

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

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

2002 W

I. GENERAL INFORMATION

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

Class Times:	M W	10:00 – 11:20	D308
	L1 F	10:00 – 10:50	E301
	L2 TH	12:00 - 12:50	B302

Credit: 3 credits

Transferability: Equivalent to PESS 150 - University of Alberta, Knes 233 (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, Sport and Recreation.
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.

III. RESOURCES

Required Text:

COVEY, STEPHEN; Principle -Centered Leadership; New York, NY: Fireside 1990

Suggested Reading:

1. Kouzes, James M. and Posner, Barry Z.; The Leadership Challenge, San Francisco; Jossey - Bass, 1995.
2. Horine, L.; Chapters from Administration of Physical Education and Sport Programs; DUBUQUE, IA; WM. C. BROWN, 1995.
3. Graham, P. S.; Chapters from Sport Business Operational and Theoretical Aspects, DUBUQUE, IA; WM. C. BROWN, 1994.
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.

Reference Material:

BIBLIOGRAPHY FOR PE 1050

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.

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.

Davis, Kathleen A.; Sport Management. Dubuque, IA: Wm. C. Brown, 1994.

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

Graham, Peter S.; Sport Business. Dubuque, IA: Wm. C. Brown, 1994.

Horine, Larry.; Administration of Physical Education and Sport Programs.
Dubuque, IA: Wm. C. Brown, 1994, 3rd Edition.

Katzenbach, Jon R. & Smith, Douglas K.; The Wisdom of Teams
Boston, Harvard Business School Press, 1993.

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.

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.

Robbins, Stephen P.: Organization Behavior,
Toronto, Ont. Prentice-Hall Co. 1979.

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

Mid-Term Test - individual test	20%
Term work (quizzes, etc.)	20%
Practical/Report/Presentation of team project.	30%
Final Exam	30%
	100%

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

3. Practical Project Report/Presentation - The following criteria will be used to evaluate your team or individual practical project/report/presentation. **All projects are due April 5th by 4:30pm.**

- 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.
- Ability to illustrate applied theory.

4. Regular attendance and participation are expected at ALL classes and labs as much of the information provided cannot be obtained in any other way. Students with unexcused absences of more than 10% of the total number of classes maybe asked to withdraw from the course or maybe debarred from the final exam. (See the GPRC Calendar pg. 29.) Students who miss class due to medical reasons MUST present medical verification to their instructor.

Last day to withdraw with permission is March 9th, 2001.

V. COURSE CONTENT / Tentative Schedule

<u>DATE</u>	<u>CONTENT</u>	<u>READINGS/Quiz.</u>
JAN 3/14	Lab #1 Careers	pg.13-56 & Chapter 8
7	FISH video / Careers	
9	Covey Chapters 1-3	
10/11	Lab #2 Careers/library	
14	Time management	Quiz #1
16	Visioning/mission statements	Chapters 4, 9, 24
17/18	Lab #3 Project teams	
21	Lead/manage Functions lead/man.	
23	Situational Leadership	Quiz #2
24/25	Lab #4 Team projects	Chapters 5, 6, 7
28	Situational Leadership	
30	Teams/leading (Guest)	
31/1	Lab #5 Team Projects	
FEB 4	Communication (Guest)	Quiz #3
6	Scheduling	Chapters 10, 11, 14

7/8	Lab #6 scheduling problems	
11	Sport Marketing (R.Thomson)	
13	U of A information session	Quiz #4
14/15	Lab #7 Projects	Chapters 15, 16, 17
18	<u>College Closed</u>	
20	Mid-term exam	
21	Financial Management (Doug Frattini) <u>All students</u>	
25-Mar 1	Reading week, <u>no classes</u>	
MAR 4	Decision - Making/ power	
6	Hosting a major event CCAA's	
7/8	CCAA assignments	
11	Legal Issues	
13-16	CCAA projects	Quiz #5 Chapters 18,19, 20, 25
18	Planning / outcomes	
20	S.W.O.T. analysis's	
21/22	lab #8 S.W.O.T. exercise	
25	Fundraising	
27	Motivation / Goals	Quiz #6
28/29	Lab #9 case studies	Chapters 26, 27, 30, 31 & pg. 313-323
April 1	Covey's Principles	
3	Covey's Principles	
4/5	Lab #10 case studies	
8	project presentations	
10	project presentations	Quiz #7
11/12	Lab #11 Review	
15-24	Final exam week <u>All students</u> must write the final exam at the same time, during the exam week. <u>No Exceptions.</u>	