

KINESIOLOGY AND HEALTH SCIENCES

COURSE OUTLINE – Fall 2026

**PE1050 (A2/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:

Materials and resources will be posted on MyClass.

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:

Skills Lab	25%
Class Activities	20%
Group Project	40%
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 / 2:30 – 3:50 pm @ J202

Date	Week	Topic List
Sept 3	1	Course Introduction
Sept 8	2	Sport Management/ Administrative Roles
Sept 10	2	Events / Logistics
*Sept 14 Add/Drop Deadline		
Sept 15	3	Nonprofit/Grassroots
Sept 17	3	Public Sector
Sept 22	4	Professional/Athletics
Sept 24	4	Multi Media
Sept 29	5	Sponsorship
*No Classes: Sept 30 – National Day for Truth and Reconciliation Day		
Oct 1	5	Administration Skills
Oct 6	6	Liability and Physical Activity
Oct 8	6	Risk and Legal
Oct 13	7	Budgeting
Oct 15	7	Resumes and Employment
Oct 20	8	Recreational Programs
Oct 22	8	Governance / Strategic Management
Oct 27	9	Technical Writing
Oct 29	9	Stakeholders/Investors
Nov 3	10	Employment / Organizational Design
Nov 5	10	Human Resource Management
*No Classes : Nov 9 – Nov 13		
Nov 10	11	No Class
Nov 12	11	No Class
Nov 17	12	Digital Media and Technology
Nov 19	12	Marketing
Nov 24	13	Global Market
Nov 26	13	Leadership Styles
*Nov 27– Last Day to Withdraw		
Dec 1	14	Group Work Review
Dec 3	14	Exam Review
Dec 8	15	Local Events Analysis
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. Resources/readings provided throughout the course.

Lab: Mondays / 11:30 – 12:20 pm @ **A307**

Date	Week	Lab – Fridays
Sept 7	1	No Class Labour Day
Sept 14	2	Types of Events
Sept 21	3	Groupwork: Code of Conduct
Sept 28	4	Case Study
Oct 5	5	Competitor Analysis
Oct 12	6	No Lab – Thanksgiving
Oct 19	7	Case Study
Oct 26	8	Groupwork: Presentation Review
Nov 2	9	Groupwork: Marketing Plan
Nov 9	10	No Lab
Nov 16	11	Presentations
Nov 23	12	Presentations
Nov 30	13	Presentations
Dec 7	15	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.