SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: Planning Recreational Events

CODE NO. : NRT 231   **SEMESTER:** 4

PROGRAM: Adventure Recreation and Parks

AUTHOR: Lawrence Foster

DATE: May 2013   **PREVIOUS OUTLINE DATED:** Jan2013

APPROVED:

                  'C. Kirkwood'   May2013

       _____   _____

                         DEAN   **DATE**

TOTAL CREDITS:

PREREQUISITE(S): None

LENGTH OF COURSE: 3 hrs x 14 wks   42

TOTAL CREDIT HOURS:

I.   COURSE DESCRIPTION:
Recreation planning will be examined on two levels; the planning of adventure recreational uses on public lands and private resorts, with the emphasis being the planning and organizing of adventure based recreational events.

While examining several case studies (Crown land Planning processes in the Algoma District, Sault Ste Marie Conservation Authority trail issues, and/or other local current recreation planning cases, local ski resort recreation planning, students will develop methods to integrate land uses, anticipate and reconcile use conflicts, examine funding and staffing constraints, develop impact monitoring techniques, and understand management planning practices.

The adventure recreational event planning content will be taught using various real life events, involving the planning, organization and running of current outdoor recreational events. Topics include setting goals and objectives, organizational structure, community participation and volunteerism, logistics, media relations, finances, promotion, evaluation and risk management.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.   **Implement and evaluate event management planning procedures for an adventure based recreational event.**

Potential Elements of the Performance:
- Report on their personal involvement in an event.
- Recommend enhancements to the planning process based upon their volunteer experience
- Identify key steps in the event planning process
- Describe trends in volunteerism, fundraising, marketing, etc.
- Attend planning meetings and report on meeting techniques
- Understand the role of advisory boards and steering committees
- Use event-planning tools (guidebooks, checklists, etc.)
- Use fundraising software

This learning outcome will constitute approximately 85% of the course.

2.   **Describe, in a comprehensive manner, elements of recreation**

planning, which relate to the operation of private and /or municipal recreation facilities.

Potential Elements of the Performance:
- Describe some of the key elements of resort/facility management including scheduling, staffing, infrastructure, reporting, training, licensing, regulations, risk management.
- List various marketing devices, media and venues, etc.
- Access support services (research data, small business consulting, marketing, etc.) from government agencies, travel and trade associations.
- Understand specific issues related to the use of crown land by private companies offering recreation experiences (land use permits, fees, the remote tourism industry)
- Participate in field trips to local recreational facilities

This learning outcome will constitute approximately 10% of the course

3. **Analyze and discuss the many management challenges related to adventure recreation planning on conservation lands.**

Potential Elements of the Performance:
- Complete a case study summarizing recreation planning and an issues analysis for a municipal park or conservation area.
- Analyze the costs/benefits (financial and ecological) of recreational activities on conservation lands
- Recognize trends in recreation (i.e. mountain biking) and the implications for conservation land managers
- Examine ways to integrate multiple and sometimes conflicting uses
- Understand the role of stakeholder committees

This learning outcome will constitute approximately 5% of the course.

III.   TOPICS:

1. **Event Planning Case Studies**
   Event Planning Processes:
   Budgeting, scheduling, promotion, volunteerism, effective meetings, advisory boards and steering committees, training, liability, risk management, evaluation, etc.

2. **Adventure Based Recreation Planning – Private/Civic Facilities**
   Resorts, camps, lodges, community centers, municipal parks

3. **Recreation Planning - Conservation Lands**
   User group conflicts, Users Committee, Zoning, Enforcement, Fundraising (membership system), Management Plans, Impact Monitoring, Public consultation.

4. **Recreation Planning - Protected Areas/Crown Land**
   User group conflicts, Zoning, Enforcement, Management Plans (Visitor Risk, Bear management, Heritage Resources Impact), Impact Monitoring, Quotas, Group size limits, Can and Bottle bans, Public consultation, Search/Rescue, greater park area land use conflicts.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:
Readings provided by instructor

V. EVALUATION PROCESS/GRADING SYSTEM:

50 %	Planning & implementation an event
30 %	Case studies and assignments
10%	Final Test
10 %	Participation and teamwork
100%	

The following semester grades will be assigned to students in postsecondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating	

circumstances, it has been impossible for
the faculty member to report grades.

VI.   SPECIAL NOTES:

Course Outline Amendments:
The professor reserves the right to change the information contained in this
course outline depending on the needs of the learner and the availability of
resources.

Retention of Course Outlines:
It is the responsibility of the student to retain all course outlines for possible
future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:
Students who wish to apply for advance credit transfer (advanced standing)
should obtain an Application for Advance Credit from the program coordinator (or
the course coordinator regarding a general education transfer request) or
academic assistant. Students will be required to provide an unofficial transcript
and course outline related to the course in question. Please refer to the Student
Academic Calendar of Events for the deadline date by which application must be made
for advance standing.

Credit for prior learning will also be given upon successful completion of a
challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:
If you are a student with a disability (e.g. physical limitations, visual impairments,
hearing impairments, or learning disabilities), you are encouraged to discuss
required accommodations with your professor and/or the Disability Services
office. Visit Room E1101 or call Extension 2703 so that support services can be
arranged for you.

Communication:
The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Communication with Instructor
All communication with instructor may be done by using email or in person.
Brian. Anstess@saultcollege.ca
705 759 2554 extension 2461
Office J1142

Emails must contain a subject heading and reference the course code or they will be deleted without response.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C", (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to https://my.saultcollege.ca.

Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. *<Optional: It is the departmental policy that once the classroom door has bee enclosed, the learning process has begun. Late arrivers will not be granted admission to the room.>*

Tuition Default:
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *March* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

COURSE POLICIES:

Health and Safety:
Students must wear appropriate safety gear during field operations (eye, hearing, head, foot protection) and dress appropriate to the weather.

Attendance:
Since this course is run in a meeting based format, attendance at all meetings & field trips is mandatory. There is a great deal of effort in planning, scheduling, budgeting, etc. involved in all aspects of the course. Students missing more than one class meeting will receive a 10% grade loss per each class missed unless they make up for their absence. (Exceptional circumstances only).

Assignments:
All assignments must be submitted on time, or be **penalized 10% of the mark per day including weekends**. Check each assignment for the due date and time. Anything handed in past this time is late. Assignments must be word-processed, double-spaced and follow other formatting specifications outlined by the instructor. Students are responsible for ensuring that their assignments are received by the instructor.

Updates and Inclement Weather
Students are expected to check LMS for updates and changes to classes and field trips prior to any outing.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit Form from the program coordinator (for course-specific courses), or the course coordinator (for general education courses), or the program's academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.