

COURSE SYLLABUS



COURSE TITLE: KIN 415 - Professional Practice and Management

CLASS SECTION: 001

TERM: Winter 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Tuesday 11:00-12:20; Thursday 1:00-2:20 [CHW340]

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

NAME: Kai Riecken, PhD

EMAIL: RieckenK@camosun.ca

OFFICE: PISE312

OFFICE HOURS: Wednesdays 10:00-11:00 or by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Advanced management of programs, facilities, clinics and corporations related to health, fitness, sport and health promotion. Focus is on the organization and structure of health and fitness industry in Canada, certification, licensing and educational opportunities in the profession, personnel recruitment, supervision and retention, as well as marketing and program promotion and management of a private practice.

PREREQUISITE(S): KIN315

CO-REQUISITE(S): None

EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

At the completion of this course, students will be able to:

- Describe key characteristics and trends in the sport, health and fitness industry.
- Explain the structure associated with health care system in Canada and specifically British Columbia and develop an understanding of the principles and concepts of multidisciplinary teamwork in a healthcare context.
- Discuss the concepts, purpose and applications of various certifications and licenses available in sport, health and fitness industry across Canada and specifically in British Columbia.
- Differentiate amongst the qualification and skills of various professions and occupations associated with the sport, health and fitness industry.
- Summarize key concepts related to budgeting, accounting, communications, marketing, public relations, and its application to the management of health and fitness business.
- Identify processes related to the coordination of service delivery, referral pathways, and interprofessional communication in a multidisciplinary healthcare setting.
- Discuss the key components of managing a kinesiology practice, including third party billing, payment and fee structures, professional regulations and operating within an appropriate scope of practice.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- a. Carpenter, Mason, Bauer, Talya, Erdogan, Berrin, (2012). *Management Principles (v.1.0)*. The Creative Commons by-nc-sa 3.0 license
- b. Rothaermel, Frank R., (2015). *Strategic Management (2nd Edition)*. McGraw-Hill Education, 2 Penn Plaza, New York, NY.

Note: both will be made available to you as pdfs on your course D2L site as well as additional readings for each unit of study.

COURSE GUIDELINES & EXPECTATIONS

Commitment to your learning is a collaboration between yourself, your instructor, and your classmates. Please be prepared to participate fully and think outside of the box in this course.

You can expect your instructor to:

- Be prepared for class every day
- Treat every member of the class with respect
- Engage in activities that will benefit your learning
- Foster an open and supportive environment in which to learn and discuss topics

Your instructor expects of you to:

- Be on time for class
- Treat others in the class with respect
- Take an active part in your own learning, keep cell phones tucked away
- Be supporting and accepting of the views of others
- Be aware that this is a capstone course pulling together concepts about leadership, business, and professional practices; this is not a course about physical movements
- Be cognizant that as a 4th year capstone course a high level of writing, presenting, and critical thinking skills are expected

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

DATE	ACTIVITY or TOPIC	NOTES
UNIT 1:	PROFESSIONAL CONSIDERATIONS - KIN	
Tues, Jan 9	Course Outline & Introductory Exercise	
Thurs, Jan 11	Scope of Practice and Ethics	
Tues, Jan 16	BCAK, CSEP, and Certifications	
Thurs, Jan 18	Managing a Practice & Forms of Corporate Structure	
Tues, Jan 23	TBD – Guest Speaker	<i>Professional Practice Standards Assignment – DUE BY JAN 26 D2L</i>
UNIT 2:	PROFESSIONAL SKILLS - GENERAL	
Thurs, Jan 25	Briefing and Briefing Notes	
Tues, Jan 30	Emotional Intelligence	
Thurs, Feb 1	Case Study Briefing – <i>In Class</i>	<i>Case Study Briefing and Briefing Note – DUE IN CLASS FEB 1</i>
Tues, Feb 6	CAMSTAR	
Thurs, Feb 8	Mid Term Exam	<i>Midterm Exam – In class</i>
UNIT 3:	PROFESSIONAL SKILLS - GENERAL	
Tues, Feb 13	Guest Speaker - TBD	
Thurs, Feb 15	Purpose-Based Leadership	
Tues, Feb 20	Reading Break – no class	
Thurs, Feb 22	Reading Break – no class	
Tues, Feb 27	Decision Making	
Thurs, Feb 29	Decision Making – Your Idea	
Tues, Mar 5	Selling Yourself and Your Idea	
Thurs, Mar 7	Strategic Management in Brief 1	
Tues, Mar 12	Strategic Management in Brief 2	
Thurs, Mar 14	The Balanced Scorecard 1	
Tues, Mar 19	Target Markets	
Thurs, Mar 21	Marketing	
Tues, Mar 26	HR & Staffing Considerations	
Thurs, Mar 28	Budgeting	
Tues, Apr 2	Dragon’s Den Presentations	<i>Business Plan Write Up- Due on D2L</i>
Thurs, Apr 4	Dragon’s Den Presentations	
Tues, Apr 9	Dragon’s Den Presentations	
Thurs, Apr 11	Exam Review	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams).

<https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING	DUE DATE
Professional Practice Standards Assignment	10	January 26, D2L
Mid-Term Exam	25	February 8, In Class
Case Study Group Briefing – <i>Peer Evaluation</i>	5	February 1, In Class
Business Plan (Due D2L) & Dragons Den (In Class)	35	April 2, D2L
Final Exam	25	TBA
	TOTAL	
	100%	

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

SCHOOL OR DEPARTMENTAL INFORMATION

Final examinations may be scheduled at any time during the examination period by Camosun College. All students are expected to write the final exam at the time, date, and location set by the Office of the Registrar. Students should therefore avoid making prior travel, employment, or other commitments for this period. If a student is unable to write an exam through no fault of his or her own for medical or other reason(s), valid documentation must be provided, and it must be discussed with the instructor well in advance of the exam date. If the student is absent for an exam (written or practical) and has not made arrangements with the instructor in advance, a zero grade will be applied.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international

Support Service	Website
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes. The instructor may also make minor changes to the syllabus based on availability of guest speakers and needs of students as the course progresses.