



**DEPARTMENT OF PHYSICAL EDUCATION, ATHLETICS AND KINESIOLOGY
(PEAK)**

COURSE OUTLINE- WINTER 2011/ SECTION A3/ L1

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

INSTRUCTOR: Matthew Bain **PHONE:** (780) 539-2974
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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 predominantly group work and also include lectures, class discussions, group work, in-class exercises and individual student work that includes various delivery methods.

OBJECTIVES (Optional):

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.

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:

Midterm/ Final	20 %: Each exam is worth 20 percent and will be cumulative up until the week prior to the exam. See below for descriptions.
Group Project	35 %: This project includes the compilation of a comprehensive portfolio of the work done during the semester & a final presentation.
Participation	10 %: This grade is assigned to students for their engagement of the classroom activities and discussions.
Personal Learning Journal	15 %: (5 % each) These journals will be due at specified dates throughout the semester. They MUST be handed in during class time or they may not be accepted.

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

GROUP PROJECT & PRESENTATION:

1. This will include assuming roles within the group, completion of assigned group tasks, attendance at group meetings, presentation of minutes, and participation/ assessment of group process during the semester; all culminating in a final submission in the form of a

portfolio. This portfolio will include a detailed breakdown of group process, identification of elements in the process, an appendix of all materials used throughout the semester, etc.

2. This presentation includes the following criteria listed below: **All project work is due on the determined presentation day (NO EXCEPTIONS):**

- A professional portfolio 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.
- The outcome of project/ final reflection (i.e., group process, degree of anticipated success, barriers to project success, etc.).
- Ability to illustrate applied theory.

Missing more than 10 % of meetings (labs) may result in removal from the assigned group and potential assignment of a failing grade (F) for the project. Active participation is MANDATORY and engagement is required for student application and success. 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 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.*

MIDTERM/ FINAL: These exams are meant to test as student's comprehensive knowledge of the basic concepts discussed in class, referred to from the text, or researched via class assignments. Exams will be approximately 1 hour long and may include questions such as True and False, Multiple Choice, and Short Answer. The text is the key element to success in these examinations. Attending class is critical to a student's potential success as it is difficult to cover all course content in the time given. MIDTERM: FEBRUARY 14, 2011 and FINAL: TBD

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.

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

EXAMINATIONS: Each of the examinations may include multiple choice, true and false, and short answer questions. These examinations are meant for the student to demonstrate a critical accumulation of knowledge over a certain period of time. Students should be familiar with the *key concepts* from each chapter and be able to apply concepts to scenarios. The textbook and lecture notes are integral to the student's success on these examinations. Examples from classroom discussions may be used on each of the examinations.

STUDENT RESPONSIBILITIES:

- Students **MUST** 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 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:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

COURSE SCHEDULE/TENTATIVE TIMELINE:

DATE	LECTURE	LAB	READINGS	LOGBOOKS & EXAMS
January	5	6	Introductions, Expectations and review of assignments	
January	10 & 12	13	Ch 1 (pp.1-21) & Ch 6 (pp.164-168: Diversity)	
January	17 & 19	20	Ch 9 (pp. 261-291) & Ch 10 (pp. 293-321)	
January	24 & 26	27	Ch 4 (pp. 84-117) & Ch 14 (pp. 428-436)	
January and February (F)	31 & (F) 2	3	Ch 5 (pp. 121-149) & Ch 13 (pp. 397-404)	Feb 2: Log Books Due
February	7 & 9	10	Ch 11 (323-347)	
February	14 & 16	17	No Reading Assigned	Feb 14: MIDTERM
February	21- 25		READING WEEK!	
February and March (M)	28 & (M) 2 (Lab)	3 (Class)	Ch 3 (pp.57-83)	
March	7 & 9	10	Ch 8 (pp. 219-259)	March 9: Log Books Due
March	14 & 16	17	Ch 12 (pp. 349-376)	
March	21 & 23	24	Ch 6 (pp. 151-179)	
March	28 & 30	No Lab	Ch 2 (pp. 23-53) & Presentations	March 30: Log Books Due
April	4 & 6	No Lab	Presentations	FINAL: TBD