



School of Business, IT & Management (BITM)
2014-2015

Recreation & Leisure Services, Sport Administration,
Sport Management, Sport Business Management Graduate
Certificate

PROGRAM GUIDE

INDEX

ADDITIONAL IMPORTANT INFORMATION

Academic Advising - Student Advisor.....	39
Academic Integrity.....	39
Aegrotat (AEG).....	39
Centre for Students with Disabilities (CSD).....	40
Continuing Education.....	40
Course Outlines.....	40
Credit Transfer Information.....	40
Durham College Mission, Vision and Values.....	41
Essential Employability Skills.....	41
General Education (GNED).....	41
Graduation Audit & Degree Evaluation.....	14
Important Dates.....	41
Learning Management System Usage (LMS).....	41
Library.....	42
Missed Final Examinations.....	42
Pathways to Degrees.....	42
Prior Learning Assessment and Recognition (PLAR).....	43
Requirements for Promotion.....	43
Scholarships, Bursaries and Awards.....	43
Student Academic Learning Services (SALS).....	44
Student Communications.....	44
Student Rights and Responsibilities.....	44

PROGRAM SPECIFIC INFORMATION

Contact Information for Dean, Associate Dean, Office Staff and Program Coordinator.....	6
Policies & Information.....	7-13
Recreation & Leisure Services	
Field Placement.....	19
Program Description.....	15
Program Learning Outcomes.....	18
Program of Studies.....	16-17
Sport Administration	
Program of Studies.....	21-23
Sport Administration & Sport Management	
Program Description.....	20
Program Learning Outcomes.....	30
Sport Business Management Graduate Certificate	
Field Placement.....	35
Program Learning Outcomes.....	34
Program of Studies.....	33
Sport Management	
Field Placement.....	31
Program of Studies.....	24-29

Sports Business Management Graduate Certificate	
Program Description.....	32
Sports Industry Sectors.....	36–38

WELCOME STUDENTS

Welcome from the Dean	4
Welcome from the Vice-President, Academic.....	4

Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at <http://www.durhamcollege.ca> for the most current information.

WELCOME STUDENTS

A message from the Dean

On behalf of the faculty and staff of Durham College, it is a pleasure to welcome you to Durham College. You are embarking upon an exciting, challenging and rewarding journey.

We wish you success in your studies, supportive new relationships and an exciting future in your chosen career. We are committed to meeting your educational needs by providing a high quality program. We will all do our best to support you in meeting your goals. If you have any questions or need any kind of assistance please ask us. The School of Business, IT & Management office is located in room C223 (Hours: Mon.-Fri. 8:00 a.m. to 4:30 p.m.). We are here to help you.

We are pleased that you have chosen Durham College and we look forward to working with you.



Judy Spring
Dean, School of Business, IT & Management

A message from the Vice-President Academic Excellence & Innovation

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life. I wish you much success with your studies.

A handwritten signature in black ink that reads "Judy Robinson". The signature is written in a cursive, flowing style.

Judy Robinson
Vice President, Academic

CONTACT INFORMATION

The School of Business, IT & Management Office is located in C223. Our office hours are Monday – Friday 8:00 a.m. – 4:30 p.m. Staff & faculty can be reached by phone by dialing (905) 721-2000 and then the extension as listed on this directory.

Office & Administrative staff....

	<i>Office</i>	<i>Extension</i>
Judy Spring, Dean	C219	2150
Jackie Bathe, Associate Dean	C214	2792
Pam Guida, Administrative Support	C223	3064
Heather Dunlop, Student Advisor	C215	2151
Lisa Burt, Administrative Coordinator	C217	3065

Program Co-ordinators & Program Contacts...

	<i>Office</i>	<i>Extension</i>
Jan Robinson (Program Co-ordinator)	D216	2459
Sport Administration, Sport Management, and Sport Business Management Graduate Certificate		
Kelly Ottenbrite (Faculty Member)	C2	2294
Recreation & Leisure Services		

Faculty...

Updated lists of offices and phone extensions are posted on the electronic display in C223.

MANAGEMENT STUDIES POLICIES & INFORMATION

Welcome to the School of Business, IT & Management. We are extremely pleased that you have chosen our program.

This program guide has been developed to inform you of important school and program information. Please remember to check MyCampus on an on-going basis for important information.

School Administrative Policies...

1. Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the School of Business, IT & Management Office will not release any personal information regarding a student to anyone but the student without written consent. This includes academic standing, personal data, timetable information, etc.
2. Emergency Calls – School of Business, IT & Management staff will accept messages for students in the event of a family emergency. Please make sure that anyone in your life who needs to locate you during class time for reasons other than an emergency has a copy of your timetable (e.g. classmates, family, day care provider, and employer). The staff are unable to release your schedule information to anyone due to the Freedom of Information Act.
3. Regular communication between college staff and students is very important to ensure that students stay informed about special events, changes in programming and various deadlines. The School of Business, IT & Management Office will use DC Mail email to alert you to important details about your program. You are required to visit MyCampus often to view campus-wide announcements and to check your DC Mail email account.
4. Timetables are available online through our intranet – “MyCampus”. You can view and/or print your timetable from any computer with internet access. If you require assistance, please contact the Help Desk : (905) 721-3333
5. Timetable Changes – MyCampus provides students with the ability to modify timetables at specified times as listed in the Academic Calendar (posted on MyCampus). **Please note: It is a student’s responsibility to ensure that all of their required courses are on their schedules.** Assistance is available via your student advisor. Should you find a discrepancy on your timetable, **seek assistance immediately.**
6. Disclaimer - Because of our commitment to continuous improvement of our curriculum, there may be some changes in courses offered. If this occurs, we will notify those affected.
7. Computer Labs - Computer labs are reserved for coursework. Games are not permitted. Adult materials must not be displayed at any time. Please refer to the Information Technology Acceptable Use policy posted on the Durham College website www.durhamcollege.ca/academicpolicies.

8. Graduation Requirements - Students must have a minimum Grade Point Average (GPA) of 2.0 (60%) to be eligible for graduation. In addition, a student must have successfully completed all required courses. A student who has a GPA of less than 2.0 and/or need academic advice about missing courses should contact the School of Business, IT & Management Office to arrange for academic counselling. Please refer to the academic policies posted on the Durham College website, www.durhamcollege.ca/academicpolicies, for more information. At least 25% of the completed program courses and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma. Students must complete an application for graduation on MyCampus.
9. Final Marks - Final marks will not be released by faculty members or office staff. Grades will be posted on MyCampus.
10. Assignments – Students must make arrangements with professors for handing in assignments outside of class time. Assignments will not be accepted by the office staff.
11. Exceptions to policies - under exceptional, documented circumstances, exceptions to policies may be made by the dean or associate dean.

Academic Policies...

All academic policies are posted on our website at www.durhamcollege.ca/academicpolicies. A link to this site is also provided via MyCampus under the “DC STUDENT” tab. Students should review and be aware of the policies and procedures in place.

Policies & Expectations for the Learning Environment...

