

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS

PHYSICAL EDUCATION 1500
ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS
1993

I. GENERAL INFORMATION

Instructor: Harry Stevens
Office: K218
Phone: 539-2974

Class Times: T R 11:00 - 12:20
L1 T 13:30 - 14:20
L2 R 13:30 - 14:20
Classroom L 123

Credit: 3 credits

Transferability: Equivalent to PESS 150 - University of Alberta, Junior PE Option (3 credits) - University of Calgary, Unspecified PE Options - University of Lethbridge (3 credits), Camrose Lutheran, The King's College and Athabasca University.

II. COURSE OBJECTIVES

1. To develop basic competencies required of administrators in the area of PE and Athletics.
2. To develop a basic understanding of the concepts involved in being a successful leader of teams.
3. To give students an opportunity to apply their skills to an administrative practical experience involving work teams.
4. To develop personal skills based on the 'Seven Habits of Highly effective People'.

III. RESOURCES

Required text: 1. Covey, Stephen R., The Seven Habits of Highly Effective People, New York, NY: Fireside, 1990.

Reference Material:

BIBLIOGRAPHY FOR PE 1500

*Bolles, Richard Nelson.; What Color is Your Parachute?
Berkeley, CA: Ten Speed Press, updated annually*

*Brown, Alan C.; Maximizing Memory Power
New York, NY: Wiley, 1986.*

*Carnegie, Dale.; How to Win Friends and Influence People.
Pocket, 1981.*

*Castaneda, Carlos.; A Separate Reality
New York, NY: Pocket Books, 1981*

*Chelladurai, P.; Sport Management.
London, Ontario: Sport Dynamics, 1985.*

*Covey, Stephen R.; The Seven Habits of Highly Effective People (And Cassettes)
New York, NY: Simon & Schuster, 1989.*

*Emery, Stuart.; Actualizations: You Don't Have to Rehearse to Be Yourself.
Garden City, NY: Doubleday, 1978.*

*Frank, Milo, O.; How to Run a Successful Meeting in Half the Time.
Toronto, Ontario, 1989.*

*Gawain, Shakti.; Creative Visualization
Mill Valley, CA: Whatever, 1978.*

Gordon, Thomas.; Parent Effectiveness Training: The Tested New Way to Raise Responsible Children. New York, NY: New American Library, 1975.

*Higbee, Kenneth L.; Your Memory - How it Works and How to Improve It
Englewood Cliffs, NJ: Prentice-Hall, 1977.*

*Hoff, Ron.; I Can See You Naked.
Kansas City, Missouri. Andrews & Michael U.P.S. 1988.*

*Horine, Larry.; Administration of Physical Education and Sport Programs.
Toronto, Ont., Saunders College Publishing, 1985.*

*James, Muriel and Jongeward, Dorothy.; Born to Win
Reading, MA: Addison-Wesley, 1971.*

Course Outline

- Katzenbach, Jon R. & Smith, Douglas K.; The Wisdom of Teams
Boston, Harvard Business School Press, 1993.
- Keyes, Ken, Jr.; A Conscious Person's Guide to Relationships
Coos Bay, OR: Living Love, 1979.
- Lakein, Alan.; How to Get Control of Your Time and Your Life
New York, NY: New American Library, 1974.
- Le Clair, Jill.; Winners and Losers Sport & Activity in the 90's
Toronto, Ont.: Thompson Publishing, 1992.
- McCarthy, E.J. & Stanley, J.S. & Perreault, W.D.; Essentials of Marketing
Homewood, Illinois: Irwin, 2nd edition. 1988.
- McGregor, Douglas.; The Human Side of Enterprise
Toronto, Ont. McGraw-Hill, 1960.
- Parkhouse, Bonnie L.; The Management of Sports
St. Louis, Mo.: Mosby, 1991.
- Peters, Thomas J. Waterman; Re # Jr. In Search of Excellence
New York, NY: Warner Books Ltd. 1982.
- Peters, Thomas J. Waterman; Thriving on Chaos
New York, NY: Random House Inc. 1987.
- Peters, Thomas J. Waterman & Austin, Nancy; A Passion for Excellence
New York, NY: Random House Inc. 1985.
- Rees, Fran; How to Lead Work Teams: Facilitation Skills
San Diego, Ca: Pfeiffer & Company, 1991.
- Rial, Arlyne F.; Speed Reading Made Easy
Garden City, NY: Doubleday, 1985.
- Ries, Al and Trout, Jack.; Positioning: The Battle for Your Mind
New York, NY: McGraw-Hill, 1980.
- Robbins, Stephen P.; Organization Behavior
Toronto, Ont. Prentice-Hall Co. 1979.
- Rogers, Carl.; Freedom to Learn
Columbus, OH: Merrill, 1982.
- Sher, Barbara with Gottlieb, Annie.; Teamworks! Building Support Groups that Guarantee Success New York, NY: Warner, 1989.

