

COURSE OUTLINE – FALL 2020

**PE1050 (A2): Introduction to the Administration of Sport, Physical Activity and Recreation
Programs – 3 (3-0-1) UT 60 Hours 15 Weeks**

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OFFICE HOURS: By appointment

FALL 2020 DELIVERY: Mixed Delivery. This course is delivered remotely with some face-to-face/onsite components at the GPRC Grande Prairie campus.

- For the remote delivery components: students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca
- For the onsite components: students must supply their own mask and follow GPRC Campus Access Guidelines and Expectations (<https://www.gprc.ab.ca/doc.php?d=ACCESSGUIDE>). The dates and locations of the onsite components can be found on the Course Calendar.

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

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: All resources and readings will be posted on D2L.

DELIVERY MODE(S): This course will be delivered via lectures, class discussions, group work, in-class exercises, and individual student work that includes various delivery methods. Students will participate in event planning and execution to gain practical sport administration skills.

COURSE OBJECTIVES:

1. Students will develop 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 sport organizations.
3. Students will be provided an opportunity to apply their skills and practical and experiential activities through participation through group projects.
4. Students will be introduced to challenges and issues confronting different sport segments.

LEARNING OUTCOMES:

1. Students will be able to identify and demonstrate successful principles related to successfully running a sport organization.
2. Students will be able to analyze and apply the decision-making process to a variety of situations related to the administration of a sport organization.
3. Students will be able to use conflict resolution strategies to enhance cohesion in a group setting.
4. Students will carry out a group project, which encapsulates coursework throughout the semester.
5. Students will be able to practice effective written and oral communication, critical thinking, and problem-solving skills necessary to be successful in the sport industry.

TRANSFERABILITY:

This course is considered a University Transferrable course. Please consult the Alberta Transfer Guide for more information at <http://transferalberta.alberta.ca>

**** 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:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN “C-” IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
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

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/

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

EVALUATIONS:

Test #1	Oct 7	15%
Test #2	Nov 18	15%
Current Event Presentation	TBD – sign up in class	10%
Online & In-Class Assignments	Throughout semester	30%
Final Exam	TBD	30%
Total		100%

STUDENT RESPONSIBILITIES AND ADDITIONAL INFORMATION:

- Students are required to come to class prepared, which may include reading, completing quizzes or discussions, or other online activities
- Details for all evaluations will be provided on D2L. Ensure you are regularly checking our class page to be up to date on all important information
- In general, online assignments will be due by Sunday, 11:59pm each week and in-class assignments must be completed during the designated lecture or lab time
- Failure to complete assignments by the due date will result in a grade of 0 unless previously discussed with the instructor and proper documentation is provided for late submissions
- One missed lecture or lab session will be a “free” miss (not including tests or presentation dates) and any additional missed classes will result in a 1% deduction from the final course grade
- Missed tests or presentations cannot be made up unless there is proper documentation (e.g., doctor’s note) and approved by the instructor.

COURSE SCHEDULE/TENTATIVE TIMELINE:**Lecture:** Monday & Wednesday: 10:00-11:20am (Online)

Week	Date	Topics
1	Sept 2	Course Introduction
2	Sept 7 & 9	*Sept 7: Labour Day, No Classes Professional Practice
3	Sept 14 & 16	Professional Practice & Organizational Structure
4	Sept 21 & 23	Strategic Planning
5	Sept 28 & 30	Marketing & Sponsorship
6	Oct 5 & 7	Review Test #1: Oct 7
7	Oct 12 & 14	*Fall Break, No Classes
8	Oct 19 & 21	Budgeting
9	Oct 26 & 28	Risk Management
10	Nov 2 & 4	Problem Solving & Decision Making
11	Nov 9 & 11	Evaluation *Nov 11: Remembrance Day, No Classes
12	Nov 16 & 18	Review Test #2: Nov 18
13	Nov 23 & 25	Working with Volunteers
14	Nov 30 & Dec 2	Motivation
15	Dec 7 & 9	Change Management

This schedule is subject to change based on how we progress as a class. Changes will be announced in class and on D2L. See D2L for readings and resources for each topic.

Lab: Tuesday: 1:00-1:50pm (J202 or Online)

Labs will be used to work on group projects and host guest speakers. Lab schedule will be posted on D2L.