1. Class attendance and participation will enhance your opportunities for success (see below for further information about the importance of attendance).
2. Refer to the course outline for specific expectations for each course.
3. All submissions must meet specified guidelines as detailed by the section professor.
4. Students are responsible for regularly checking their MyCampus and DC Connect areas for messages from professors and college administration. Communication will come in forms of emails, targeted messages and posted documents. Professors will confirm their preferred method of communication.
5. Students should keep back-up copies of all assignments in case the original is lost.
6. Electronic submission of assignments is at the option of the professor. Assignments submitted electronically must be in the software format as stated specifically by your professor. Attachments that will not open are the responsibility of the student and subject to the late penalty.
7. E-mails sent to professors and/or staff must be professional in appearance and content. Inappropriate emails will be retained and a copy forwarded to the dean or associate dean for appropriate action.

Attendance...

Attendance is closely linked to student success. Regular attendance is strongly encouraged as it has been shown to be the best predictor of student success. Courses are designed to build on skills previously learned and applied in class. A student missing topics will be less able to complete subsequent assignments. If a student is absent from class, it is his/her responsibility to learn what was missed prior to the next class. It is the student's responsibility to attend all classes, labs, evaluations, field placement, etc. In the event that the student cannot fulfill this obligation, it is the student's responsibility to notify their faculty, as required. In addition, the faculty and/or placement agency may require explanation/documentation to substantiate an absence. Each student is responsible for any missed materials and instruction as a result of the absence. In addition, it is the student's responsibility to complete all assignments and to be aware of announcements made. It is the student's responsibility to arrive early, review notes, readings, and other requirements prior to class.

Courses have been developed to enhance skills that students need to be successful in college, and the workplace, and as such some of the writing assignments have been designed to take place in the classroom with peer and faculty support. Students should ensure that they are available in class to complete required work. Attendance must be regular.

Evaluation Policy...

Rationale - An effective evaluation policy has many goals and serves many stakeholders. For students, it should be both motivating and rewarding. For professors, it provides a framework for teaching and feedback for improving instruction or modifying curriculum. For the community, it should foster respect for our programs and confidence in our graduates.

Academic courses are evaluated in a variety of ways. These may include tests, written or oral assignments, and group work as well as final examinations. The use of electronic dictionaries, cell phones, pagers and other electronic devices in an invigilation setting is prohibited unless otherwise specified by the professor. The evaluation criteria for each course are included with the course outline. Students are advised to familiarize themselves with these criteria early in the semester. A passing grade in all courses is 50% (unless otherwise indicated in the course outline). A student must successfully complete all courses and maintain a GPA of 2.0 (60%) to be eligible to graduate.

Grade Appeals...

Students who do not agree with their marks have 11 business days from the release of final grades to initiate a grade appeal. The first step in the appeal is to speak to the professor who issued the grade. For more details on the grade appeal process please consult the procedures regarding grade appeals posted on MyCampus.

Examinations...

A final examination is defined as an invigilated comprehensive evaluation given just after regularly scheduled classes. Final examinations will be held for courses as specified in the course outline. A final examination will be comprehensive, and examination questions should reflect the approximate time weighting specified in the course outline.

Class Tests and Quizzes...

In this section, a class test is defined as a scheduled and invigilated test commonly given in a regularly scheduled class. A quiz is defined as a short duration evaluation of lesser weighting than a test. Quizzes may be unannounced and are usually given during part of a regularly scheduled class. The weighting of tests and quizzes is specified in the course outline. The students and the dean must be notified in writing if changes are made during the teaching schedule. In the case of multiple section courses taught by more than one faculty member, prior approval is required to change the course outline.

1. To reflect established practice in the workplace and demonstrate responsibility, students are required to contact the section professor within 24 hours of the test if unable to be in attendance for a test. Voicemail messages and email messages are an acceptable form of contact. A failure to comply will result in a mark of zero for that test.
2. Tests must be written during the scheduled test time.
3. Given compliance with point one of this section, the weighting of a missed test will be applied to the final test or examination or the weighting of such other evaluation item(s) as the professor may select.
4. If one test has already been missed, any subsequent missed tests will be assigned a mark of zero.
5. Any missed quiz will be assigned a mark of zero.
6. Some courses may have additional policies which will be clearly stated in the individual course outline.

Missed Final Evaluation...

Any student who misses a final evaluation, e.g. final test, presentation, workshop, may be eligible to apply for a Missed Final Evaluation. Students are required to notify their professor of their absence via email within 24-hours of the scheduled evaluation. To be eligible, students must have no less than a cumulative 1.5 GPA, and apply for consideration using the appropriate forms and pay a fee. Some constraints may necessitate that not all courses will be eligible. Students will be required to meet with their Student Advisor to complete the Missed Final Evaluation form. Students will be required to go to the Test Centre to register and pay the associated fee of \$150.00. Supplemental tests will be written in the Test Centre at a predetermined date and time. Students will ONLY be able to apply for a missed evaluation once in five years.

Please note: The Missed Final evaluation is an assessment that does not occur during the regularly scheduled Exam week (week 15), but generally occurs during the last two weeks of class.

Missed Final Examinations...

See the "Missed Final Examination" section towards the end of this guide.

Exam Conflicts...

Exam conflicts are rare. Students, who have two or more exams scheduled at the same time, should contact the School of Business, IT & Management office to reschedule their exam(s). Exams rescheduled are scheduled in the next available exam period.

Students who have more than two exams scheduled on the same day can apply to have one exam moved to another day as specified by school staff. Exams will not be rescheduled due to travel plans or appointments. See the "Missed Final Examinations" policy.

Assignments, Computer Labs and Group Work...

1. Refer to the Academic Integrity Policy and Procedure document found on the Durham College website or MyCampus regarding plagiarism.
2. To reflect the fact that lateness is unacceptable in the workplace, late assignments will be penalized. The late penalty to be applied to a particular assignment will appear in the course outline. The minimum penalty will be a 10% - 20% deduction per school day. The maximum penalty will be a mark of zero for the assignment. Assignments should be submitted in regularly scheduled classes. The submission of late assignments should be discussed with the section professor. Assignments should **never** be left under an office door or in the School of Business, IT & Management Office.
3. Students will not be allowed to do 'extra' assignments to 'bring up their mark' at the end of the term. Students must complete and hand in term work as it is assigned.

Prerequisite Courses...

Course prerequisites exist to promote student success. Exceptions to the established prerequisite course structure are not permitted. Students who do not have all credits completed from previous semesters may not be eligible for a full-time course load due to required pre-requisites. Students with "non-standard" scheduling needs are urged to review their academic plan with the student advisor each semester.

Repeating Courses...

Durham College's grading and promotion policy states that courses may be repeated only once without approval from the Dean or designate. The School of Business, IT & Management approves repeating of courses for all Business, IT & Management students who are repeating a course a second time or more. Students are encouraged to meet regularly with the student advisor if they are struggling with academic success and to take advantage of services offered through the Student Academic Learning Services department (SALS).

Full-Time Equivalent (FTE)...

Full-time students may choose to register for Continuous Education courses equivalent to their day courses. Students must obtain and complete the prescribed form in their school office; obtain signed authorization by the school dean or designate to enroll; and bring the form to the Student Services Building for in-person processing. Students taking a Continuous Education course as part of their full-time studies, and not exceeding the prescribed number of course hours in the semester, will typically pay a \$30 administration fee (distance education courses cost more). Students without an authorized form will pay full fees for courses delivered by the School of Continuing Education.

Withdrawing from Courses...

