LEIS3350 Leisure Management Practice III
Semester 1, 2006
Course Outline

Course Co-ordinator: Paul Stolk
Room: TBC
Ph: 4921 5694
Email: paul.stolk@newcastle.edu.au

Consultation hours: Monday 1.00pm to 3.00 pm
(please contact me for an appointment)

Unit Weighting: 10

Brief Course Description
This course is only available for students enrolled in the Bachelor of Social Science (Recreation and Tourism). This course builds on Leisure Management Practice 1 and 2 and focuses upon the strategic processes that will enable students to position and promote themselves in contemporary leisure services labour market context. This course applies key principles associated with strategic planning and performance management and emphasises the importance of developing demonstrable capabilities relevant to particular career goals.

Contact Hours
Lecture for 1 hour per week for the full semester
Tutorial for 1 hour per week for the full semester

Teaching Methods
While this course includes traditional learning modes such as lectures, tutorials and assigned readings, a range of other more flexible learning experiences will be included using Blackboard.

On-line interaction through Blackboard will supplement traditional teaching methods in this course. Blackboard will provide the main vehicle for posting course-related announcements and will also be used to direct students to resources relevant to this course. Each student is responsible for checking Blackboard on a regular basis.
Callaghan Campus Timetable
LEIS3350
LEISURE MANAGEMENT PRACTICE III
Enquiries: School of Humanities and Social Science
Semester 1 - 2006

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
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<tbody>
<tr>
<td>Lecture</td>
<td>09:00</td>
<td>10:00</td>
<td>[SRLT1]</td>
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<tr>
<td>and Tutorial</td>
<td>10:00</td>
<td>11:00</td>
<td>[GP2-14]</td>
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<tr>
<td>or</td>
<td>11:00</td>
<td>12:00</td>
<td>[GP1-32]</td>
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Learning Materials/Texts
The required reading for this course is the textbook:


This textbook can be purchased from the United Campus Bookstore (Callaghan Campus) and is also held in the Auchmuty Library’s Short Loans Collection. Some second hand copies may be available in second hand book stores. Any additional readings will be listed on Blackboard and placed in the Auchmuty Library’s Short Loans Collection. Students are expected to assume responsibility for reading more widely in this course by accessing relevant material from the University library.

Course Objectives
By the end of this course, students will be expected to:

1. Demonstrate an understanding of human resource management principles and practices as they relate to leisure service provision and, in particular, of issues relating to staff selection, staff organisation and staff performance.

2. Demonstrate an understanding of the role of organisational behaviour principles and practices as they relate to leisure service provision.

3. Understand the psychological, social, cultural and organisational factors that influence individuals as they seek to secure and develop their careers in leisure industries.

4. Demonstrate an ability to develop and write a theoretically grounded project proposal drawing upon a range of management principles and practices.

5. Produce a portfolio documenting their competencies in selected management practices.

Course Content
This course seeks to develop an understanding of selected principles and practices associated with the management of leisure services. Topics include:

1. Labour force characteristics of leisure industries.

2. Staff selection and recruitment.


4. Leadership, management styles and staff motivation.

5. Developing a project proposal.

Assumed Knowledge
LEIS2240 (Leisure Management Practice II) forms an important foundation for this course.
## Lecture and Tutorial Program

