

**Eastern Washington University**  
**Department of Wellness and Movement Sciences**  
RCLS 480: Budgeting in Recreation and Leisure Services  
WINTER 2022

Instructor: Chris Cindric  
Office: PEC 236  
E-Mail: [ccindric@ewu.edu](mailto:ccindric@ewu.edu)  
Office hours: MW 1:00-2:00PM; T 1:00-3:00PM  
Class Meets: MTWR 11-11:50AM  
Locations: PEC 109  
Credits: 4

**Course Description**

This course is designed to identify both traditional and innovative methods of financing recreation services at the public and private level along with an analysis of personal spending and budgeting procedures. A complete budget document for a selected organization will be developed.

**Instructional Methods and Materials**

Lecture, PowerPoint, Discussion, Small Group Work, Micro Teaching, Cooperative Learning, Activities, Role Playing, Field Experiences, Online Participation

**Text**

Brayley, R., & McLean, D. (2008). *Financial Resource Management in Sport, Tourism, and Leisure Services* (2<sup>nd</sup> ed.). Sagamore: Urbana, IL.

*Note: Additional reading materials will be distributed in class or online. It is essential that students read all assigned material for class. Even if not explicitly discussed, lectures, discussion, and class exercises may assume student knowledge of the reading material. The instructor reserves the right to give “no-notice” quizzes on all reading materials (reading matters).*

**Course goals and learning outcomes**

1. Learn fundamentals of budgeting, partnerships, current issues and trends, and methods of external support including grants and foundations. (7.01)
2. Demonstrate an understanding of accounting and budgeting fundamentals through a personal finance example (7.01)
3. Development of a budget document for a realistic agency using current fiscal management strategies. (7.01)
4. Development of an extensive budget report involving research on public and private enterprises. (7.01)
5. Identify financial management strategies and differences between public, private not-for-profit, sport, tourism, and commercial enterprises. (7.03)

## **Grading and Evaluation Procedures**

Criteria for evaluation in this class include ordinary standards of good writing (clear expression; accurate punctuation, grammar, and spelling; well organized) and meeting specifications of individual assignments. Assignments must be handed in on or before announced deadlines. Assignments must be typed (12 point font) and double-spaced. All required assignments must be completed to earn a course grade of C+ or higher.

### ***Grading Scale:***

Grades will be assigned according to the WAMS department standards, (which includes an assumption of basic literacy in English).

<b>RCLS Grade Scale</b>			
Grade	Percentage	Grade	Percentage
A	94-100	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	<60

*Final grades will be assigned according to the following breakdown:*

<b>Assignment</b>	<b>Points</b>
Quizzes, Assignments, & Homework	~100 points
Exams (3 @ 100 points)	300 points
Discussion Questions	~50 points
	<b>~450 Total Points</b>

### **Assignments:**

All of the class assignments have a specified due date, so pay attention to the syllabus and **Canvas** (read it and refer to it often). **Assignments must be submitted via Canvas**, on time, i.e., by **11:59PM sharp** on the due date. **At 12:00AM your assignment is considered late and will receive a 10% deduction.** Generally, I will not accept assignments that are more than one week late. If, however, a special circumstance does arise in regard to the timely completion of an assignment, please contact me immediately.

12:00AM-one day late	10% reduction in grade
Two days late	20% reduction in grade
Three days late	30% reduction in grade
Four days late	40% reduction in grade
Five-seven days late	50% reduction in grade
More than a week late	0.0 for the assignment

**Attendance:***EWU RCLS Policy:*

Excused consists of doctor's appointments (with official note from the doctor's office), professional conferences and trainings (with prior notice), and approved university athletic events (with prior notice). In order to be excused, all absences must include documentation. If you miss more than 15% of class time, you will have to retake the course.

- As a 4 credit course, 6 hours (i.e. 6 classes) missed is OK. After the 7<sup>th</sup> hour missed, you have to retake the course.

*RCLS 480 Course Policy:*

Attendance is crucial for the success of this class. Attendance means that you are in class for the entire class. Late arrival or early departures break up the flow of the class and are not fair to your peers. If you miss class, it is your responsibility to get notes and information you missed from other students in the class.

**Participation:** Participation is also important for the success of this class. While you are required to be in attendance each course period, you are also expected to participate and be an active, engaged learner. This means:

1. No cell phones out during class. I will give you a few warnings regarding cell-phone use and then I will stop reminding you to put it away. Phone use in class will result in a lower participation grade.
2. You may use your laptop to take notes, but you must be taking notes on your laptop. If you rarely look up from your computer or seem to be completely engrossed in whatever it is on your screen, you will lose points. This is a distraction to me and your classmates.
3. Be engaged! Answer questions posed in class and ask your own questions!
4. Participation points will be deducted for non-participation.

**Written Assignment Policies**

All written assignments are required to meet the following criteria unless noted otherwise:

- 12pt. Times New Roman
- Be completed in Microsoft Office (e.g., Word, Excel, PPT, etc.).
- Double-sided printing is encouraged for assignments that require a physical copy to be turned in.
- Be double-spaced and in the appropriate format for the assignment.
- Include page numbers.
- Front page must include the following, *single spaced*:
  - Name and number of course
  - Student's name
  - Date assignment or paper is due
  - Named titleMeet **APA Publication Manuscript style**, i.e., references, citing (direct and paraphrased quotes, headings, etc.)
- **Edit** your work for grammar, spelling, word choice, etc. Deductions will be taken for poor editing.
- All work will be **turned in on time**. 10% will be deducted for each day an assignment is late. Assignments will not be accepted after 7 days.