Dropping a course can be done via MyCampus. It is recommended that you meet with your Student Advisor prior to making any changes to your Program of Studies. Deadlines for dropping courses are posted on MyCampus and the Student Handbook. Please note: Dropping courses may lengthen the time it takes to obtain your diploma and will result in extra fees to complete your course of study.

Course & Program Changes...

Adding courses or changing a program must be done within the first week of course or program commencement.

Application for Graduation...

Applications for graduation for those wishing to graduate at the Spring Convocation are available online via MyCampus in January and due by a specified deadline (usually mid-February). A diploma will not be prepared until the application is received. Applications for graduation for the Fall Convocation are usually due by mid-September. Check MyCampus for deadline dates and updates.

Student Services Building (SSB)...

The SSB can assist students with registration, admissions, financial aid, transfer credit applications, career counseling, work-study programs, student services, international student support, and SALS (Student Academic Learning Services) which provides peer tutoring and study support. You can contact a representative at the SSB at 905-721-3000 or visit the Student Services Building.

Learning Outcomes...

In an effort to maintain a level of quality and consistency of programs in community colleges across the province, the Government of Ontario initiated system-wide program standards in 1993. Similar programs must meet the outlines standards for employability skills, vocational standards and general education standards as deemed appropriate by the Ministry of Training, Colleges and Universities. These standards outline the essential skills and knowledge that a student must demonstrate in order to graduate from their program. For further information, please visit <http://www.edu.gov.on.ca> (search – Program Standards).

Please refer to the program information section of this guide for information about your program learning outcomes.

GRADUATION AUDIT & DEGREE EVALUATION

Students are encouraged to check their **Program of Studies** in this guide to verify that they have **all of the required courses** in their scheduled timetable **each** semester. It is a student's responsibility to register for any outstanding courses to ensure they meet the graduation requirements. Students who have a **field placement** in their program are also encouraged to check their status and field placement eligibility prior to the placement term commencing to ensure they are able to complete the field placement program. In most cases, all year one and two courses and a 2.0 GPA is required to be eligible for field placement. Please refer to your Program of Studies and program information in this guide.

Students can access degree evaluations and run a graduation audit through MyCampus. Please follow these instructions to do so:

1. Select 'Click here to access Administrative Services'
2. Select 'Student information – Durham College'
3. Click on 'Student Records'
4. Select 'Degree Evaluation'
5. Press 'Submit'
6. Click on 'Generate New Evaluation'
7. Select the bullet beside the word 'Program' and then click 'Generate Request'
8. Please select the desired display:
 - a) General Requirement – Summary of all taken courses
 - b) Detail Requirements – Details of grades & courses
 - c) Additional Information – In-Progress courses and not used courses

If you are a non-standard student and have been advised or received approval to take equivalent courses (including Continuing Education courses), the degree evaluation may not work accurately.

Please make an appointment with your student advisor if you need assistance with reviewing your status and for clarification or if you have any questions.

RECREATION & LEISURE SERVICES PROGRAM DESCRIPTION

A recreation and Leisure Services Diploma offers the graduate with rewarding careers providing recreation programs and special events to community members of all ages and abilities. To ensure that students graduate with the full range of skills to start their career, this recreation education program covers all areas of recreation and leisure services. Students will learn about recreational programming, sports administration, special events management, staff management, facilities management and many other services within the industry. Graduates will be employed as recreation specialists, recreation sports analysts, team/club program coordinators, activities assistants/directors, sports and leisure consultants, outdoor education programmers, youth programmers, and parks and facilities coordinators. Leisure services professionals have leadership skills and the training required to establish programs, prepare budgets, market activities, raise funds, and work with teams of volunteers and other recreation and leisure service providers.

Develop the skills you need to be successful...

The program uses a variety of educational methods to fully develop the student as a Recreation and Leisure Services Professional. Simply attaining knowledge about the field is not enough to be successful at work. One must first develop an understanding of how the knowledge can be used before becoming skilled in its use. The faculty encourage the development of professional attitudes. Finally, the student is given the opportunity of supervised field work experience.

What employers are looking for...

Graduates of the program will be able to demonstrate knowledge, understanding, skill, attitudes, and experience in the following areas:

- **Communication:** to media, workgroups, and others by writing and presenting
- **Management:** of people, resources, and information regarding accounting; finance; programs, events; teams, leagues; facilities; entrepreneurship; volunteers
- **Marketing:** of programs; events; sales; publicity; promotion; fundraising
- **Information Technology:** use of spreadsheets, databases, project management, presentation, internet, Class software, word processing, and desktop publishing software
- **Recreation Programming:** planning, implementing, evaluating, dealing with diversity, issues in recreation and leisure, role of the recreation programmer
- **Fieldwork:** integration and application of all of the above to the work environment

RECREATION & LEISURE SERVICES PROGRAM OF STUDIES

course name	course code	pre-requisite(s)	co-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1							
Communications for Recreation and Leisure	COMM 1209			2	1	0	
Computer Applications I	COMP 1212			0	2	1	
General Education Elective	GNED 0000			3	0	0	
Recreation Marketing	MKTG 1205			3	0	0	
Introduction to Recreation & Leisure Services	RLIR 1200			3	0	0	
Program and Event Management	RLPE 1200			3	0	0	
				14	3	1	
SEMESTER 2							
General Education Elective	GNED 0000			3	0	0	
Human Resource Management	HR 2202			3	0	0	
Recreation Administration, Finance & Revenue Generation	RLRA 2200			2	1	0	
Recreation for Sport Programming	RLRE 2200	RLIR 1200, RLPE 1200		3	0	0	
Recreation for Diverse Populations	RLRS 2200	RLPE 1200		3	0	0	
Research Strategies	RLST 2201			2	1	0	
				16	2	0	
SEMESTER 3							
Fundraising	FNDR 3300	MKTG 1205, RLPE 1200		3	0	0	
General Education Elective	GNED 0000			3	0	0	
Facility Management	RLFM 3200	RLRA 2200 RLPE 1200		1	2	0	
Leadership	RLLE 3301	HR 2202		3	0	0	
Outdoor Recreation Leadership	RLOR 3200			3	0	0	
Customer Service	SERV 2200			3	0	0	
				16	2	0	

RECREATION & LEISURE SERVICES PROGRAM OF STUDIES CONT...

course name	course code	pre-requisite(s)	co-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 4							
Field Placement Seminar	FWKL 4200			1	0	0	
Field Placement	FWKL 4201	All semester 1, 2 & 3 courses + 2.0 GPA		0	0	0	120
Community Development	RLCD 4200			3	0	0	
Career Planning for Rec & Leisure	RLCR 4200			2	1	0	
Business & Community Development	RLPR 4202	MKTG 1205		3	0	0	
Wellness Lifestyle Management	RLWL 4200			3	0	0	
				12	1	0	120

NOTES:

GNED – GENERAL EDUCATION – Courses beginning with “GNED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Field Placement:

Semester 4: All courses except FWKL 4201 are 12 weeks in length. Students participate in a 3-week field placement at the end of the 12 weeks.

Successful completion of all year 1, 2 and 3 subjects and a GPA of 2.0 or higher are required for field placement eligibility.