<table>
<thead>
<tr>
<th>Week No. and Date</th>
<th>Topic</th>
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| 1 - 20\textsuperscript{th} February | **Lecture:** Introduction to course and WIL overview.  
**Tutorial:** No Tutorial  
**Reading from Text:** Introduction Chapter |
| 2 - 27\textsuperscript{th} February | **Lecture:** Studying the Leisure Service Profession  
**Tutorial:** Career Goals Review  
**Reading from Text:** Chapters 1 and 12 |
| 3 - 6\textsuperscript{th} March | **Lecture:** The Structure and Politics of Leisure Organisations  
**Tutorial:** Overview of WIL Proposal  
**Reading from Text:** Chapters 2 and 3 |
| 4 - 13\textsuperscript{th} March | **Lecture:** Individual Abilities and the Leisure Workplace  
**Tutorial:** Skills Assessment Workshop  
**Reading from Text:** Chapters 4 and 5 |
| 5 - 20\textsuperscript{th} March | **Lecture:** Personal and Organisational Emotions and Values  
**Tutorial:** In-Class Exam Preparation  
**Reading from Text:** Chapter 6 |
| 6 - 27\textsuperscript{th} March | **Lecture:** \textbf{IN-CLASS EXAM}  
**Tutorial:** WIL Consultation by Appointment  
**Reading from Text:** No Reading |
| 7 - 3\textsuperscript{rd} April | **Lecture:** Organisational Culture and Commitment  
**Tutorial:** Case Study / WIL Consultation by Appointment  
**Reading from Text:** Chapter 8 |
| 8 - 10 April | **Lecture:** Human Resource Management: Empowerment and Diversity  
**Tutorial:** Labour Needs Analysis Workshop  
**Reading from Text:** Chapter 11 |
| **MID SEMESTER BREAK** | |
| 9 - 1\textsuperscript{st} May | **Lecture:** Analysing and Designing Jobs  
**Tutorial:** Job Design Strategy Workshop  
**Reading from Text:** Chapter 7 |
| 10 - 8\textsuperscript{th} May | **Lecture:** Staff Selection and Recruitment: Part 1  
**Tutorial:** Negotiation Strategies  
**Reading from Text:** Chapter 10 |
<table>
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<tr>
<th>Date</th>
<th>Lectures/Readings</th>
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</table>
| 11 - 15th May| **Lecture**: Staff Selection and Recruitment Part 2  
**Tutorial**: No Classes, Log on to Blackboard for Interactive Exercise  
**Reading from Text**: No Reading |
| 12 - 22nd May| **Lecture**: Empowering and Rewarding Staff  
**Tutorial**: Career Development and the Career Portfolio  
**Reading from Text**: Chapter 9 |
| 13 - 29th May| **WIL PROPOSAL DUE**  
**Lecture**: Course Review  
**Tutorial**: Exam Preparation  
**Reading from Text**: No Reading |
| 14 - 5th June| **Lecture**: No Lecture  
**Tutorial**: Consultation by Appointment  
**Reading from Text**: No Reading |

**EXAMINATION PERIOD (13th - 30th June)**
Assessment Items

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Details</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>In-Class Exam</td>
<td>Short answer questions, worth 25%.</td>
<td>Week 6 (27 March)</td>
</tr>
<tr>
<td>Formal Exam</td>
<td>Short answer and essay questions, worth 45%.</td>
<td>Exam Period</td>
</tr>
<tr>
<td>Project</td>
<td>Work Integrated Learning (WIL) proposal, worth 30%.</td>
<td>Week 12 (22 May)</td>
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**In-Class Examination (25%)**
This exam will take place during the lecture in Week 6 (Monday 27th of March). The exam will comprise of short answer questions on materials covered in the lectures, tutorials and readings from the first half of this course (Weeks 1-6).

**Formal Examination (45%)**
This exam will take place during the formal examination period at the end of semester (13th to 30th June). The exam will comprise of short answer and essay questions on materials covered in the lectures, tutorials and readings from Weeks 1-13 inclusive.

**Work Integrated Learning (WIL) Proposal (30%)**
This assignment will be in the form of a proposal that provides details of the student’s intended 100 hour WIL experience to be undertaken during the second semester as a requirement for LEIS3360. This proposal will draw upon principles of self-marketing (covered in LEIS2240) and organisational behaviour and human resource management covered in this course.

This proposal should include:
- Details of previous WIL experiences and their relationship to each other and to the student’s emerging career plan.
- A detailed description and justification for the proposed use of WIL hours
- Evidence of having established a WIL plan, including letters or email correspondence from organisations.
- Timetables, schedules and descriptions of courses or other training being undertaken as part of the WIL.
- A detailed description of how the evidence from this and other WIL experiences will be presented, including a draft of a portfolio table of contents that demonstrates competencies thus far.

Assessment criteria and further information on this assignment will be provided in the Course Documents folder in Blackboard and also in the Tutorial in Week 3.

**Plagiarism**
University policy prohibits students plagiarising any material under any circumstances. A student plagiarises if he or she presents the thoughts or works of another as one’s own. Without limiting the generality of this definition, it may include:
- copying or paraphrasing material from any source without due acknowledgment;
- using another’s ideas without due acknowledgment;
- working with others without permission and presenting the resulting work as though it was completed independently.

Plagiarism is not only related to written works, but also to material such as data, images, music, formulae, websites and computer programs.

