

COURSE OUTLINE – WINTER 2020

**PE1050 (A3): Introduction to the Administration of Sport, Physical Activity and Recreation
Programs – 3 (3-0-1) UT 60 Hours**

INSTRUCTOR: Julia Dutove, Ph.D. **PHONE:** 780-539-2974
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OFFICE HOURS: By appointment

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:

Lussier, R. N. & Kimball, D. C. (2020). *Applied sport management skills* (3rd ed.). Windsor, ON: Human Kinetics.

Other resources and readings will be posted on Moodle.

DELIVERY MODE(S): This course will be delivered via lectures, class discussions, group work, in-class exercises, and individual student work that includes various delivery methods. Students will participate in event planning and execution to gain practical sport administration skills.

COURSE OBJECTIVES:

1. Students will develop basic competencies required by administrators in the areas of sport, physical education and recreation.
2. Students will develop a basic understanding of the concepts and skills involved in being a successful leader and manager of sport organizations.
3. Students will be provided an opportunity to apply their skills and practical and experiential activities through participation through group projects.
4. Students will be introduced to challenges and issues confronting different sport segments.

LEARNING OUTCOMES:

1. Students will be able to identify and demonstrate successful principles related to successfully running a sport organization.
2. Students will be able to analyze and apply the decision-making process to a variety of situations related to the administration of a sport organization.
3. Students will be able to use conflict resolution strategies to enhance cohesion in a group setting.
4. Students will carry out a group project, which encapsulates coursework throughout the semester.
5. Students will be able to practice effective written and oral communication, critical thinking, and problem-solving skills necessary to be successful in the sport industry.

TRANSFERABILITY:

This course is considered a University Transferrable course. Please consult the Alberta Transfer Guide for more information at <http://transferalberta.alberta.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**

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN “C-” IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	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

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

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

EVALUATIONS:

Online & In-Class Activities	20%
Event Project	50%
<i>Peer Evaluation</i>	<i>10%</i>
<i>Supervisor Evaluation</i>	<i>10%</i>
<i>Presentation</i>	<i>15%</i>
<i>Binder</i>	<i>5%</i>
<i>Meetings</i>	<i>10%</i>
Final Exam	30%
Total	100%

COURSE SCHEDULE/TENTATIVE TIMELINE:

Lecture: Monday & Wednesday: 8:30-9:50am (A314)

Lab: Tuesday: 12:00-12:50pm (L229)

This schedule is subject to change based on how we progress as a class. Changes will be announced in class and on Moodle. See Moodle for readings for readings for each topic.

Week	Date	Topics
1	Jan 6 & 8	Course Introduction Managing Sport & Developing a Professional Perspective
2	Jan 13 & 15	Sport Facility & Event Management The Sport Environment
3	Jan 20 & 22	Budgeting Problem Solving and Decision Making
4	Jan 27 & 29	Sponsorship & Marketing
5	Feb 3 & 5	Strategic and Operational Planning Organizing and Delegating Work
6	Feb 10 & 12	Organizational Culture Human Resources Management
7	Feb 17 & 19	Winter Break – No Classes
8	Feb 24 & 26	Risk Management & Logistics
9	Mar 2 & 4	Organizational Behavior Team Development
10	Mar 9 & 11	Evaluation & Research
11	Mar 16 & 18	Communication & Motivation
12	Mar 23 & 25	Leadership Sport Tourism
13	Mar 30 & Apr 1	Current Events in Sports Administration
14	Apr 6 & 8	Community Sport Leaders Panel and Review
15	Apr 13	Presentations

STUDENT RESPONSIBILITIES AND ADDITIONAL INFORMATION:

- Some components of the course will be completed online with due dates determined in class by each project group. Failure to complete online quizzes or assignments by the due date will result in a grade of 0. Unless documentation is provided for a medical or family emergency, missed online activities cannot be made up.
- The In-Class Activities grade will include attendance in lecture. One missed lecture (not a presentation date) will be excused and any additional absences will result in a 1% deduction from the final course grade.
- Labs will be used for project group meetings. Missed meetings cannot be made up and will result in 1% (out of 10%) for each missed meeting, unless documentation is provided for a medical or family emergency.
- The Final Exam will be during the exam period and will cover content from throughout the semester, with a focus on the application of content.
- Additional details for all assignments and tests will be posted on Moodle. Ensure you check Moodle regularly to be up to date on all due dates, expectations, etc.