COURSE SYLLABUS

COURSE TITLE: SPMA 440 – Program Development & Delivery

CLASS SECTION: 001

TERM: F23

COURSE CREDITS: 3

DELIVERY METHOD(S): In person, Tues & Thurs

For COVID-19 information please visit https://camosun.ca/about/covid-19-updates

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Brianna Waldman

EMAIL: waldmanb@camosun.ca

OFFICE: PISE 306F

HOURS: Mon – Fri by appt in person or virtual (to set up appt, please email me).

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

Students will study the theory, principles, and methods used in planning of sport and physical activity programs. Students will develop their analytical skills for the purpose of identifying program needs that will prepare them for later stages of program design and evaluation. Students will apply knowledge relevant to a range of organizational, cultural, and Indigenous sport and physical activity settings.

PREREQUISITE(S): C in SPMA 340

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course students will be able to:
- Integrate the role and responsibilities of a sport or physical activity administrator in program planning.
- Explain the need for and value of effective program planning as an integral part of the management process for sport and physical activity programming.
- Critique the theories of program planning and development in the sport and physical activity sector.
- Analyze sport or physical activity focused program plans, including Indigenous sport and

physical activity programming, for continuous enhancement towards the achievement of goals.
- Create development and delivery plans for sport or physical activity focused programs that include the components of program design, delivery, and evaluation.
- Assess the knowledge, skills, abilities, and attitudes necessary to be an effective program planner.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

(a) A notebook, computer, assigned readings or handouts, smart device and access to D2L are required for this course.

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.

WEEK	Date (Tues) 4:00pm – 5:20pm PISE 329A	FIRST CLASS TOPIC	Date (Thurs) 4:00pm– 5:20pm PISE 330	SECOND CLASS TOPIC	EVALUATION
Week 1	Sept 5	Welcome and Overview	Sept 7	Foundations of Program Planning	
Week 2	Sept 12	Program Philosophy & Principles	Sept. 14	Needs Assessment Part 1	
Week 3	Sept 19	Needs Assessment Part 2	Sept. 21	**Needs Assessment Case Study/Workshop**	
Week 4	Sept 26	Overview of Program Design Process	Sept. 28	**Guest Speaker – Logic Models: Sharon White**	Org Confirmed Due Sept. 28th
Week 5	Oct. 3	**Logic Model Case Study/Workshop**	Oct. 5	Program Planning Models	Parts 1, 2 (10%) Due Oct. 6th
Week 6	Oct. 10	Planning Process Tools	Oct. 12	Program Design – Life Cycles, Goals, Risk	
Week 7	Oct. 17	**Mid-Term Test**	Oct. 19	Program Budgeting	Mid-Term Test (20%) Oct. 17th
Week 8	Oct. 24	Program Implementation/Delivery	Oct. 26	Leading and Supervising Programs	
Week 9	Oct. 31	**Workshop/Case Study**	**Nov. 2**	**PISE program planners – Eden and Shivonne (Program Planning)**	Parts 3, 4, 5 (20%) Due Nov. 3rd
Week 10	Nov. 7	Program Monitoring	Nov. 9	Program Evaluation Approaches	
Week 11	Nov. 14	Program Evaluation Steps	Nov. 16	Sustainability and Planning	
Week 12	Nov. 21	**Guest Speaker: Robin McGeough**	Nov. 23	Inclusivity, Cultural Context and Planning/Indigenous Programming	Parts 6, 7, 8 (15%) Due Nov. 24th
Week 13	Nov. 28	**Presentations**	Nov. 30	**Presentations**	Presentations (15%)
Week 14	Dec. 5	**Presentations**	Dec. 7	Final Test Review	Final Test (20%)

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 scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION	DUE DATE	WEIGHTING
Program Development Proposal Parts 1, 2	Week 5 Oct. 6th	10%
Mid-Term Test	Week 7 Oct. 17th	20%
Program Development Proposal Parts 3, 4, 5	Week 9 Nov. 3rd	20%
Program Development Proposal Parts 6, 7, 8	Week 12 Nov. 24th	15%
Program Presentation	Week 13 Nov. 28th	15%
Final Test	Exam Period	20%
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 policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

Please note: In order to satisfy the Learning Outcomes for the course, **all assignments and presentations** must be completed to receive a final grade.

Attendance: Students are expected to attend all classes, labs, and exams. Students are responsible for getting their own notes from class as well as information pertaining to changes in the course outline, readings, assignments, and information pertaining to any tests or exams. Lab attendance is mandatory unless you have a medical reason for missing it, in which case you should email the instructor ahead of time to make note of your reason for missing class. Failure to attend the laboratory component could result in failure of the course.

An **excused** absence includes:
a) a medical certificate
b) an intercollegiate trip
c) permission of instructor prior to absence
d) compassionate reasons
e) signs & symptoms of COVID-19

Absences from Campus due to COVID-19:
If a student is feeling unwell, they should inform their instructor that they will be unable to participate in any in-person classes. Where possible, alternative means of participating in the learning will be arranged. Students will not be academically penalized for such absences.

Late Assignments: Late assignments will receive a deduction of 20% per day.

Missed Exams: Exams must be written on the date scheduled. If a student is unable to write an exam through no fault of their own for medical or other reasons, valid documentation must be provided and discussed with the instructor. If a student who is absent has not made arrangements with the instructor in advance, he or she will receive a zero. Final Exams may be scheduled at any time during the final exam block; therefore, students should avoid making travel plans, professional or personal commitments for the duration of the exam period.

Office hours: While office hours are noted on the course outline, students are free to make an appointment with their instructor at a time that is mutually convenient. Another option is to email your question. Questions sent by email must be brief (think the length of a tweet). If it is impossible to reply with a brief response (due to the nature of the question) then you will be asked to make an appointment. Your instructor will respond to emails as quickly as possible, however, please keep in mind that this reply may be delayed when the instructor is tied up with other courses or if it is outside of work hours.

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.

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 http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/

Support Service	Website
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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 Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

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. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf 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: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

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 http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

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.