

JAN. 29 2003

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS**

**PHYSICAL EDUCATION PE 1050
INTRODUCTION TO THE ADMINISTRATION OF SPORT, PHYSICAL ACTIVITY AND
RECREATION PROGRAMS
2003**

I. GENERAL INFORMATION

Instructor: Harry Stevens
Office: K218
Phone: 539-2974

Class Times:	M W	10:00 – 11:20	D308
	L1 F	10:00 – 10:50	E301
	L2 TH	12:00 - 12:50	B302

Credit: 3 credits

Transferability: Equivalent to PESS 150 - University of Alberta, Knes 233 (3 credits) University of Calgary, Unspecified PE Options - University of Lethbridge (3 credits), Camrose Lutheran, The King's College and Athabasca University.

II. COURSE OBJECTIVES

1. To develop basic competencies required of administrators in the area of PE, Sport and Recreation.
2. To develop a basic understanding of the concepts involved in being a successful leader/manager of teams.
3. To give students an opportunity to apply their skills to an administrative practical experience involving work teams.

III. RESOURCES

Required Text:

COVEY, STEPHEN; Principle -Centered Leadership; New York, NY: Fireside 1990

Suggested Reading:

1. Kouzes, James M. and Posner, Barry Z.; The Leadership Challenge, San Francisco; Jossey - Bass, 1995.
2. Horine, L.; Chapters from Administration of Physical Education and Sport Programs; DUBUQUE, IA: WM. C. BROWN, 1995.
3. Graham, P. S.; Chapters from Sport Business Operational and Theoretical Aspects, DUBUQUE, IA: WM. C. BROWN, 1994.
4. Railey, J.H. and Tschauner, P.R.; Managing Physical Education, Fitness, and Sports Programs, Mountainview, CA: Mayfield, 2nd edition, 1993.
5. DiPadova, Laurie; Becoming A Master Manager, New York; John Wiley and Sons, 1996.

IV. CLASS FORMAT

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| 1. Course Requirements/Evaluation | |
| Mid-Term Test - individual test | 20% |
| Term work (quizzes, etc.) | 20% |
| Practical/Report/Presentation of team project. | 30% |
| Final Exam | 30% |
| | 100% |
2. Quizzes - at any time, could be on reading assignments, class notes, guest speakers, or anything covered in or for this class.
3. Practical Project Report/Presentation - The following criteria will be used to evaluate your team or individual practical project/report/presentation. **All projects are due April 16th by 4:30pm.**
- Requires a **minimum** of **12** hours of administrative work **per member** of team.
 - A time management assessment of the team project and time assessment by each member.
 - The outcome of project, indicating the degree of success in reaching set goals.
 - The benefits of your admin. project to others.
 - The difficulty of the project.
 - Ability to illustrate applied theory.
4. Regular attendance and participation are expected at ALL classes and labs as much of the information provided cannot be obtained in any other way. Students with unexcused absences of more than 10% of the total number of classes maybe asked to withdraw from the course or maybe **debarred** from the **final exam**. (See the GPRC Calendar pg.33.) Students who miss class due to medical reasons **MUST** present medical verification to their instructor.
Last day to withdraw with permission is March 7th, 2002.

HOW TO GET THE MOST OUT OF THIS COURSE

Plan Ahead

Schedule in class time xxx, but also schedule in prep times to help prepare you for this class. Read material before class.

Meet new people

Get to know your classmates and your instructors.

Participate

P.E. students are doers, get involved, ask questions, take notes, join a club/team or something.

Make it relevant

"How can I use the information?" - relate/apply new learning to current situations in your life.

Make the commitment

Drop the "I tried to, but..." and replace that with "I will, I can", and no **butt's** about it. There is nothing that can stop you from getting the mark you want from this course "**just do it!**" Make the commitment.

Set Goals

Everyday set out the goals you want to accomplish. For this course and all your courses and other priorities that are important to your success.

Evaluate and Correct

Check and see how you are doing on achieving your goals. Remember the goals you set are your road map to your destination, but drive with you lights on by continuously evaluating your progress.

****NOTE - Your final mark in this course should not be a surprise, remember you earned it, and participated in setting the limits of quality.**