



DEPARTMENT OF PHYSICAL EDUCATION AND KINESIOLOGY (PEAK)

COURSE OUTLINE- WINTER 2012 A3/ AL1

**PE 1050: INTRODUCTION TO THE ADMINISTRATION OF SPORT, PHYSICAL
ACTIVITY, AND RECREATION PROGRAMS**

INSTRUCTOR: Matthew Bain

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OFFICE HOURS: By appointment, drop in, or as necessary.

PREREQUISITE(S)/COREQUISITE: NA

REQUIRED TEXT/RESOURCE MATERIALS: *Kimball, D.C., & Lussier, R.N. (2009).
Applied sport management skills. Windsor, ON; Human Kinetics, Inc.*

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

CREDIT/CONTACT HOURS: 3 (3-0-1). PE 1050 includes two (2), eighty-minute (80) classes per week: Monday & Wednesday, 10:00-11:20 am & one (1) fifty (50) minute lab each week: Thursday, 12:00-12:50 pm.

DELIVERY MODE (S): the course work will be instructed using a Context-Based Learning Format (CBL) which includes mini- lectures, class discussions, group work, in-class exercises and individual student work that includes various delivery methods.

OBJECTIVES (Optional):

1. Students will develop several basic competencies required of administrators in the area of PE, Sport and Recreation.
2. Students will develop a basic understanding of the concepts and skills involved in being a successful leader/ manager of teams.
3. Students will be provided an opportunity to apply their skills to practical and experiential activities through their participation on work teams.

TRANSFERABILITY: UA, UC, UL, AU, AF, CU, KUC *See GPRC Calendar/Transfer Guide

**** 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

GRADING CRITERIA:

Group Scenario Examinations	50 %: Each exam is worth a progressively greater percentage and will be cumulative in the final scenario. See below for descriptions.
Group Presentation	15 %: This presentation includes the compilation of a comprehensive perspective of the work done during the semester in the form of a presentation.
Participation	10 %: This grade is assigned to students for their engagement of the classroom activities and discussions.
Personal Learning Journal	15 %: (7.5 % each): These reflective journals will be due at specified dates throughout the semester. They MUST be handed in during class time or they may not be accepted.
Bridging the Gap Series or Volunteer Experience	10%: The University of Alberta is gracious enough to lend us a research professor in a specific field of study each year. There are two of these sessions each semester. Attendance at these sessions gains each participant 5%. OR, a student may volunteer at an event pre-determined by the instructor. Confirmation of attendance is required.

PERSONAL LEARNING JOURNAL: Includes personal reflection on experience in group work, evaluation of group process, successful completion of assigned tasks, and final participation evaluation.

GROUP SCENARIO EXAMINATIONS & PRESENTATION:

1. These will include assuming roles within the group, completion of group tasks, attendance in class and labs, and participation/ assessment of group process during the semester; all culminating in a final submission in the form of a cumulative scenario (practice makes perfect!). This final scenario will include detailed breakdowns for various content elements and the demonstration of higher level analytical and critical thinking.
2. This presentation includes the following criteria listed below: **All project work is due on the determined presentation day (NO EXCEPTIONS):**
 - A professional presentation prepared using any presentation methods the group determines as effective (this includes booking required equipment, set up, presentation, take down, etc.)
 - A presentation to classmates demonstrating the use of relevant content and experiences from the semester.
 - Ability to illustrate applied theory.

Missing more than 10 % of classes may result in removal from the assigned group and potential assignment of a failing grade (F) for the Scenario Examinations. Active participation is MANDATORY and engagement is required for student application and success. Most relevant work will take place in class. Steps will be taken to ensure student success. If group members are not participating the following steps may be taken:

1. *Group consultation with instructor and decisions made on approach (using conflict resolution strategies).*
2. *Group consultation applying strict boundaries for attendance & participation in group project and process.*
3. *One on one consultation with instructor regarding potential alternate outcomes.*
4. *Exclusion from the project and a failing grade (F) assigned to the coursework.*

PARTICIPATION: Sport and recreation administration are participatory fields that require a great deal of interaction for success. This grade is assigned throughout the semester by instructor observation, feedback, and student participation in classroom activities. This grade is assured to any student who comes to class, participates actively, and contributes to their group's success over the course of the year.

BRIDGING THE GAP SERIES or VOLUNTEER EXPERIENCE: These elements of the course link theory to practice by observing presentations or active engagement in planned events. The student is expected to attend one OR the other during the semester. This assignment is a time sensitive assignment that demands AT LEAST 3-hours of time commitment. The *Bridging the Gap Series* presentations occur over meeting hour on Wednesday (February 1 & March 7) and several events to be described in class will occur on various dates. Confirmation of attendance is NECESSARY to receive this credit.

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

STUDENT RESPONSIBILITIES:

- Students **MUST** participate and complete all assignments and examinations in order to receive a passing grade in this course. The incompleteness of any of the assigned learning activities may result in the assignment of a failing (F) grade.
- Assignments are due on the dates established by the instructor. Extensions may be offered in lieu of **SIGNIFICANT** student issues and concerns as determined by the instructor. **ALL** extensions requests **MUST** be submitted to the instructor prior to the due dates. Percentage penalties will be applied up to 100 % of the assignment grade if assignments are submitted late.
- Regular attendance is a key to success in this course. Classroom activities support student comprehension of materials, content clarification, relevant peer questions and support, and finally, cue as to relevant scenario examination materials. It is the student's responsibility to acquire the material missed and to complete assigned readings, in-class work, and assigned homework.

STATEMENT ON CELL PHONE AND OTHER PERSONAL ELECTRONIC DEVICES:

- Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. **The use of these devices must not disrupt the functions of the College overall and its classrooms and labs.** Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.
- **Cell phones, PDAs and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can be turned on and set to silent mode only with the expressed consent of individual instructors.** Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.
- If cell phones, pagers, calculators, recorders, digital cameras, PDAs, MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

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:

DATE	CLASS (E 306)	LAB (E 306)	READINGS (Chap #)	DUE DATES
January	5			
January	9 & 11	12	Managing Sports (1) & Managing Change (6: ONLY p. 164- 168)	
January	16: Alward Lab (Library) 18: In class	19	Team Development (9)	
January	23 & 25	26	Communication for Results (10)	
January & February	30 & 1	2: Introduce 1 st Scenario Examination	Strategic & Operational Planning (4) & Facilities & Events (14: ONLY p. 428-436)	1 st : Bridging the Gap #1
February	6 & 8	9: Feedback Class	Scenario Examination #1	9 th : 1 st Scenario Examination Due
February	13 & 15	16:	Organizing & Delegating Work (5) & Controlling for Quality & Productivity (13: ONLY p. 397-404)	16 th : PLJ Due
February	20 & 22: Reading Break	23:No lab		
February & March	27 & 29	1:	Motivating to Win (11)	
March	5 & 7	8: Introduce 2 nd Scenario Examination	Creative Problem-Solving & Decision-Making (3)	7 th : Bridging the Gap #2
March	12 & 14	15: Feedback Class	Scenario Examination #2	15 th : 2 nd Scenario Examination Due
March	19 & 21	22:	Behavior in Organizations (8)	
March	26 & 28	29: No Lab	Leading to Victory (12)	
April	2 & 4	5: Introduce 3 rd Scenario Examination	Managing Change (6) & The Sport Industry Environment (2)	5 th : PLJ # 2 Due
April	9 & 11	12:	Scenario Examination #3	12 th : 3 rd Scenario Examination Due