



COURSE OUTLINE: SPT404 - CAREER DEV. & PLAN.

Prepared: Helen Lindfors

Approved: Bob Chapman - Dean

Course Code: Title	SPT404: CAREER DEVELOPMENT AND PLANNING IN SPORT					
Program Number: Name	2073: SPORTS ADMIN.					
Department:	BUSINESS/ACCOUNTING PROGRAMS					
Academic Year:	2025-2026					
Course Description:	In this course, students will explore career options in sports administration. This includes the development of targeted resumes and cover letters, identification of relevant job search resources, practice of effective interview skills and the use of social media as part of the job search process. This course also discusses personal and professional development strategies for growth and lifelong learning.					
Total Credits:	3					
Hours/Week:	3					
Total Hours:	42					
Prerequisites:	There are no pre-requisites for this course.					
Corequisites:	There are no co-requisites for this course.					
Vocational Learning Outcomes (VLO's) addressed in this course:	2073 - SPORTS ADMIN.					
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 10	Develop strategies for ongoing personal and professional development as a sport and recreation professional to contribute to a positive work environment.				
Essential Employability Skills (EES) addressed in this course:	EES 9	Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.				
	EES 10	Manage the use of time and other resources to complete projects.				
	EES 11	Take responsibility for ones own actions, decisions, and consequences.				
Course Evaluation:	Passing Grade: 50%, A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.					
Course Outcomes and Learning Objectives:	<table border="1"> <thead> <tr> <th>Course Outcome 1</th> <th>Learning Objectives for Course Outcome 1</th> </tr> </thead> <tbody> <tr> <td>Plan for your future career with a focus on a successful job search.</td> <td>1.1 Understand the steps to career planning. 1.2 Be able to create SMART goals. 1.3 Understand the different career stages. 1.4 Exhibit professionalism and understand workplace skills and ethics.</td> </tr> </tbody> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	Plan for your future career with a focus on a successful job search.	1.1 Understand the steps to career planning. 1.2 Be able to create SMART goals. 1.3 Understand the different career stages. 1.4 Exhibit professionalism and understand workplace skills and ethics.	
Course Outcome 1	Learning Objectives for Course Outcome 1					
Plan for your future career with a focus on a successful job search.	1.1 Understand the steps to career planning. 1.2 Be able to create SMART goals. 1.3 Understand the different career stages. 1.4 Exhibit professionalism and understand workplace skills and ethics.					



	Course Outcome 2	Learning Objectives for Course Outcome 2
	Create a professional resume and cover letter.	2.1 Create a personal brand statement and commercial. 2.2 Understand how to create an online presence to help sell yourself. 2.3 Utilize different sections and formats of resumes for success. 2.4 Create different types of cover letters and understand submission of and uploading to an online job board.
	Course Outcome 3	Learning Objectives for Course Outcome 3
	Able to successfully market your skills and experiences in a job interview.	3.1 Utilizing job applications, on-line job hunting and managing the application process. 3.2 Preparing for a job interview, including questions, company research and suggested strategies. 3.3 Practice both interviewing and being interviewed. 3.4 Understand active listening and be able to provide feedback.
	Course Outcome 4	Learning Objectives for Course Outcome 4
	Create a career plan including life-long learning.	4.1 Create effective strategies for time management and stress management. 4.2 Determine individual definition of career success. 4.3 Create an understanding of further educational or certification requirements that might be needed to achieve career goals.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Career Management Plan	30%
Class readings & assignments	10%
In-class Interview	30%
Resume, cover letter and personal brand	30%

Date: December 17, 2025

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.