication
Oct	
1	Chapter 12 – Human Capital and Interviewing Personnel
8	Mid-term Exam (30 pts)
15	Budget Construction
22	Chapter 13 – Fiscal Management
29	Chapter 2 – M & O and Athletics
Nov	
5	Chapter 8 – Facilities Design - Budget Construction Project Due (20 pts)
12	Chapter 11 – Legal Issues
19	Chapter 14 – Grant writing
26	No Class – Thanksgiving Break
Dec	
3	Facilities Design Project Due (20 pts)
10	Final Exam (30 pts)