Aiding another student to plagiarise is also a violation of the Plagiarism Policy and may invoke a penalty.
For further information on the University policy on plagiarism, please refer to the Policy on Student Academic Integrity at the following link -


The University has established a software plagiarism detection system called Turnitin. When you submit assessment items please be aware that for the purpose of assessing any assessment item the University may -

- Reproduce this assessment item and provide a copy to another member of the University; and/or
- Communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the item on its database for the purpose of future plagiarism checking).
- Submit the assessment item to other forms of plagiarism checking

Written Assessment Items

Students may be required to provide written assessment items in electronic form as well as hard copy.

Extension of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items or Formal Written Examinations

Students are required to submit assessment items by the due date, as advised in the Course Outline, unless the Course Coordinator approves an extension of time for submission of the item. University policy is that an assessment item submitted after the due date, without an approved extension, will be penalised.

Any student:

1. who is applying for an extension of time for submission of an assessment item on the basis of medical, compassionate, hardship/trauma or unavoidable commitment: or
2. whose attendance at or performance in an assessment item or formal written examination has been or will be affected by medical, compassionate, hardship/trauma or unavoidable commitment;

must report the circumstances, with supporting documentation, to the appropriate officer on the prescribed form.

Please go to the Policy and the on-line form for further information, particularly for information on the options available to you, at:


Changing your Enrolment

The last dates to withdraw without financial or academic penalty (called the HECS Census Dates) are:

For semester 1 courses: 31 March 2006

Students may withdraw from a course without academic penalty on or before the last day of semester and prior to the commencement of the formal exam period. Any withdrawal from a course after the last day of semester will result in a fail grade.

Students cannot enrol in a new course after the second week of semester/trimester, except
under exceptional circumstances. Any application to add a course after the second week of semester/trimester must be on the appropriate form, and should be discussed with the School Office.

To change your enrolment online, please refer to

http://www.newcastle.edu.au/study/enrolment/changingenrolment.html

Contact Details

Faculty Student Service Offices
The Faculty of Education and Arts
Room: GP1-22 (General Purpose Building)
Phone: 0249 215 314
The Faculty of Business and Law
Room: SRS130 (Social Sciences Building)
Phone: 0249 215 983

The Dean of Students
Dr Jennifer Archer
Phone: 492 15806
Fax: 492 17151
resolutionprecinct@newcastle.edu.au

Various services are offered by the University Student Support Unit:


Alteration of this Course Outline

No change to this course outline will be permitted after the end of the second week of the term except in exceptional circumstances and with Head of School approval. Students will be notified in advance of any approved changes to this outline.

Web Address for Rules Governing Undergraduate Academic Awards

Web Address for Rules Governing Postgraduate Academic Awards
STUDENTS WITH A DISABILITY OR CHRONIC ILLNESS

The University is committed to providing a range of support services for students with a disability or chronic illness.

If you have a disability or chronic illness which you feel may impact on your studies, please feel free to discuss your support needs with your lecturer or course coordinator.

Disability Support may also be provided by the Student Support Service (Disability). Students must be registered to receive this type of support. To register please contact the Disability Liaison Officer on 49 21 5766, or via email at: student-disability@newcastle.edu.au

As some forms of support can take a few weeks to implement it is extremely important that you discuss your needs with your lecturer, course coordinator or Student Support Service staff at the beginning of each semester.

For more information related to confidentiality and documentation please visit the Student Support Service (Disability) website at:

www.newcastle.edu.au/services/disability

Administrative Information

Studentmail and Blackboard: www.blackboard.newcastle.edu.au/
This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum if there is one, or if emailing staff directly use the course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.

Written Assignment Presentation and Submission Details
Students are required to submit assessment items by the due date. Late assignments will be subject to the penalties described below.

Hard copy submission:
- **Type your assignments**: All work must be typewritten in 11 or 12 point black font. Leave a wide margin for marker’s comments, use 1.5 or double spacing, and include page numbers.
- **Word length**: The word limit of all assessment items should be strictly followed – 10% above or below is acceptable, otherwise penalties may apply.
- **Proof read your work** because spelling, grammatical and referencing mistakes will be penalised.
- **Staple the pages** of your assignment together (do not use pins or paper clips).
- **University coversheet**: All assignments must be submitted with the University coversheet: www.newcastle.edu.au/policy/academic/general/assess_coversheet.pdf
- **Assignments are to be deposited in the relevant discipline assignment box**: School of Humanities and Social Sciences, MC127, McMullin Building.
- **Do not fax or email assignments**: Only hard copies of assignments will be considered for assessment. Inability to physically submit a hard copy of an assignment by the deadline due to other commitments or distance from campus is an unacceptable excuse. Assignments mailed to Schools are accepted from the date posted.
- **Keep a copy of all assignments**: All assignments are date-stamped upon receipt. However, it is the student’s responsibility to produce a copy of their work if the assignment goes astray after submission. Students are advised to keep updated back-ups in hard copy and on disk.
Online copy submission to Turnitin
In addition to hard copy submission, students are required to submit an electronic version of the following assignments to Turnitin via the course Blackboard website:

