

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 & Homework Assignments	Due throughout semester	20%
Tests	Feb 10 & Mar 17	20%
Project	Mar 3/throughout semester	20%
Presentation	Apr 12	10%
Final Exam	April 14-24	30%
Total		100%

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	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

STUDENT RESPONSIBILITIES:

- The project for this class will have required activities on March 2-3. Details will be provided on specific times and tasks in the first two weeks of class so students can plan accordingly.
- Instructions for all evaluations will be provided on myClass, including due dates, late penalties, and grading criteria.
- If you have a significant issue or concern (e.g., illness or family emergency), contact the instructor as soon as possible.

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 Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Lecture: Monday & Wednesday: 8:30-9:50am (D308)

Lab: Friday: 11:30am-12:20pm (E306)

Date	Monday/Wednesday (Lecture)	Readings	Friday (Lab)
Jan 4-6	Course Introduction (Wed)	Course Outline Knudson & Hoffman, 2018 (myClass)	Project Introduction
Jan 9-13	Management Concepts in Sport Orgs	Babiak et al., 2019 (myClass) Byers et al., 2012 (myClass)	Project Goals & Meetings
**Jan 13 – Add/Drop Deadline			
Jan 16-20	Managing & Leading in Sport Orgs	Kerwin et al., 2019 (myClass) Altman et al., 2013 case study for Wed (myClass)	Nominations
Jan 23-27	Sponsorship & Marketing	Textbook p. 1-31 (Event Sponsorship & Event Marketing)	Sponsorship Letters
Jan 30-Feb 3	Sponsorship & Marketing (Mon) Learning Commons (Wed)	Naraine et al., 2015 case study for Mon (myClass)	Social Media
Feb 6-10	Strategic Planning	Textbook p. 50-80 (Strategic & Operational Planning) O'Brien & Corbett, 2016 (myClass) Armentrout et al. case study for Wed (myClass)	Test #1
Feb 13-17	Risk Management	Textbook p. 81-101 (Risk Management & Negligence)	Project Work
Feb 20-24	No Classes: Winter Break		
Feb 27-Mar 3	Evaluation & Research	Andrew et al., 2020 (myClass) Textbook p. 102-138 (Controlling Quality, Financials, and Productivity, and Managing People)	Sport Awards (Mar 2-3)
Mar 6-10	Event Debrief (Mon) Problem Solving & Decision Making (Wed)	MacIntosh & Burton, 2019 (myClass)	Feedback
Mar 13-17	Problem Solving & Decision Making		Test #2
Mar 20-24	Organizational Behaviour		Presentation Prep
Mar 27-31	Budgeting	Textbook p. 32-49 (Event Budgeting)	Budgeting
**Mar 29 – Last Day to Withdraw			
Apr 3-7	Teamwork & Motivation	Textbook p. 139-195 (Team Development & Motivating to Win)	No Classes: Good Friday
Apr 10-12	Leadership (Mon) Presentations (Wed)	Textbook p. 196-223 (Leading to Victory)	
Apr 14-24	Final Exam (2 hour exam scheduled by Registrar's Office)		

This schedule is subject to change based on how we progress as a class. Changes will be announced in class and on myClass.