RECREATION & LEISURE SERVICES LEARNING OUTCOMES

Students graduating from the recreation and leisure service program will have demonstrated the ability to:

- Develop, implement and evaluate inclusive recreation, leisure and wellness programs and events for individuals, groups and communities which respond to assessed needs, interests, abilities and that use available resources and incorporate best practices.
- Apply administrative and customer service skills to support the delivery of recreation, leisure and wellness programs, events and services.
- Analyze, develop and implement marketing strategies to reach diverse individuals, groups and communities for programs, events, services and facilities using current communication technologies.
- Contribute to the development of fiscally sustainable and responsible recreation, leisure and wellness programs, events and services using current and relevant principles and practices of business, finance and social entrepreneurship.
- Supervise, lead and support the development of staff and volunteers involved with recreation, leisure and wellness programs, events and services.
- Apply safety and accessibility practices to the efficient operation and administration of recreation and leisure facilities and settings.
- Promote the benefits and values of recreation, leisure and healthy active living and recommend inclusive programs, events and services to individuals and groups.
- Apply community development strategies which engage citizens and community partners while advocating for healthy communities.
- Develop strategies for ongoing personal and professional development as a recreation and leisure services professional.

RECREATION & LEISURE SERVICES FIELD PLACEMENT

In the second year of the Recreation & Leisure Services program students will be able to apply the skills they have learned to the real-world by completing a placement with an organization in the recreation and leisure industry. In the final semester of the program each student will have the opportunity to complete 120 hours in a recreation and leisure services setting. Faculty advisors help students find a placement by identifying opportunities in the industry and assisting with job search preparation; however, the student will need to be responsible for applying for positions, preparing for interviews and securing the placement. Only students who have successfully completed all courses in semester one, two and three of the program and have a cumulative GPA of 2.0 will be eligible for a field placement. Successful completion of this field placement is mandatory for graduation.

Important notes regarding field placement...

- No guarantee of fieldwork will be given; however, faculty will work with students to assist them in securing satisfactory placement.
- Students will sign a Learning and Behavioural Contract for Recreation & Leisure Services placements.

Responsibilities of the student...

- Students are responsible for travel arrangements to and from their fieldwork agency.
- Punctuality, professionalism and appropriate dress are essential.
- Fieldwork organizations expect students to be self-motivated and to demonstrate professional work habits.
- It is expected that each student will treat his/her fieldwork organization as an employer and adhere to the organization's policies and procedures.
- Students who are unable to attend fieldwork due to illness or other reasons must inform BOTH the agency supervisor and the faculty supervisor prior to the beginning of the work day.
- Students must return Learning and Behavioural Contracts, Insurance Forms and Interim Evaluation Forms by the dates specified or an UNS (unsatisfactory) grade will result.
- Students are NOT permitted to change fieldwork organizations.

SPORT ADMINISTRATION & SPORT MANAGEMENT PROGRAM DESCRIPTION

For nearly 40 years, the Sport Management program has prepared students to work in all sectors of the sport industry – pro sport, amateur sport, community sport, sporting goods, sport facilities, college and university sport, plus other sport and event partners.

The program, which focuses on hands-on learning, starts with courses offering fundamental business skills and sport industry understanding, then progresses to more advanced applications and culminates in an extensive fieldwork experience in the third year. Throughout the program, students also gain valuable knowledge outside the classroom through numerous volunteer, networking and learning opportunities.

Graduates of the program will be well prepared for successful careers in this exciting and challenging industry.

Note: Sport Management is a three-year program. Students have the option of graduating after two years to receive a Sport Administration diploma, but those who choose that option will not have the fieldwork component mentioned above.

Develop the skills you need to be successful...

The program uses a variety of educational methods to fully develop the student as a manager. Success requires Knowledge, Understanding, Skill, Attitudes, and Experience.

Simply attaining knowledge about the field is not enough to be successful at work. One must first develop an understanding of how the knowledge can be used before becoming skilled in its use. The faculty encourages the development of professional attitudes. Finally, the student is given the opportunity of supervised field work experience.

What employers are looking for...

Graduates of the program will be able to demonstrate knowledge, understanding, skill, attitudes, and experience in the following areas:

- **Communication:** to media, workgroups, and others by writing and presenting
- **Management:** of people, resources, and information regarding accounting; finance; programs, events; teams, leagues; facilities; entrepreneurship
- **Marketing:** of sports; events; sales; publicity; promotion; sponsorship; fundraising
- **Information Technology:** use of spreadsheets, database, project management, presentation, internet, word processing, and desktop publishing software
- **Canadian Sport:** organization, issues in sport, law, role of the sports manager
- **Fieldwork:** integration and application of all of the above to the work environment

SPORT ADMINISTRATION PROGRAM OF STUDIES

YEAR 1 STUDENTS – SEPTEMBER 2014 START

(FOR STUDENTS WHO STARTED IN FALL 2013 OR JANUARY 2014, PLEASE REFER TO THE PROGRAM OF STUDIES FOR CURRENT YEAR 2 STUDENTS)

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATES

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Financial Management of Sports Organizations I	ACCT 1316		3	0	0	
Communication & Research in Sport	COMM 1369		2	1	0	
Computer Applications I – Sport	COMP 1336		0	3	0	
Introduction to Sport Marketing	MKTG 1311		3	0	0	
Introduction to Sport Management	SPAD 1301		3	0	0	
Sport Organization in Canada	SPAD 1303		3	0	0	
			14	4	0	
SEMESTER 2						
Communication in Sport II	COMM 2312	COMM 1369	2	1	0	
Computer Applications II - Sport	COMP 2330	COMP 1336	0	3	0	
General Education Elective	GNED 0000		3	0	0	
Program Event & Management	MGMT 1311		3	0	0	
Marketing the Sport Organization	MKTG 2304	MKTG 1311	3	0	0	
Sport in Society	SPAD 1305		3	0	0	
			14	4	0	
SEMESTER 3						
Communication in Sport III	COMM 3304	COMM 2312	2	1	0	
General Education Elective	GNED 0000		3	0	0	
Facility Management	MGMT 1315	SPAD 1301	3	0	0	
Team & League Management	MGMT 1316	SPAD 1301	3	0	0	
Sporting Goods Management	MGMT 1317	SPAD 1301, MKTG 1311	3	0	0	
Volunteer and Non-Profit Management	MGMT 4304	SPAD 1301	3	0	0	
Sales	SALE 4301	MKTG 2304	3	0	0	
			20	1	0	

SPORT ADMINISTRATION PROGRAM OF STUDIES CONT...

