



Grande Prairie Regional College

Department of Physical Education, Athletics & Kinesiology

COURSE OUTLINE – WINTER 2010

PE 1050 Introduction to the Administration of Sport, Physical Activity, and Recreation Programs (3-0-1) UT [60 hours]

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|--------------------|---------------------------|---------------------|---|
| Instructor: | Matthew Bain | Phone: | 780-539-2974 |
| Office: | K221 | E-mail: | mbain@gprc.ab.ca |
| Hours: | Drop in or by Appointment | Class Times: | Mondays & Wednesday 10:00 – 11:20 a.m. L 123 |
| | | Lab Times: | L1 – Thursday: 12:00-12:50 J 201 |

Course Description:

This course provides you with the basic skills required to successfully administer a sport and/or physical education program.

Course Objectives:

At the conclusion of the course the student will be able to:

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.

Transferability:

UA, UC, UL, AU, AF, CU, KUC

*See GPRC Calendar/Transfer Guide

Required Text:

Kimball, D.C., & Lussier, R.N. (2009). Applied sport management skills. Windsor, ON; Human Kinetics.

Resources

1. Chelladurai, P. Managing Organizations for Sport and Physical Activity, Holcomb Hathaway Publishing, 2004.

1. Covey, Stephen; Principle -Centered Leadership; New York, NY: Fireside 1990

2. Lussier, R and Kimball, D. Sport Management: Principles, Application, Skill Development. Mason: Thompson Learning, 2004

3. Kouzes, James M. and Posner, Barry Z.; The Leadership Challenge, San Francisco; Jossey - Bass, 1995.

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.

Course Layout:

It is the student's responsibility to read and understand the required areas of the text. The objective of the lectures is to highlight the major concepts of each topic area and provide examples to facilitate comprehension.

Course Evaluation:

| | | |
|--|---------------------|-----|
| Personal Learning Journal: Specified dates throughout semester | | 15% |
| Mid-Term Evaluation | Feb 17 | 15% |
| U of A Speaker Series | Jan 6, Feb 3, Mar 3 | 15% |
| Team Project Work: (Portfolio & Group work) | | 40% |
| Final Project Presentation: | April 19 (tent) | 15% |

Personal Learning Journal: Includes personal experience in group work, evaluation of group process, successful completion of assigned tasks, and final participation evaluation.

Mid-Term Evaluation: This involves a combination of multiple choice, short answer, and true and false questions based from our text or from classroom discussions. The date of this exam is February 17, 2010.

University of Alberta Speaker Series Participation: This is a series of speakers from the U of A that will be attending each month from now until March. The diverse field of Sport Management means being versed in many different fields. As such, it will be an expectation to attend these presentations for 5% each. A signup sheet will be present at each one.

Team Project Work: This will include assuming roles within the group, completion of assigned group tasks, attendance at group meetings, presentation of minutes, and participation/ assessment of group process during the semester, all culminating in a final submission in the form of a portfolio. This portfolio will include a detailed breakdown of group process, identification of elements in the process, an appendix of all materials used throughout the semester, etc.

6. Final Project Presentation – This presentation includes the following criteria listed below: **All project work is due on the determined presentation day (NO EXCEPTIONS):**

- a) A professional portfolio prepared using any presentation methods the group determines as effective (this includes booking required equipment, set up, presentation, take down, etc.)
- b) A presentation to 1-2 community members representing their user group, other community groups, and classmates.
- c) The outcome of project/ final reflection (i.e., group process, degree of anticipated success, barriers to project success, etc.).
- d) Ability to illustrate applied theory.

Attendance at lectures and class participation are important components of courses. Students serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved.

Students who miss class due to medical reasons MUST present medical verification to their instructor. Last day to withdraw with permission is March 17, 2010.

Delivery Mode:

Monday:

Groups will present minutes from their meetings from Thursday. Minute formats will be discussed and created by each group. Any action items must be listed on the minutes and anticipated dates included.

Lecture and Classroom Activities related to the assigned readings will be discussed using a variety of classroom techniques. Come prepared to participate!

Wednesday:

Lecture and classroom activities related to the assigned readings will continue. Topics related to projects and discussions may be encouraged (group to group and other small group work). Come prepared to participate!

Thursday: (Lab)

Groups will disperse to previously agreed upon lab spaces on campus. Instructor is available for questions, concerns, etc. and will be working with each group throughout the semester. Any group moving meeting space without informing instructor may be subject to group criteria deductions.

TEAM PROJECT CRITERION

1) **TEAM!!!** This means participating in the 'processes' of the project. It is expected that each student engage in the process on a weekly basis: this means

- a. Researching and completing tasks as assigned by the team.
- b. Participating in weekly meetings (lab time).

c. Contributing to the process actively and 'logging' the process individually.

d. If the group deems fit, meeting outside of regularly established hours during the semester.

2) Illustrate applied theory through logbooks, classroom discussion, and via assignments throughout the semester.

3) Put together a professional presentation required by the project. This project presentation will be approximately 20 minutes (depending on the number of groups).

4) Submit a portfolio of the presentation outlining the process, product, and assessment of the group process throughout the semester. This must be agreed upon by group members.

HOW TO GET THE MOST OUT OF THIS COURSE (from the GURU...Harry Stevens)

Plan Ahead

Schedule in class time, 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, and 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 your 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.**

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Grading Conversion Chart

| Alpha Grade | 4-point Equivalent | Designation |
|----------------------|---------------------------|--|
| A⁺ | 4.0 | EXCELLENT |
| A | 4.0 | |
| A⁻ | 3.7 | FIRST CLASS STANDING |
| B⁺ | 3.3 | |
| B | 3.0 | GOOD |
| B⁻ | 2.7 | |
| C⁺ | 2.3 | SATISFACTORY |
| C | 2.0 | |
| C⁻ | 1.7 | |
| D⁺ | 1.3 | MINIMAL PASS |
| D | 1.0 | |
| F | 0.0 | FAIL |
| WF | 0.0 | FAIL, withdrawal after the deadline |

Evaluation will be completed and expressed in raw marks (%) throughout the course. Grades (using the letter grading system) will be assigned only to the final distribution of mark totals for the course. Such assignment will be based on a combination of absolute achievement and relative performance in the class.

Statement on Plagiarism and Cheating:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.