**WIL Proposal**
Prior to final submission, all students have the opportunity to submit one draft of their assignment to Turnitin to self-check their referencing.

Assignments will not be marked until both hard copy and online versions have been submitted. Marks may be deducted for late submission of either version.

The course ID for this course is 1259722 and the password is LEIS3350

**Penalties for Late Assignments**
Assignments submitted after the due date, without an approved extension of time will be penalised by the reduction of **5% of the possible maximum mark** for the assessment item for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted **more than ten days** after the due date will be awarded zero marks.

**Special Consideration/Extension of Time Applications**
Students wishing to apply for Special Consideration or Extension of Time should obtain the appropriate form from the Student HUBS.

**Re-marks**
Students can request to have their work re-marked by the Course Coordinator or Discipline Convenor (or their delegate); three outcomes are possible: the same grade, a lower grade, or a higher grade being awarded. Students may also appeal against their final result for a course. Please consult the University policy at:


**Return of Assignments**
Where possible, assignments will be marked within 3 weeks and returned to students in class. At the end of semester, students can collect assignments from the Student HUBS during office hours.

**Preferred Referencing Style**
In this course, it is recommended that you use the Harvard in-text referencing system (similar to the APA system) for referencing sources of information used in assignments. Inadequate or incorrect reference to the work of others may be viewed as plagiarism and result in reduced marks or failure.

An in-text citation names the author of the source, gives the date of publication, and for a direct quote includes a page number, in parentheses. At the end of the paper, a list of references provides publication information about the source; the list is alphabetised by authors' last names (or by titles for works without authors). Further information on referencing and general study skills can be obtained from:


**Student Representatives**
We are very interested in your feedback and suggestions for improvement. Student Representatives are the channel of communication between students and the School Board. Contact details of Student Representatives can be found on the School website.
**Student Communication**
Students should discuss any course related matters with their Tutor, Lecturer, or Course Coordinator in the first instance and then the relevant Discipline or Program Convenor. If this proves unsatisfactory, they should then contact the Head of School if required. Contact details can be found on the School website.

**Essential Online Information for Students**
Information on Class and Exam Timetables, Tutorial Online Registration, Learning Support, Campus Maps, Careers information, Counselling, the Health Service and a range of free Student Support Services can be found at:


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<tr>
<th>Grading guide</th>
<th>Fail (FF)</th>
<th>Pass (P)</th>
<th>Credit (C)</th>
<th>Distinction (D)</th>
<th>High Distinction (HD)</th>
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<tr>
<td>49% or less</td>
<td>An unacceptable effort, including non-completion. The student has not understood the basic principles of the subject matter and/or has been unable to express their understanding in a comprehensible way. Deficient in terms of answering the question, research, referencing and correct presentation (spelling, grammar etc). May include extensive plagiarism.</td>
<td>The work demonstrates a reasonable attempt to answer the question, shows some grasp of the basic principles of the subject matter and a basic knowledge of the required readings, is comprehensible, accurate and adequately referenced.</td>
<td>The work demonstrates a clear understanding of the question, a capacity to integrate research into the discussion, and a critical appreciation of a range of different theoretical perspectives. A deficiency in any of the above may be compensated by evidence of independent thought. The work is coherent and accurate.</td>
<td>Evidence of substantial additional reading and/or research, and evidence of the ability to generalise from the theoretical content to develop an argument in an informed and original manner. The work is well organised, clearly expressed and shows a capacity for critical analysis.</td>
<td>All of the above, plus a thorough understanding of the subject matter based on substantial additional reading and/or research. The work shows a high level of independent thought, presents informed and insightful discussion of the topic, particularly the theoretical issues involved, and demonstrates a well-developed capacity for critical analysis.</td>
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</table>