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 4						
Financial Management of Sport Organizations II	ACCT 2301	ACCT 1316	3	0	0	
Entrepreneurship	ENTR 2312	ACCT 1316, MKTG 1311	3	0	0	
General Education Elective	GNED 0000		3	0	0	
Sport & Event Marketing	MKTG 1308	MKTG 2304, MGMT 1311	3	0	0	
Public & Media Relations	PRMR 1302	COMM 3304	3	0	0	
Sport Tourism	SPAD 1304	SPAD 1301	3	0	0	
			18	0	0	

NOTES:

GNED = GENERAL EDUCATION – Courses beginning with “GNED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

SPORT ADMINISTRATION PROGRAM OF STUDIES

CURRENT YEAR 2 STUDENTS

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 3						
Communication in Sport III	COMM 3304	COMM 2312	2	1	0	
Fundraising for Sport	FUND 4301	MKTG 1311, MGMT 1311	3	0	0	
General Education Elective	GNEC 0000		3	0	0	
Facility Management	MGMT 1315	SPAD 1301	3	0	0	
Team & League Management	MGMT 1316	SPAD 1301	3	0	0	
Sporting Goods Management	MGMT 1317	SPAD 1301, MKTG 1311	3	0	0	
Sales	SALE 4301	MKTG 2304	3	0	0	
			20	1	0	
SEMESTER 4						
Computer Applications II - Sports	COMP 2330	COMP 1336	0	3	0	
Entrepreneurship	ENTR 2312	ACCT 1316, MKTG 1311	3	0	0	
General Education Elective	GNEC 0000		3	0	0	
Sport & Event Marketing	MKTG 1308	MKTG 2304	3	0	0	
Public & Media Relations	PRMR 1302	COMM 3304	3	0	0	
Sport Tourism	SPAD 1304	SPAD 1301	3	0	0	
			15	3	0	

NOTES:

GNEC = GENERAL EDUCATION – Courses beginning with “GNEC” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

SPORT MANAGEMENT PROGRAM OF STUDIES

YEAR 1 STUDENTS – SEPTEMBER 2014 START

(FOR STUDENTS WHO STARTED BETWEEN FALL 2012 AND JANUARY 2014, PLEASE REFER TO THE PROGRAM OF STUDIES FOR CURRENT YEAR 2 AND YEAR 3 STUDENTS)

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATES

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Financial Management of Sports Organizations I	ACCT 1316		3	0	0	
Communication & Research in Sport	COMM 1369		2	1	0	
Computer Applications I – Sport	COMP 1336		0	3	0	
Introduction to Sport Marketing	MKTG 1311		3	0	0	
Introduction to Sport Management	SPAD 1301		3	0	0	
Sport Organization in Canada	SPAD 1303		3	0	0	
			14	4	0	
SEMESTER 2						
Communication in Sport II	COMM 2312	COMM 1369	2	1	0	
Computer Application II - Sport	COMP 2330	COMP 1336	0	3	0	
General Education Elective	GNED 0000		3	0	0	
Program Event & Management	MGMT 1311		3	0	0	
Marketing the Sport Organization	MKTG 2304	MKTG 1311	3	0	0	
Sport in Society	SPAD 1305		3	0	0	
			14	4	0	
SEMESTER 3						
Communication in Sport III	COMM 3304	COMM 2312	2	1	0	
General Education Elective	GNED 0000		3	0	0	
Facility Management	MGMT 1315	SPAD 1301	3	0	0	
Team & League Management	MGMT 1316	SPAD 1301	3	0	0	
Sporting Goods Management	MGMT 1317	SPAD 1301, MKTG 1311	3	0	0	
Volunteer & Non-Profit Management	MGMT 4304	SPAD 1301	3	0	0	
Sales	SALE 4301	MKTG 2304	3	0	0	
			20	1	0	

SPORT MANAGEMENT PROGRAM OF STUDIES CONT...

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs	
SEMESTER 4							
Financial Management of Sport Organizations II	ACCT 2301	ACCT 1316	3	0	0		
Entrepreneurship	ENTR 2312	ACCT 1316, MKTG 1311	3	0	0		
General Education Elective	GNED 0000		3	0	0		
Sport & Event Marketing	MKTG 1308	MKTG 2304, MGMT 1311	3	0	0		
Public & Media Relations	PRMR 1302	COMM 3304	3	0	0		
Sport Tourism	SPAD 1304	SPAD 1301	3	0	0		
			18	0	0		
SEMESTER 5 (GROUP 1)							
Computer Applications III – Sport	GRP1	COMP 2339	0	3	0		
Fieldwork – Sport Seminar	GRP1	FWK 2362	2	0	0		
Fieldwork – Sport	GRP1	FWK 4313	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	150
Leadership in Sport	GRP1	HR 3301		3	0	0	
Sport and the Law	GRP1	SPAD 2301	3	0	0		
Sport Finance	GRP1	SPAD 2303	3	0	0		
			11	3	0	150	
SEMESTER 5 (GROUP 2)							
Corporate Communications	GRP2	COMM 4307	PRMR 1302	1	2	0	
Computer Applications III – Sport	GRP2	COMP 2339		0	3	0	
Fieldwork – Sport Seminar	GRP2	FWK 2362		2	0	0	
Leadership in Sport	GRP2	HR 3301	SPAD 1301	3	0	0	
Sport and the Law	GRP2	SPAD 2301		3	0	0	
Sport Finance	GRP2	SPAD 2303		3	0	0	
Global Sport	GRP2	SPAD 4303	SPAD 1303	3	0	0	
Partnership in Sport	GRP2	SPAD 4304	MKTG 1308	3	0	0	
				18	5	0	

SPORT MANAGEMENT PROGRAM OF STUDIES CONT...

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 6 (GROUP 1)						
Corporate Communications	GRP1	COMM 4307	PRMR 1302	2	2	0
Fieldwork – Sport	GRP1	FWK 4313	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0
Global Sport	GRP1	SPAD 4303	SPAD 1303	4	0	0
Partnership in Sport	GRP1	SPAD 4304	MKTG 1308	4	0	0
				10	2	350
SEMESTER 6 (GROUP 2)						
Fieldwork – Sport	GRP2	FWK 4313	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0
				0	0	0
						500

NOTES:

GNED = GENERAL EDUCATION – Courses beginning with “GNED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

GROUP 1 = Courses taken will be split up between two semesters. Students will take two days per week of field placement plus field placement seminar in semester 5, and three days per week of field placement in semester 6.

GROUP 2 = All in-class courses will be taken in the fall semester. Full-time field placement will be in the winter term. Students will take the field placement seminar in semester 5 and will complete all field placement hours in semester 6.

Semester 5 & 6 Field Placement

**Successful completion of all year one & two subjects and a GPA of 2.0 or higher are required for field placement eligibility.*

SPORT MANAGEMENT PROGRAM OF STUDIES

CURRENT YEAR 2 & 3 STUDENTS

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 3						
Communication in Sport III	COMM 3304	COMM 2312	2	1	0	
Fundraising for Sport	FUND 4301	MKTG 1311, MGMT 1311	3	0	0	
General Education Elective	GNED 0000		3	0	0	
Facility Management	MGMT 1315	SPAD 1301	3	0	0	
Team & League Management	MGMT 1316	SPAD 1301	3	0	0	
Sporting Goods Management	MGMT 1317	SPAD 1301, MKTG 1311	3	0	0	
Sales	SALE 4301	MKTG 2304	3	0	0	
			20	1	0	
SEMESTER 4						
Computer Applications II - Sports	COMP 2330	COMP 1336	0	3	0	
Entrepreneurship	ENTR 2312	ACCT 1316, MKTG 1311	3	0	0	
General Education Elective	GNED 0000		3	0	0	
Sport & Event Marketing	MKTG 1308	MKTG 2304	3	0	0	
Public & Media Relations	PRMR 1302	COMM 3304	3	0	0	
Sport Tourism	SPAD 1304	SPAD 1301	3	0	0	
			15	3	0	
SEMESTER 5 (GROUP 1)						
Computer Applications III – Sport	GRP1	COMP 2339	0	3	0	
Fieldwork – Sport Seminar	GRP1	FWK 2362	1	0	0	
Fieldwork – Sport	GRP1	FWK 4313	0	0	0	150
		All 1 st & 2 nd year courses + 2.0 GPA				
Leadership in Sport	GRP1	HR 3301	3	0	0	
Sport and the Law	GRP1	SPAD 2301	3	0	0	
Sport Finance	GRP1	SPAD 2303	3	0	0	
			10	3	0	150

SPORT MANAGEMENT PROGRAM OF STUDIES CONT...

