

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS

PHYSICAL EDUCATION 1050
ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS
W 1998

I. GENERAL INFORMATION

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

Class Times: T R 13:30 - 14:50
L1 M 10:00 - 10:50
L2 W 10:00 - 10:50
Classroom M 130

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.

III. RESOURCES

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

Suggested Reading:

1. HORINE, LARRY; Chapters from Administration of Physical Education and Sport Programs; DUBUQUE, IA: WM. C. BROWN, 1995.
2. GRAHAM, PETER S.; Chapters from Sport Business Operational and Theoretical Aspects, DUBUQUE, IA: WM. C. BROWN, 1994.
3. DAVIS, KATHLEEN A.; Chapters from Sport Management Successful Private Sector Business Strategies, DUBUQUE, IA: WM. C. BROWN, 1994.

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.

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Course Outline

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

IV. CLASS FORMAT

1. Course Requirements/Evaluation

Mid-Term Exam	20%
Term work (quizzes, etc.)	20%
Practical/Report/Presentation of team project	30%
<u>Final Exam</u>	<u>30%</u>
	100%
2. 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.
3. Practical Project Report/Presentation - The following criteria will be used to evaluate your team or individual practical project/report/presentation.
 - a) Requires a minimum of 12 hours of administrative work per member of team.
 - b) A time management assessment of the team project and time assessment by each member.
 - c) The outcome of project, indicating the degree of success in reaching set goals.
 - d) The benefits of your admin. project to others.
 - e) The difficulty of the project.
4. Mid-Terms and 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
- UNIT 2** Leading
- Team building
- Empowerment & TQM
- Communication
- Stephen Covey & Leadership Principles
- UNIT 3** Technical skills
- Scheduling
- Hosting tournaments
- Budgeting
- Mid-Term Exam**
- UNIT 4** Applied Areas
- Legal issues
- Sport marketing
- Evaluation
- UNIT 5** Decision Making/Planning
- Steps in the processes
- Short / long term planning
- Strategic planning
- UNIT 6** Personal Skills
- Time management
- Success keys
- Stephen Covey's principles
- Motivation