*Sinetar, Marsha.; Do What You Love. The Money Will Follow.
New York, NY: Dell, 1987.*

*Stein, Ben.; Bunk House Logic
New York, N.Y.: Avon Printing, 1981.*

*Stotlar, David K.; Successful Sport Marketing & Sponsorship Plans
Dubuque, Iowa: WMC Brown, 1989.*

*Tracy, Brian; Psychology of Success, cassette
Success Source International, Ottawa, Canada: 1990.*

Voltmer, E.F.; Esslinger, A.A.; McCue, B.F.; Tillman, K.G.; The Organization and Administration of Physical Education. Englewood Cliffs, New Jersey: Prentice-Hall Inc., 1979

*Waitley, Dennis E.; The Psychology of Winning, cassette
Chicago, IL: Nightingale-Conant, n.d.*

*Walton, Mary; The Deming Management Method
New York, NY: Putman Group, 1986.*

*Winston, Stephanie.; Getting Organized
New York, NY: Warner, 1978.*

Zeigler, E.F. & Bowie, G.W.; Management Competency Development in Sport and Physical Education. Philadelphia. Lea and Febiger, 1983.

PERIODICALS (on shelf references)

Athletic Business
Athletic Administration
ATA magazine
Alberta Report
Business Review
Business Week
C.A.H.P.E.R. Journal
Canadian Business Review
Harvard Business Review
Harvard Education Review
Journal of Marketing
J.O.P.H.E.R.
Macleans
Marketing
Optimum
Physical Educator
Research Quarterly Health, PE
Sales Management Canada

IV. CLASS FORMAT

1. Course Requirements/Evaluation

Term work (Class presentation, quizzes, unit tests, etc.)	50%
Practical/Report/Presentation of team project	30%
Final Exam	20%
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	100%

2. Class Presentations - Evaluation criteria to be determined by class.

3. Quizzes - at any time, could be on reading assignments, class notes, guest speakers, or anything covered in or for this class.

Assignments - model assignment will be handed out as the criterion.

Unit Tests - group or individual test on information obtained and understood on a specific unit of the course material.

4. Practical Project Report/Presentation - The following criteria will be used to evaluate your team or individual practical project/report/presentation.

- Requires a minimum of 12 hours of administrative work per member of team.
- A time management assessment of the team project and time assessment by each member.
- The outcome of project, indicating the degree of success in reaching set goals.
- The benefits of your admin. project to others.
- The difficulty of the project.

5. Final Exams - subjective evaluation by instructor.

V. COURSE CONTENT

- UNIT 1** Introduction and Overview of Course
Careers
- Management/Administration/Organization
- Terms, definitions, functions and roles
- **Class presentation to be determined by Sept. 15**

- UNIT 2** Personal Skills
- Time management
- Success keys
- Stephen Covey's principles
- Motivation

- UNIT 3** Leading
- Team building
- Empowerment & TQM
- Communication

- UNIT 4** Technical skills
- Scheduling
 - Hosting tournaments
 - Budgeting
- UNIT 5** Decision Making/Planning
- Steps in the processes
 - Short / long term planning
 - Strategic planning
- UNIT 6** Applied Areas
- Legal issues
 - Sport marketing
 - Evaluation

HOW TO GET THE MOST OUT OF THIS COURSE

1. Plan Ahead Schedule in class time xxx., but also schedule in prep times to help prepare you for this class. Read material before class.
2. Meet new people Get to know your classmates and your instructors.
3. Participate P.E. students are doers, get involved, ask questions, take notes join a club/team or something.
4. Make it relevant "How can I use the information?" - relate/apply new learning to current situations in your life.
5. Make the commitment Drop the "I tried to, but..." and replace that with "I will, I can", and no but'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.
6. 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.
7. Evaluate 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.