CURRENT YEAR 2 & 3 STUDENTS

course name	course code	pre- requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs	
SEMESTER 5 (GROUP 2)							
Corporate Communications	GRP2	COMM 4307	PRMR 1302	1	2	0	
Computer Applications III – Sport	GRP2	COMP 2339	COMP 2330	0	3	0	
Fieldwork – Sport Seminar	GRP2	FWK 2362		1	0	0	
Leadership in Sport	GRP2	HR 3301	SPAD 1301	3	0	0	
Sport and the Law	GRP2	SPAD 2301		3	0	0	
Sport Finance	GRP2	SPAD 2303		3	0	0	
Global Sport	GRP2	SPAD 4303	SPAD 1303	3	0	0	
Partnership in Sport	GRP2	SPAD 4304	MKTG 1308	3	0	0	
				17	5	0	
SEMESTER 6 (GROUP 1)							
Corporate Communications	GRP1	COMM 4307	PRMR 1302	2	2	0	
Fieldwork – Sport	GRP1	FWK 4313	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	350
Global Sport	GRP1	SPAD 4303	SPAD 1303	4	0	0	
Partnership in Sport	GRP1	SPAD 4304	MKTG 1308	4	0	0	
				10	2	0	350
SEMESTER 6 (GROUP 2)							
Fieldwork – Sport	GRP2	FWK 4313	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	500
				0	0	0	500

NOTES:

GNEED = GENERAL EDUCATION – Courses beginning with “GNEED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

GROUP 1 = Courses taken will be split up between two semesters. Students will take two days per week of field placement plus field placement seminar in semester 5, and three days per week of field placement in semester 6.

GROUP 2 = All in-class courses will be taken in the fall semester. Full-time field placement will be in the winter term. Students will take the field placement seminar in semester 5 and will complete all field placement hours in semester 6.

Semester 5 & 6 Field Placement

**Successful completion of all year one & two subjects and a GPA of 2.0 or higher are required for field placement eligibility.*

SPORT ADMINISTRATION & SPORT MANAGEMENT LEARNING OUTCOMES

Sport Administration (2 Year Diploma)...

This two year diploma program is designed to provide students with the knowledge and skills to succeed in the business of sport.

The successful completion of the program will enable the graduate to:

- Examine the role of management in organizations and apply those skills to the sport industry.
- Apply marketing concepts to the sport industry.
- Assess the political, sociological, economic, historical and ethical parameters that influence sport.
- Develop and apply personal and professional ethics.
- Explain the structure, governance and operations of sport organizations.
- Apply accounting knowledge and skills to the operation of sport business.
- Develop attitudes, skills and knowledge for career success in a workplace environment.
- Establish a personal and professional career plan.
- Plan, execute, and evaluate events.

Sport Management (3 Year Diploma)...

This three year advanced diploma program is designed to provide students with the knowledge and skills for leadership and management aspects of sport as an industry.

The successful completion of this program will enable the graduate to:

- Analyze management and leadership principles in organizations and apply those skills to the sport industry.
- Create integrated marketing and communications plans for sport products.
- Assess the political, sociological, economic, historical, ethical and legal parameters that influence sport.
- Develop and apply personal and professional ethics.
- Explain the structure, governance and operations of sport organizations.
- Apply accounting, economic and financial knowledge and skills to the operation of a sport business.
- Critique personal attitudes, skills and knowledge for career success in a workplace environment.
- Establish, implement and evaluate a personal and professional career plan.
- Plan, execute and evaluate events.

SPORT MANAGEMENT FIELD PLACEMENT

In the third year of the Sport Management program students will be able to apply the skills they learned to the real-world by completing a placement with an organization in the business of sport.

There are two options for fieldwork in Year 3. In one, the placement will take place two days a week in the first term, then continue with the same organization for three days a week in the second term and conclude with five days a week for the last three weeks of the second term. In the second option, students will complete their fieldwork in the second term only for five days a week.

Faculty advisors help students find a placement by identifying opportunities in the industry and assist with job search preparation; however, the student will need to be responsible for applying for positions, preparing for interviews and securing the placement.

Only students who have successfully completed all courses in year one and year two of the program and have a cumulative GPA of 2.0 will be eligible for a field placement. It should be noted that students who elect to graduate after the first two years of the program with a Sport Administration diploma will not have any field placement requirements.

Important notes regarding field placement...

- No guarantee of fieldwork will be given; however, faculty will work with students to assist them in securing satisfactory placement.
- Students will sign a Learning and Behavioural Contract for Sport Management Fieldwork.
- Students are expected to attend all classes scheduled prior to and during fieldwork.

Responsibilities of the student...

- Students are responsible for travel arrangements to and from their fieldwork agency.
- Punctuality, professionalism and appropriate dress are essential.
- Fieldwork organizations expect students to be self-motivated and to demonstrate professional work habits.
- It is expected that each student will treat his/her fieldwork organization as an employer and adhere to the organization's policies and procedures.
- Students who are unable to attend fieldwork due to illness or other reasons must inform BOTH the agency supervisor and the faculty supervisor prior to the beginning of the work day.
- Students must return Learning and Behavioural Contracts, Insurance Forms and Interim Evaluation Forms by the dates specified or an UNS (unsatisfactory) grade will result.
- Students are NOT permitted to change fieldwork organizations

SPORTS BUSINESS MANAGEMENT GRADUATE CERTIFICATE PROGRAM DESCRIPTION

For over 25 years, the Sport Business Management graduate program has offered eligible students a “fast track” to work in all sectors of the sport industry—pro sport, amateur sport, community sport, sporting goods, sport facilities, college and university sport, plus other sport and event partners.

The one-year program prepares students by combining fundamental business skills, advanced sport industry applications and a four-month internship. Throughout the program, students also gain valuable knowledge outside the classroom through numerous volunteer, networking and learning opportunities. Graduates of the program will be well prepared for successful careers in this exciting and challenging industry.

SPORT BUSINES MANAGEMENT GRADUATE CERTIFICATE PROGRAM OF STUDIES

course name	course code	pre-requisite(s)	co-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1							
Computer Applications for Sport	COMP 4330			0	2	1	
Your Career in Sport	MGMT 4301			3	0	0	
Selling Sport	SALE 4300			4	0	0	
Corporate Sport Strategies	SBMT 1200			0	2	1	
The Business of Sport	SBMT 1201			3	0	0	
Field Placement/Conference Seminar	SBMT 1202			1	0	0	
Successful Sport Events	SPAD 4301			3	0	0	
				14	4	2	
SEMESTER 2							
Field Placement – SBMT	FWK 4305	All 1 st semester courses + 2.0 GPA		0	0	0	500
Sport Business Trends	SBMT 2200			0	0	3	
				0	0	3	500

NOTES:

Field Placement: In order to be eligible for field placement, students must have a GPA of 2.0 or higher and no missing courses after the completion of the first semester

SPORT BUSINESS MANAGEMENT GRADUATE CERTIFICATE LEARNING OUTCOMES

The successful completion of this program will enable a graduate to:

- Identify and develop competencies in the behaviours and skills of effective managers.
- Develop and execute a personal and professional career development plan and strategy.
- Apply financial knowledge and skills to the operation of sport business.
- Link theory to application through educational and practical opportunities.
- Plan, execute and evaluate events.
- Apply sales and marketing concepts to the sport industry.

