



**PHYSICAL EDUCATION AND KINESIOLOGY**

**COURSE OUTLINE – WINTER 2016**

**PE1050 A3: 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:** K219                                      **E-MAIL:** lgoldie@gprc.ab.ca  
**OFFICE HOURS:** Please call or e-mail for an appointment

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

**PREREQUISITE(S)/COREQUISITE:** none

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

**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.

**COURSE 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.**

### **TRANSFERABILITY:**

UA, UC, UL, AU, MU, CUC, KUC.

Please consult the Alberta Transfer Guide for more information

<http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**\*\* 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**

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

**Group Project – students will work in groups of 3-5 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 – Wednesday, March 2.**

**Final exam – during the final exam period.**

**GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)**

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

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>		<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>
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

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<b>Week 1 – Jan. 6</b>	<b>Introduction</b>
<b>Week 2 – Jan. 11</b>	<b>Chapter 1 – Managing Sports</b>
<b>Week 3 – Jan. 18</b>	<b>Chapter 3 – Creative Problem Solving and Decision Making</b>
<b>Week 4 – Jan. 25</b>	<b>Chapter 4 – Strategic and Operational Planning</b>
<b>Week 5 – Feb. 1</b>	<b>Chapter 5 – Organizing and Delegating Work</b>
<b>Week 6 – Feb. 8</b>	<b>Chapter 6 – Managing Change</b>
<b>Week 7 – Feb. 22</b>	<b>Chapter 7 – Human Resources Management</b>
<b>Week 8 – Feb. 29</b>	<b>Mid-term test.</b>
<b>Week 9 – Mar. 7</b>	<b>Chapter 8 – Behavior in Organizations</b>
<b>Week 10 – Mar. 14</b>	<b>Chapter 9 – Team Development</b>
<b>Week 11 – Mar. 21</b>	<b>Chapter 10 – Communicating for Results</b>
<b>Week 12 – Mar. 28</b>	<b>Chapter 11 – Motivating to Win</b>
<b>Week 13 – Apr. 4</b>	<b>Chapter 12 – Leading to Victory</b>
<b>Week 14 – Apr. 11</b>	<b>Presentation of Group Projects</b>

**STUDENT RESPONSIBILITIES:**

- + **Students must complete all assignments and examinations in order to receive a passing grade in the course. Failure to do so will result in an incomplete (IN) grade which may then 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 on 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.**

**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/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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