- Most assignments will be submitted through Canvas.

### **Academic Integrity**

- 1) Violations of academic integrity will not be tolerated. Examples of academic dishonesty include misrepresenting others' work as your own, failure to provide proper citations in written text, stealing or destroying material intended for the use of other students, using notes or cell phones during exams, taking photographs of exams, assisting others during exams, copying someone else's work, letting his or her work be copied. **Any** violation of academic integrity for any assignment in this class may result in an XF grade **for the course as a whole**. An XF grade indicates that you failed the course for violating EWU's policy on academic integrity. For additional information regarding this issue, refer to the following link <http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml>.
- 2) Any form of academic dishonesty will be documented and reported to the Vice Provost for Undergraduate Affairs. A student who cheats on a test, quiz or homework assignment (copying someone else's work, letting his or her work be copied, talking or sharing a calculator during an exam and other forms of cheating) will receive a zero on the assignment or assessment. Another incidence of cheating may result in a grade of XF for the quarter. (XF on a transcript indicates that a student received a 0.0 because he or she cheated.) For additional information regarding this issue, refer to the following link <http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml>.
- 3) EWU expects the highest standards of academic integrity of its students. Academic honesty is the foundation for a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The university supports the faculty in setting and maintaining standards of academic integrity. Charges of academic dishonesty are reviewed through a process that allows for student learning and impartial review. EWU's academic integrity policy is available online at: <http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml>
- 4) **Statement on plagiarism and academic fraud:** Broadly speaking, plagiarism occurs when an author uses the words, ideas, and/or phrasing of another author (either directly or in paraphrase) without proper attribution. Cutting and pasting sentences, paragraphs, or entire articles written by someone else into your essay and then submitting it as your own is the obvious example. However, academic fraud is broader than this. For example, if you use the words of another author but fail to put quotation marks around them, that's plagiarism. Or if you put quotation marks around them but fail to provide a citation, that's plagiarism too. Using the notes or class materials of another student in the completion of an exam or other assignment (whether it's an in-class or take-home exam), is cheating. If you *provide* your notes/class materials to another student who then uses them to complete an assignment, that could be defined as cheating too.

In addition, there's a difference between collaboration and collusion. Collaboration involves things like talking, thinking, or brainstorming with your fellow students and is generally

encouraged. Collusion occurs when that collaboration results in the submission of identical or substantially similar work by two or more students and is always frowned upon. There is a difference between careless academic practice and the outright intent to deceive, and sanctions for such offenses can be modulated depending on the professor's view of the seriousness of the offense. The point is that you need to be triple-extra sure about what sorts of collaboration are permitted by your instructors and which aren't. Do not assume anything! Just because a certain kind of collaboration has not been expressly prohibited by an instructor does not mean it's permitted. Just because some professors permit collaboration does not mean they all do.

Any student found guilty of plagiarism or other academic fraud in this class will automatically receive a 0.0 grade for the course. I reserve the right to refer especially serious instances of academic fraud (e.g. an obvious intent to deceive) to the appropriate university authorities and request the more serious sanction of an X/F grade for the course. Please consult with me if you're even slightly unsure of what this all means.

EWU's academic integrity policy is available online at:

<http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml>

### **Disability Support and ADA**

Your ability to succeed in this class is important to me. If you already have an accommodation plan through Disability Support Services (DSS) and would like to use your approved accommodations in this class, please let me know as soon as possible. If you do not have an accommodation plan but have a temporary health condition or permanent disability that may require an accommodation, please contact DSS at [dss@ewu.edu](mailto:dss@ewu.edu) or 509-359-6871. You can also visit their website at <https://inside.ewu.edu/dss/>.

### **Religious Accommodations**

If you would like to request an accommodation for reasons of faith or conscience, please refer to EWU's policy on Holidays and Religious Accommodations available at <https://inside.ewu.edu/policies/>. Accommodations must be requested within the first two weeks of this course using the Holidays and Religious Accommodations Request form available at <https://inside.ewu.edu/student-life/resources/holidays-and-religious-accommodations-request/>.

### **Equal Opportunity/Affirmative Action**

No person shall, on the basis of age, race, religion, color, gender, sexual orientation, gender identity, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of Eastern Washington University. Eastern Washington University adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

### **Student Conduct**

Students are subject to the University's Student Conduct Code, which has been promulgated as a chapter in the Washington Administrative Code (WAC) at Ch. 172-120. This code protects the interests of the University in providing an atmosphere supportive of student learning. In this

class, students are expected to treat other individuals with respect and to engage in the learning activities assigned. Distractive, disruptive, irrelevant or inappropriate behavior will not be tolerated.

### **Time Commitment**

As per the guidelines for Eastern Washington University, for each credit hour spent in a lecture-discussion setting in the classroom, per week, requires 2-hours of outside preparation time. This is a 4 credit-hour class, and you can expect to put in up to 8-hours per week outside of the classroom on the preparation, reading, and project assignments.

### **Withdrawal/ Incomplete**

If it becomes necessary for you to withdraw from the course, it is your responsibility to do so. To receive an incomplete (X), a student must be passing the course when a verifiable documented emergency occurs after the last withdrawal date.

### **Syllabus Disclaimer**

This syllabus has been created as a guide to the class and is as accurate as possible. However, all information is subject to be modified as class needs change.