SPORT BUSINESS MANGEMENT GRADUATE CERTIFICATE FIELD PLACEMENT

Gain hands-on experience...

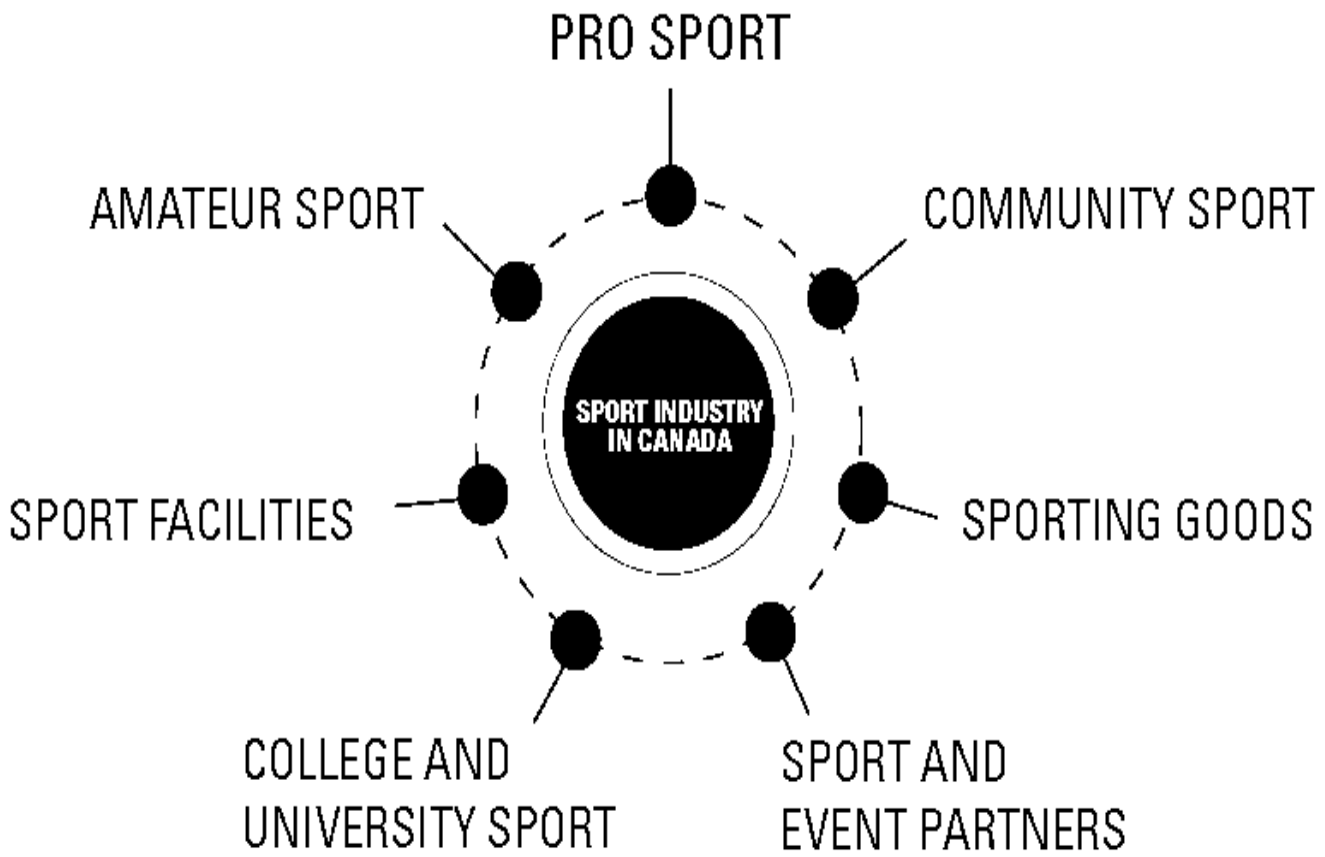
The Sport Business Management Graduate Certificate program at Durham College provides students with the unique opportunity to combine their advanced sport management education and training with a four month block field placement.

Before the placement begins, the students receive a fall semester of classroom instruction in the administrative aspects of sport. During this time, they will secure a position meeting their strengths, skills and interests.

The 15 week placement will give students the opportunity to learn from professionals in the sport field. The placement should offer a range of responsibilities that will involve the intern in the areas of administration and management, organization and supervision. It is strongly recommended that the student be involved with a special project that will benefit the agency and be completed during the placement. This project can form the basis of a required on-line course which focuses on trends in the sporting industry which is taken while on placement. Employers will receive knowledgeable, self-disciplined employees capable of contributing to the success of the organization.

The combined commitment of the students, organizations and Durham College is essential to the success of this program. The rewards possible through involvement in this program make that commitment worthwhile to all.

SPORT INDUSTRY SECTORS



SPORT INDUSTRY SECTORS

Pro sport ...

Professional sports teams and leagues and other events provide entertainment for their customers. Managers work in front office operations responsible for promotions, public relations, marketing, ticket sales, game day operations and many others.

Sample Organizations:

*Maple Leaf Sports and Entertainment
Toronto Blue Jays
Oshawa Generals*

Sample Titles:

*Director of Marketing
Media Relations Coordinator
Ticket Sales Account Manager*



Sporting goods...

The sale of equipment and apparel designed for sport has become a major industry. Retailers sell directly to the ultimate customer. Other firms manufacture and supply sporting goods to the retailers. Companies value sales and marketing expertise along with strong management skills and a high customer service attitude. Product knowledge is essential.

Sample Organizations:

*Nike Canada
Adidas Canada
Champion Canada*

Sample Titles:

*Marketing Manager
Promotions Director
Sales Representative
Customer Service Representative*



Sport and event partners...

A variety of organizations support the industry by helping make sport and events happen. These include private management agencies and marketing companies that partner with sport organizations to plan and operate events, arrange licensing and sponsorship and act as agents representing athletes. Other partners may include sponsors, broadcasters, suppliers and related charities. Managers are expected to provide a high level of service to clients. Personal sales skills and communications skills combined with an expertise in management and marketing are preferred.

Sample Organizations:

*IMG
TrojanOne
Landmark Sport Group*

Sample Titles:

*Account Manager
Event Manager
Account Representative*



Amateur sport...

These organizations are responsible for the development of sport in Canada from government agencies to sport governing bodies. Managers within these organizations work with coaches, athletes, officials and volunteers to develop athletes and to sanction and organize all aspects of competition. They develop training courses and technical information about sport rules and regulations. Employees are expected to have expertise in management and fundraising and knowledge of their particular sport or activity.



Sample Organizations:

Canada Basketball
Sport Canada
Coaching Association of Canada
Ontario Minor Hockey Association

Sample Titles:

Executive Director
Technical Director
Program Coordinator

Community sport...

