



DEPARTMENT OF PHYSICAL EDUCATION AND KINESIOLOGY

COURSE OUTLINE – FALL 2015

**PE1050: INTRODUCTION TO THE ADMINISTRATION OF SPORT, PHYSICAL ACTIVITY
AND RECREATION PROGRAMS – 3(3-0-1) 60 HOURS**

INSTRUCTOR: Leigh Goldie **PHONE:** 780-539-2978
OFFICE: K 219 **E-MAIL:** lgoldie@gprc.ab.ca

OFFICE HOURS: By appointment – email or call.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Kimball, D. C., and Lussier, R. N. (2014). *Applied Sport Management Skills (2nd ed.)*. Windsor, ON: Human Kinetics.

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

CREDIT/CONTACT HOURS: 3(3-0-1)

DELIVERY MODE(S): The classes and labs will include lectures, class discussions, group work, exercises and individual student work encompassing a variety of delivery methods.

- OBJECTIVES:**
1. Students will develop several 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 teams.
 3. Students will be provided an opportunity to apply their skills to practical and experiential activities through their participation in group projects.

LEARNING OUTCOMES:

- 1. Describe and define a sport manager's responsibilities, skills and functions.**
- 2. Explain the process of decision making.**
- 3. Explain how operational and strategic plans differ.**
- 4. Describe how to write objectives.**
- 5. Compare different types of organizational structures.**
- 6. Identify the importance of organizational culture.**
- 7. Prepare a resume and develop job interview skills.**
- 8. Describe different styles of conflict management.**
- 9. Identify the stages of group development and the leadership style most appropriate for each.**
- 10. Solicit feedback properly and develop a comprehensive communication plan.**
- 11. Describe how motivation works.**
- 12. Practice different leadership styles.**

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS:	Group Project	25%
	Student Journal	25%
	Mid-term test	20%
	Final Exam	<u>30%</u>
		100%

Group Project – students will work in groups of 2-5 to plan and carry out a project during the course of the term.

Student Journal – students will submit a journal at the end of the term comprised of exercises and reflections assigned throughout the term.

Mid-term test – Tuesday, October 20

Final Exam – during the final exam period.

STUDENT RESPONSIBILITIES:

- **Students must complete all assignments and examinations in order to receive a passing grade in this course. Failure to do so will result in an incomplete (IN) grade which may result in a failing (F) grade.**
- **All assignments are expected to be submitted on the due date. Late assignments might not be accepted.**
- **Regular attendance is a key to success in this and every other course. Please contact the instructor if you have to miss class. It is the student's responsibility to acquire any materials and content missed due to absence.**
- Refer to the College Policy on Student Rights and Responsibilities at www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES
- ****Note: all Academic and Administrative policies are available at www.gprc.ab.ca/about/administration/policies/**
- ***UNIVERSITY TRANSFER (If applicable):***
- **** 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.**
- Please refer to the Alberta Transfer guide for current transfer agreements:
- www.transferralberta.ca

STATEMENT ON PLAGIARISM AND CHEATING:

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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week 1 – Sept. 7	Chap. 1 – Managing sports
Week 2 – Sept. 14	Chap. 3. – Creative Problem Solving and Decision Making
Week 3 – Sept. 21	Chap. 4 – Strategic and Operational Planning
Week 4 – Sept. 28	Chap. 5 – Organizing and Delegating Work
Week 5 – Oct. 5	Chap. 6 – Managing Change
Week 6 – Oct. 12	Chap. 7 – Human Resources Management
Week 7 – Oct. 19	Chap. 8 – Behaviour in Organizations
Week 8 – Oct. 26	Mid-term Test
Week 9 – Nov. 2	Chap. 9 – Team Development
Week 10 – Nov. 9	Chap. 10 – Communicating for Results

Week 11 – Nov. 16	Chap. 11 – Motivating to Win
Week 12 – Nov. 23	Chap. 12 – Leading to Victory
Week 13 – Nov. 30	Chap. 13 – Controlling for Quality and Productivity
Week 14 – Dec. 7	Wrap-up