



**Course Outline**

**UNIVERSITY STUDIES**

**PERLS 105**

**Introduction to Sport Administration**

**Fall, 2014**

**3 CREDITS  
4 HOURS PER WEEK**

**INSTRUCTOR: Kaylin Kainulainen**

**INSTRUCTOR:** Kaylin Kainulainen  
**PHONE NUMBER:** (780) 791-4813  
**E-MAIL:** kaylin.kainulainen@keyano.ca  
**OFFICE NUMBER:** S211F

**OFFICE HOURS:**

Monday	3:00-4:50 p.m.
Wednesday	2:00-3:50 p.m.
Thursday	10:00- 10:50 a.m.

**HOURS OF INSTRUCTION:**

Tuesday	9:00-9:50 a.m.
Wednesday	9:00-9:50 a.m.
Thursday	9:00- 9:50 a.m.
Friday	9:00- 9:50 a.m.

**COURSE DESCRIPTION:**

Provides students with an introduction to the management concepts required to successfully administer a sport, recreation or physical activity.

**COURSE OUTCOMES:**

Upon completion of this course, successful students will be able to:

1. Develop basic competencies required of administrators in the area of PE, Sport and Recreation.
2. Develop a basic understanding of the concepts involved in being a successful leader/manager of teams.

**TEXT(S)/MATERIALS REQUIRED:**

Lussier, R. Kimball, D. 2014. *Applied Sport Management Skills (2<sup>nd</sup> edition)*. Windsor. ON; Human Kinetics

**EVALUATION:**

Attendance and Class Work	10%
Assignments	40%
Midterm	20%
Final Exam	30%

**TOPICS TO BE COVERED:****Please Note:**

This is a TENTATIVE schedule. Not all topics will necessarily be covered due to time constraints. Specific dates for exams and assignments will be made available to students later in the course.

Topic	Chapter
Introduction into Sport Management	1- Managing Sports 2- The Sport Industry Environment
Planning	3- Creative Problem Solving and Decision Making 4- Strategic and Operational Planning
Organizing	5- Organizing and Delegating Work 6- Sport Culture, Innovation, and Diversity 7- Human Resources Management
Leading – Sport Management Leadership, Team Building and Managing	8- Behaviour in Organizations 9- Team Development 10- Communicating Results 11- Motivating to Win 12- Leading to Victory
Risk Management	13- Controlling for Quality and Productivity 14- Sport Facility and Event Management

**MOODLE**

Go to <http://ilearn.keyano.ca>

This course is supported through Moodle 7. Assignments, readings and handouts will be posted on Moodle 7. Login information will be provided by your instructor. For further instructions please see the Moodle 7 handout.

**GRADING SYSTEM:**

Letter Grade	Description	Grade Points
A+		4
A	Excellent	4
A-		3.7
B+		3.3
B	Good	3
B-		2.7
C+		2.3
C	Satisfactory	2
C-		1.7
D+		1.3
D	Minimal Pass	1
F	Failure	0

**Students intending to transfer to other institutions require a ‘C-’ as a minimum. Transfer information on each course is available at the [Alberta Council on Admission and Transfers](#).**

**Students who do not complete all the required work should not expect to pass the course. Students should consult:**

<http://www.keyano.ca/Academics/Examinations>

**IMPORTANT DATES:**

September 9	Last day to add classes for academic programs
September 16	Last day to drop classes
November 26	Last day to withdraw
December 5	Last day of classes

**COLLEGE POLICIES****Equality, Equity and Respect**

The Keyano College is committed to providing an environment of equality, equity and respect for all people within the College community. All members of this community are considered partners in developing teaching and learning contexts that are welcoming to all. Faculty, staff, and students are encouraged to use inclusive language to create a classroom atmosphere in which students' experiences and views are treated with equal respect and valued in relation to their gender, ethnic and cultural background, and sexual orientation.

*Students should consult:*

<http://www.keyano.ca/StudentLife/StudentConduct/IndividualRightsPolicy>

### **Plagiarism and Cheating**

Every student expects to be treated and evaluated fairly in a course. Plagiarism and cheating robs everyone of this right.

No student may submit words, ideas or data of another student or person as his or her own in any writing, project, assignment, quiz, electronic presentation, exam etc. Any work used that is not the student's own must be clearly cited as belonging to someone else. There are penalties for using other's work and not citing it. The Student's Rights & Responsibilities document clearly outlines these penalties and the appeal process.

- No learner can obtain information from another student during an exam.
- No learner can bring unauthorized information (paper or electronic) into an exam or quiz.
- No student can submit work done in another course for grading in this course without the written prior approval of the course instructor.
- No student can submit copyright protected or commercially produced materials as part or all of an assignment without proper citation & permission.

### **Student Rights & Responsibilities**

Students should consult the Keyano College Credit Calendar or online at:

<http://www.keyano.ca/Academics/CreditCalendar>

### **Specialized Supports and Duty to Accommodate**

*Disability Support Services: Learner Assistance Program*

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

*Specialized Supports and Duty to Accommodate*

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

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Kaylin Kainulainen, Instructor

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Date

**Reviewed and approved by:**

\_\_\_\_\_  
Vincella Thompson, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guy Harmer, Dean

\_\_\_\_\_  
Date