

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS**

PE 1050

**INTRODUCTION TO THE ADMINISTRATION OF SPORT, PHYSICAL ACTIVITY AND
RECREATION PROGRAMS**

Fall 2009

1. GENERAL INFORMATION

Instructor: Matthew Bain
Office: K 220
Phone: 780.539.2974

Class Times: M W 10:00 – 11:20 Room E306
F 12 – 12:50 Room J202

Credit: 3 credits

Transferability: Equivalent to PERLS 105 - University of Alberta, Knes 233 (3 credits) University of Calgary, Unspecified PE Options - University of Lethbridge (3 credits),

2. COURSE OBJECTIVES

1. To develop basic competencies required of administrators in the area of PE, Sport and Recreation.
2. To develop a basic understanding of the concepts involved in being a successful leader/manager of teams.
3. To give students an opportunity to apply their skills to an administrative practical experience involving work teams.

3. REQUIRED TEXT

Kimball, D.C. & Lussier, R.N. Applied Sport Management Skills. Windsor, ON; Human Kinetics 2009.

4. RESOURCES:

1. Chelladurai, P. Managing Organizations for Sport and Physical Activity, Holcomb Hathaway Publishing, 2004.
1. COVEY, STEPHEN; Principle -Centered Leadership; New York, NY: Fireside 1990
2. Lussier, R and Kimball, D. Sport Management: Principles, Application, Skill Development. Mason: Thompson Learning, 2004
3. Kouzes, James M. and Posner, Barry Z.; The Leadership Challenge, San Francisco; Jossey - Bass, 1995.
4. Railey, J.H. and Tschauner, P.R.; Managing Physical Education, Fitness, and Sports Programs, Mountainview,CA: Mayfield, 2nd edition,1993.
5. DiPadova, Laurie; Becoming a Master Manager, New York; John Wiley and Sons,1996.

IV. CLASS FORMAT

1. Course Requirements/Evaluation

| | |
|---|-------------|
| Personal Learning Journal: Specified dates throughout semester | 15% |
| Mid-Term Evaluation (Multiple Choice exam OR Case Study review): Oct 21 | 15% |
| Classroom and Team Participation | 15% |
| Team Project Work | 40% |
| Final Project Presentation: Date: TBD | 15% |
| | 100% |

2. **Personal Learning Journal:** Includes personal experience in group work, evaluation of group process, successful completion of assigned tasks, and final participation evaluation.
3. **Mid-Term Evaluation:** This involves choosing one of the current case studies explored from the text and submitting a research paper using additional and current information or a multiple choice exam based on the units up until this point in the semester.
4. **Classroom and Group Participation:** This includes presentation involvement, engagement in group process, and attendance and participating in class, labs, and during project work.
5. **Project Work:** This will include assuming roles within the group, completion of assigned group tasks, presentation of minutes, and participation/ assessment of group process during the semester.
6. **Final Project Presentation** – This presentation includes the following criteria listed below: **All project work is due on the determined presentation day (NO EXCEPTIONS):**
- a) A professional portfolio prepared using any presentation methods the group determines as effective (this includes booking required equipment, set up, presentation, take down, etc.)
 - b) A presentation to 1-2 community members representing their user group, other community groups and classmates.
 - c) The outcome of project (i.e., group process, degree of anticipated success, barriers to project success, etc.).
 - d) Ability to illustrate applied theory.
5. Attendance at lectures and class participation are important components of courses. Students serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved.
Students who miss class due to medical reasons **MUST** present medical verification to their instructor. Last day to withdraw with permission is November 6, 2009.

HOW TO GET THE MOST OUT OF THIS COURSE (from the GURU...Harry Stevens)

Plan Ahead

Schedule in class time, but also schedule in prep times to help prepare you for this class. Read material before class.

Meet new people

Get to know your classmates and your instructors.

Participate

P.E. students are doers, get involved, ask questions, take notes, and join a club/team or something.

Make it relevant

"How can I use the information?" - relate/apply new learning to current situations in your life.

Make the commitment

Drop the "I tried to, but..." and replace that with "I will, I can", and no butt's about it. There is nothing that can stop you from getting the mark you want from this course "just do it!" Make the commitment.

Set Goals

Everyday set out the goals you want to accomplish. For this course and all your courses and other priorities that are important to your success.

Evaluate and Correct

Check and see how you are doing on achieving your goals. Remember the goals you set are your road map to your destination, but drive with you lights on by continuously evaluating your progress.

****NOTE - Your final mark in this course should not be a surprise, remember you earned it, and participated in setting the limits of quality.**

CLASS FORMAT:

Monday:

- Groups will present minutes from their meetings on Friday. Minute formats will be discussed and created by each group. Any action items must be listed on the minutes and anticipated dates included.
- Lecture and Classroom Activities related to the assigned readings will be discussed using a variety of classroom techniques. Come prepared to participate!

Wednesday:

- Lecture and classroom activities related to the assigned readings will continue. Topics related to projects and discussions may be encouraged (group to group and other small group work). Come prepared to participate!

Friday: (Lab)

- Groups will disperse to previously agreed upon lab spaces on campus. Each group member is required to 'check in' in J 202 prior to dispersing. Instructor is available for questions, concerns, etc. and will be working with each group throughout the semester.

TEAM PROJECT CRITERION

- 1) **TEAM!!!** This means participating in the 'processes of the project. It is expected that each student engage in the process on a weekly basis: this means
 - a. Researching and completing tasks as assigned by the team.
 - b. Participating in weekly meetings (lab time).
 - c. Contributing to the process actively and 'logging' the process individually.
 - d. If the group deems fit, meeting outside of regularly established hours during the semester.
- 2) Illustrate applied theory through logbooks, classroom discussion, and via assignments throughout the semester.
- 3) Put together a professional presentation required by the project. This project presentation will be approximately 30 minutes (depending on the number of groups).
- 4) Submit a portfolio of the presentation outlining the process, product, and assessment of the group process throughout the semester. This must be agreed upon by group members.

| Alpha/ Letter Grading | | |
|------------------------------|----------------------------|----------------------|
| Alpha Grade | 4-Point Equivalence | Descriptor |
| A+ | 4.0 | Excellent |
| A | 4.0 | |
| A- | 3.7 | First Class Standing |
| B+ | 3.3 | |
| B | 3.0 | Good |
| B- | 2.7 | |
| C+ | 2.3 | Satisfactory |
| C | 2.0 | |
| C- | 1.7 | |
| D+ | 1.3 | Poor |
| D | 1.0 | Minimal Pass |
| F | 0.0 | Failure |