Course Number and Title: SRM 407: Facility Operation
Number of Credits: 2 Credit Hours
Prerequisites: Sophomore status
Instructor: Stephen Dannhof
Office: Charles House 303
Office Hours: M, W, F, 2-4
Phone: 262-524-7105
Email: sdannhof@carrollu.edu

Course Description:
This course is designed to bridge the gap between business administration theory and practical application in the fitness and recreation fields. Information provided in this course prepares students for their internship and first professional work experiences.

Lecture and Discussion: Thursday 2:00-3:50

FINAL EXAM: Tuesday, December 19 2:00 P.M.

Required Text:
Primary Text: TBA

Course Objectives:
As a result of successfully completing the course, the student will be able to:
1. Design and organize a fitness and recreational facility following ACSM, NSCA, and OSHA guidelines.
2. Understand what is involved in the daily operation of a facility.
3. Have the skills to create a safe and effective environment.
4. Understand the recruitment, hiring, and evaluation process.
5. Be able to apply the concepts and theory of supervision and personnel management.
6. Be able to research, organize, and present equipment purchase and budget recommendations.
7. Understand basic marketing concepts and be able to design, develop, and administer a program.

Format:
Lecture, Discussion, Data Analysis, Small Group Work, Assigned Readings, and Class Projects

Course Requirements:
Assigned Readings
Assigned readings should be reviewed prior to class. It is important to be prepared for each topic in class so that you can add to the discussion with questions and comments.

Dress
Professional dress is required for field trips and presenters.

Project
This semester’s project will involve designing a facility which will include:
- Layout and design
- Meeting a budget
- Providing staff

Assignments
Assignments are designed to prepare you for the final projects.
Field Trips & Presenters
Throughout the semester there will be several field trips and presenters. A reaction paper on the field trips and presenters will be due the class period following the event.

Grading Summary:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exams (2, 4, 5, 7)</td>
<td>15%</td>
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<tr>
<td>In-class Activities (2, 4, 5, 7)</td>
<td>15%</td>
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<tr>
<td>Facility Project (1, 2, 3, 6)</td>
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<tr>
<td>Reaction Papers (4, 5)</td>
<td>20%</td>
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<tr>
<td>Assignments</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Assignments:
- Chapter 1-4 Quiz
- Chapter 5-7 Quiz
- Chapter 8-12 Quiz
- Assessment of design of Van Male Field House/Reaction Paper
- Assessment of design of Ganfield Gymnasium/Reaction Paper
- Chapter 28-31 Quiz
- Facility Design Project
- Final Exam

Grading Scale:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Conversion Scale</th>
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<tbody>
<tr>
<td>A</td>
<td>100 – 93</td>
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<tr>
<td>AB</td>
<td>92 – 88</td>
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<td>B</td>
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<tr>
<td>BC</td>
<td>81 – 78</td>
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<td>C</td>
<td>77 – 70</td>
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<tr>
<td>D</td>
<td>69 – 60</td>
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<tr>
<td>F</td>
<td>&lt; 60</td>
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Class Attendance: Students are expected to attend every class. All absences must be cleared before class by contacting the course instructor. Excused absences will be considered on a case-by-case basis and will generally only be offered in situations of debilitating personal illness, serious family emergency, observance of religious holidays, scheduled athletic or other extra-curricular activities in which the student participates. The course instructor will determine if additional assignments are given for unexcused absences.

Right to Modify Syllabus statement

- “The instructor and the University reserve the right to modify, amend or change the syllabus (course requirements, grading policy, etc.) as the curriculum and/or program require(s).

Academic Integrity statement

- The Carroll University Academic Integrity Policy is located in the student handbook—http://www.carrollu.edu/campuslife/shstudenthb.asp?nav=5769. Please familiarize yourself with it. Carroll University emphasizes that students have an obligation to conduct their academic work with honesty and integrity. All acts of academic misconduct are serious. If you have any questions about appropriate citations, please ask.
Accommodation for Disabilities

- “Students with disabilities who may need accommodations or any student considering obtaining documents should make an appointment with the Walter Young Center (262-524-7621) no later than the first week of class.”

Tentative Schedule

**Week 1**
- Chapter 1: Planning Facilities: Master Plan, Site Selection, and Development Phases

**Week 2**
- Chapter 2: Planning Facilities for Safety and Risk Management

**Week 3**
- Chapter 3: Sustainable Design, Construction, and Building Operations
- Chapter 4: Universal and Accessible Design: Creating Facilities That Work for All People
- Chapter 1-4 Quiz

**Week 4**
- Chapter 5: Electrical, Mechanical, and Energy Management
- Chapter 6: Ancillary Areas

**Week 5**
- Chapter 7: Graphics and Signage
- Chapter 5-7 Quiz

**Week 6**
- Chapter 8: Indoor and Outdoor Surfaces
- Chapter 9: Landscape Design, Sports Turf, and Parking Lots
- Chapter 10: Indoor and Outdoor Courts

**Week 7**
- Chapter 11: Field Spaces
- Chapter 12: Bleachers
- Chapter 8-12 Quiz
- Assessment of design of Van Male Field House

**Week 8**
- Chapter 13: Aquatic Facilities
- Chapter 16: Campus Recreational Sports Centers
- Chapter 17: Strength and Cardiovascular Training Facilities
- Assessment of design of Ganfield Gymnasium

**Week 9**
- Chapter 29: Trends in Equipment and Supplies
- Chapter 31: Equipment and Facility Design Standards
- Chapter 28-31 Quiz

**Week 10**
- Field Trip to Miller Park

**Week 11**
- Field trip to The Bradley Center

**Week 12**
- Facility Design Project

**Week 13**
- Facility Design Project

**Week 14**
- Facility Design Project