

KINESIOLOGY AND HEALTH SCIENCES

COURSE OUTLINE – Winter 2026

**PE1050 (A3/L1): Introduction to the Administration of Sport, Physical Activity, and
Recreation Programs**

3 (3-0-1) 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Sim Kaur
OFFICE: K220
OFFICE HOURS: By appointment

PHONE: 780-539-2200
E-MAIL: sdeol@nwpolytech.ca

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

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Hoye, R., Misener, K., Naraine, M. L., & Ordway, C. (2022). *Sport management: Principles and applications* (6th ed.). Routledge.

The assessments require the textbook. Both hard copy and online versions are available. The previous addition does not have the case studies.

DELIVERY MODE(S): This is an in-person course. This course will be delivered via lectures, class discussions, group work, in-class activities, and individual student work that includes various delivery methods.

LEARNING OUTCOMES:

1. Students will be able to identify and demonstrate basic competencies required by administrators in the areas of sport, physical education, and recreation.
2. Students will be able to identify challenges and issues confronting different sport segments.
3. Students will apply their skills through practical and experiential activities and by participation in a group project.

4. Students will be able to practice effective written and oral communication, critical thinking, decision-making, and problem-solving skills necessary to be successful in the sport industry.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

EVALUATIONS:

Lab Activities	20%
Midterm	15%
Group Project	50%
Final Exam	15%

All evaluation due dates and details will be provided in class and online.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Lecture: Tuesday and Thursday / 8:30 – 9:50 am @ D208

Date	Week	Topic
Jan 6	1	Course Introduction
Jan 8	1	Chapter 1: Sport Management
Jan 13	2	Topic: Events
Jan 15	2	Chapter 2: Sport Policy
**Jan 15 – Add/Drop Deadline		
Jan 20	3	Chapter 3: Nonprofit Sport
Jan 22	3	Topic: Volunteerism
Jan 27	4	Chapter 4: Professional Sport
Jan 29	4	Topic: Multi Media
Feb 3	5	Chapter 5: Sport Governance
Feb 5	5	Topic: Employment in Sport Administration
Feb 10	6	Chapter 6: Legal Issues and Risk Management
Feb 13	6	Review
*No Classes : Feb 16 – Feb 20		
Feb 17	7	No Class
Feb 19	7	No Class
Feb 24	8	Midterm
Feb 26	8	Chapter 7 Strategic Management
March 3	9	Chapter 8 Organizational Design
March 5	9	Topic: Job Search
March 10	10	Chapter 9 Human Resource Management
March 12	10	Chapter 10 Leadership in Sport
March 17	11	Topic: Presentation Skill Development
March 19	11	Chapter 13 Sport Media and Digital Technology
March 24	12	Chapter 12 Sport Marketing
March 26	12	Topic: Marketing Strategies
March 31	13	Media Day
*March 31 – Last Day to Withdraw		
April 2	13	Presentations
April 7	14	Review
April 9	14	Last Day of Class
Final Exam scheduled by Registrar's Office – 1.5 Hours		

The instructor reserves the right to alter the pace, scope, and/or breadth of the topics covered to facilitate student learnings with class discussions and group project needs.

Lab: Wednesdays / 1:00 – 1:50 pm @ **E306**

Date	Week	Lab – Fridays
Jan 7	1	In Class Activity
Jan 14	2	Groupwork: Code of Conduct
Jan 21	3	Groupwork: Communication
Jan 28	4	In Class Activity
Feb 4	5	Groupwork: Editing / Formatting
Feb 11	6	In Class Activity
Feb 18	7	No Lab
Feb 25	8	Groupwork: Check Ins
March 4	9	Groupwork: Review Meeting
March 11	10	In Class Activity
March 18	11	Presentations
March 25	12	Presentations
April 1	13	Presentations
April 8	14	Presentations

STUDENT RESPONSIBILITIES:

Late Policy:

Assignments are due by 12 midnight MST/MDT on the specified due date. Late assignments face a 5% daily deduction. Missed exams, barring validated emergencies will result in a grade of zero. In class marks, such as lab activities cannot be made up, except for case by case basis following in line with attendance and expectations.

Attendance and Exceptions:

For ongoing in class assessment, such as lab activities, it is not possible to make up missed marks. Alternate options might be offered to accommodate case by case situations, however documentation may be required, such as a note from a doctor.

Electronic Devices:

You're welcome to use electronic devices as long as they don't disrupt the learning environment, and they serve a purpose for the class. If they become a distraction, you may be asked to step out or adjust your usage. Electronic devices should be used for class purposes. If a personal reason comes up, please remove yourself from the space to use your device. Under no circumstances can a student record classroom activities (such as lectures, group activities, group presentations delivered in class, etc.). There may be case by case situations where allowances are made, but will require permission from the instructor.

Communication:

Note that communication regarding the course should be in direct conversation between the student enrolled and instructor. Exceptions may be made with the instructor's permission. Please do follow the proper email protocols. Students can expect to receive replies within three business days.

Group Work:

Any issues with group work, such as member attendance, should be addressed sooner rather than later. The instructor will address issues with individual and group meetings if required. If ongoing issues with attendance and participation are identified, then individual marks may be adjusted to reflect contribution.

Copy Right Notification:

The course will have available student versions for the ongoing material. However, students are expected to come to class and create their own notes through engagement. All of my teaching material is my own intellectual property, and I reserve the right to distribute at my discretion. As such, the material is for your private use only. It is not to be distributed, publicly exhibited, or sold without the permission of the instructor.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

There will be ongoing articulations regarding the use of AI throughout the course and how it pertains to each assessment criteria.

ADDITIONAL INFORMATION:

Your success in this course is a priority. Please know that we are here to support your academic journey. If you encounter challenges or need clarification on any aspect of the course, do not hesitate to reach out. Together, we'll work towards your growth and achievement.