These organizations provide facilities, programs, and instruction for their members and as a service to those in the community who participate in sport for recreation. Managers are responsible for facility operations, program planning, and fundraising. A strong sense of service combined with expertise in program planning is preferred.



Sample Organizations:

Variety Village
City of Oshawa
YMCA/YWCA

Sample Titles:

Director
Program Coordinator
Recreation Leader

Sport facilities...

Companies operate facilities for the participation of the general public and for hosting large spectator events. Managers are expected to provide a high level of service to clients. Sales and customer service skills are highly valued. Managers are responsible for facility operations, program planning and marketing.

Sample Organizations:

Canlan Ice Sports
Legends Centre
Club Markham
Soccer City
General Motors Centre

Sample Titles:

Business Manager
Account Manager
Event Manager
Marketing Representative



College and university sport...

College and University sport encompasses athletic departments as well as their respective governing bodies. Athletic departments coordinate on-campus activities ranging from varsity athletics to intramural programs and facility management.

Sample Organizations:

Durham College
University of Toronto
Ontario Colleges Athletic Association

Sample Titles:

Athletic Director
Sports Information Director
Intramural Coordinator



ACADEMIC ADVISING – STUDENT ADVISOR

Each school provides a student advisor(s) to help you reach your full academic potential. These representatives can assist you with: accessing other college services; developing academic plans to promote success in the event of failed subjects or a low GPA; finding equivalent credits; identifying career goals and making sound academic decisions; making decisions regarding full- and part-time studies; reviewing graduation requirements; selecting electives and options; setting up academic plans; or transferring to another program.

To view contact information for your Student Advisor, please visit:

<http://www.durhamcollege.ca/student-experience/helping-you-succeed/academic-support-resources/academic-advising>

ACADEMIC INTEGRITY

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors.

The Academic Integrity Policy and Procedure documents

(<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity

AEGROTAT (AEG)

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents, please visit the following link: <http://www.durhamcollege.ca/academicpolicies>

CENTRE FOR STUDENTS WITH DISABILITIES (CSD)

The Centre for Students with Disabilities (CSD) at Durham College provides services to students with disabilities to ensure that equal access is available to all aspects of the academic environment. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our services are confidential.

Please visit the following link to view valuable information regarding the CSD:

<http://durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities>

CONTINUING EDUCATION

If you are unable to access a day-time course (timetable conflicts, wish to repeat a course, etc.) or want to get a head start on your next semester, discuss your options with your Student Advisor.

To view comprehensive information regarding Continuing Education offerings, please visit the following link: <http://www.durhamcollege.ca/academic-schools/school-of-continuing-education>

COURSE OUTLINES

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online.

Please note that students are expected to download copies of their course outlines from MyCampus prior to the first class in each course. Instructions for downloading are located on MyCampus at: <http://www.durhamcollege.ca/mycampus>

Please visit the following link to view the Course Outlines Policy and Procedure documents: <http://www.durhamcollege.ca/academicpolicies>

CREDIT TRANSFER INFORMATION

Durham College is dedicated to helping you build upon your previous education. If you have studied previously at Durham College or another recognized post-secondary institution, you may be eligible to receive credit for the courses you have successfully completed.

Please view the following link for credit transfer information: www.durhamcollege.ca/credittransfer

DURHAM COLLEGE MISSION, VISION AND VALUES

Our mission, vision, values were created to help ensure the success of our students, staff and faculty. Please view our guiding principles at the following link:

www.durhamcollege.ca/about-us/corporate-links/governance/mission-vision-and-values

ESSENTIAL EMPLOYABILITY SKILLS

Essential Employability Skills (EES) are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning.

Please view the following link for further information:

www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/essential.html

GENERAL EDUCATION (GNED)

The Ministry of Colleges and Universities requires all Ontario college students enrolled in a 2-year Ontario College Diploma or a 3-year Ontario College Advanced Diploma program to successfully complete three or more General Education (GNED) courses prior to graduation.

For more information about GNED course selection, a full listing of GNED electives (with course descriptions), and how to receive GNED credits for prior post-secondary studies, please visit the General Education website at:

<http://www.durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies-employment-services/general-education>

IMPORTANT DATES

Durham College strives to keep you informed of all important dates throughout the academic year. Please review the 2014-2015 important dates that includes fee payments, web registration, add/drop, exam dates etc. You can find this information online, in the Durham College handbook and on MyCampus. Please review MyCampus for important updates and reminders on important dates

LEARNING MANAGEMENT SYSTEM USAGE (LMS)

Professors are expected to use LMS or DC Connect to support student learning. As per the Learning Management System Usage procedure, faculty will post and reveal all marks to their students on an ongoing basis. To view the LMS Usage Policy and Procedure, please visit the following link:

<http://www.durhamcollege.ca/about-us/corporate-links/governance/policies>

LIBRARY

The Library is here to help you succeed! Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. You may visit the library virtually at <http://www.durhamcollege.ca/library>.

To view information regarding locations, hours, and more, please visit the following link: <http://www.durhamcollege.ca/student-experience/learning-spaces/library/about-the-library>

MISSED FINAL EXAMINATIONS

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Advisor or review the Missed Final Examination Policy and Procedure documents at the following link: www.durhamcollege.ca/academicpolicies

PATHWAYS TO DEGREES

Continue your post-secondary journey and leverage your Durham College education to earn additional credentials.

To learn how you can further your education, visit www.durhamcollege.ca/pathways or check out the Durham College Transfer Guide at www.durhamcollege.ca/transferguide.

Additional information regarding transferring between institutions in Ontario can be found at www.ontransfer.ca.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Prior Learning Assessment and Recognition (PLAR) is the process you can use to gain college credit(s) for learning and skills acquired through previous experiences. This may include workplace training, life experiences, self-directed study, community work, travel, hobbies and military service. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time. Please view the following link for PLAR information

REQUIREMENTS FOR PROMOTION

Evaluation and promotion...

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

Academic probation...

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies

SCHOLARSHIPS, BURSARIES AND AWARDS

The Financial Aid and Awards office provides students with options to help fund their educational costs. To view valuable information, please visit the Financial Aid and Awards [Web Site](#)

STUDENT ACADEMIC LEARNING SERVICES (SALS)

The Student Academic Learning Services Centre helps Durham College students to achieve their academic goals. Academic supports include: peer tutoring, learning skills services, writing skills services, English language services, and subject specific supports for math, science, and business.

Please visit the following link to view valuable information regarding SALS including how to register for 24/7 online access to SALS academic resources:

<http://durhamcollege.ca/student-experience/helping-you-succeed/student-academic-learning-services-sals>

STUDENT COMMUNICATIONS

Durham College is committed to communicating important information to you. Please view the following link to reference a comprehensive chart indicating specific vehicles. For example, social media, DC website, DC Mail, MyCampus, DC Connect, and more:

http://www.durhamcollege.ca/wp-content/uploads/DCCares_StudentMatrix_v5.pdf

STUDENT RIGHTS AND RESPONSIBILITIES

A policy and procedure is in place which articulates the rights and responsibilities of students at Durham College, and provides a framework for addressing non-academic misconduct by students. To view the Student Rights and Responsibilities Policy and procedure, please visit the following link:

<http://www.durhamcollege.ca/academicpolicies>