



University of Florida
 College of Health and Human Performance
 Department of Applied Physiology & Kinesiology
 Undergraduate Athletic Training Program

Spring 2018 Course Syllabus | Last Date Revised: 12/17/2017

COURSE INFORMATION

ATR 4512, Section 7863: Athletic Training Administration (3 credits)
 January 8, 2018 – April 25, 2018
 Meeting Time: Mondays 8:30am – 10:25am, Wednesdays 9:35am – 10:25am
 Meeting Location: FLG 225

INSTRUCTOR

Dr. Patricia M. Tripp, LAT, ATC, CSCS
 Director & Clinical Associate Professor – Athletic Training Program
 Office Location: 160 FLG
 Office Phone: 352-294-1729
 Email: pmcginn@hhp.ufl.edu
 Office Hours: By appointment, please email to confirm.

COURSE DESCRIPTION

This course offers an in-depth background of the standards, policies and practices of organization, supervision and administration of athletic training programs. *Pre-requisite ATR 4832 with a “C” or higher*

LEARNING OUTCOMES

1. Discuss and apply theories of management as they pertain to health care facilities; including design, inventory, purchasing, etc.
2. Discuss and implement the policies and procedures that govern the ethical and professional practice of certified athletic trainers
3. Recognize the importance of medical documentation from a legal/liability and insurance reimbursement perspective
4. Discuss concepts and importance of leadership and interpersonal communication for effective facility management

REQUIRED TEXTS AND MATERIALS

Textbook	ISBN	
Management Strategies in Athletic Training Authors: Richard Ray and Jeffrey Konin Publisher: Human Kinetics Year: 2011 Edition: 4 th	978-0-7360-7738-5	Required
<i>E-Learning Examinations may include additional resources not limited to the textbooks below.</i>		
Leadership and Management in Athletic Training Author: Matthew R. Kutz Publisher: Lippincott, Williams & Wilkins Year: 2010	978-0-7817-6905-1	
Administrative Topics in Athletic Training Author: Harrelson, Gardner, and Winterstein Publisher: SLACK, Inc Year: 2009	978-1-5564-2739-8	
Please view course fees at https://one.ufl.edu/soc/		

COURSE REQUIREMENTS AND POLICIES

Examinations and Practical Examinations: There will be NO make-up examinations unless exceptional conditions occur (as defined in the University of Florida Undergraduate Catalog). Please see this link for more information. <http://www.registrar.ufl.edu/catalog/policies/regulationattendance.html> Prior permission from the professor is required. There will be a time limit for each examination. Examinations will evaluate the understanding of material from lecture, text, and other supplemental material provided. As part of the CAATE requirements for completion of *Educational Competencies and Proficiencies*, **all students must pass (i.e., earn a “C” = 72% or higher) assessments of this material or complete remediation before moving on to the next course in the AT Program.** Students may complete up to two additional remediation opportunities, beyond the original assessment, to successfully pass a skill (practical exam) or content area (written/e-learning exam) within this course. Any student who cannot successfully complete the required CAATE competency and/or proficiency examinations after two remediation sessions will have their case reviewed by the AT Steering Committee. Students who require remediation two or more times throughout the semester on written and/or practical exams may also have their case reviewed by the AT Steering Committee.

Quizzes: Quizzes will assess learning progress from lecture material and assigned readings. To ensure that students are reading the assigned material, the quizzes will be both announced and unannounced. There will be NO make-ups for missed quizzes (showing up late, etc.), unless exceptional conditions occur as defined in the University of Florida Undergraduate Catalog. Please see this link for more information <http://www.registrar.ufl.edu/catalog/policies/regulationattendance.html>

Assignments: Assignments are due at the onset of class on the date assigned to them or submitted prior to the designated deadline in e-learning. **Please type all assignments** unless otherwise stated in the directions. **LATE ASSIGNMENTS ARE NOT ACCEPTED!** If you will be traveling for a University sanctioned event and will miss an assignment due date, your assignment is due **before** you leave. You must notify me with an explanation for missing class, in writing (email or letter), to receive an excused absence for class. Students are responsible for all materials missed because of an absence.

Laboratory Experiences: Laboratory experiences conducted throughout the semester may occur in Yon Hall I, or II or off-site. Attendance and participation with laboratory experiences is required. Written notification of an absence (i.e., email) prior to class is required for an absence to be excused (see university regulations as stated above). Details/specific requirements for lab experiences will be available in Canvas prior to the lab date. Students must wear proper attire (e.g., gym shorts, tank tops, sports bras, etc.) during all lab experiences.

Attendance and Participation: Throughout the semester we may have various guest speakers' present information to the class. Your attendance at these presentations is expected; written notification of an absence (i.e., email) prior to the class is required for an absence to be excused (see university regulations as stated above). Prior preparation through chapter readings and outlining will enable active participation for productive discussions. All students are required to attend lecture and lab experiences (*please review the academic absence policy in the AT Program Student Handbook*). Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies found in the online catalog <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Projects: Students will complete various projects and tasks related to the topics below. Each project attempts to facilitate critical thinking and prepare each student for challenges in future clinical settings related to organization, leadership, management, communication, etc. Specific guidelines/deadlines will occur during class.

COURSE TOPIC OUTLINE:

This course is designed to challenge the student to apply theory to real-world situations (i.e., learn by doing). Students will complete various tasks/projects to ensure they understand and can apply concepts related to Athletic Training Administration. Topics for the course will include, but are not limited to:

- Human Resource Management (Job Description Development, Role Delineation and Professional Responsibilities)
- Professional Development (State Licensure Requirements, Continuing Education/Professional Travel)
- Policy and Procedure Development, Implementation, and Review/Revision (Medical Coverage Requirements, EAP, Concussion, Heat Illness, etc.)
- Budgetary Issues, Inventory/Supply Considerations, Purchasing
- Third Party Reimbursement, Insurance and Billing Concerns for Athletic Training Services
- Space and Coverage Allocations/Considerations at each site (Remodeling/Renovation, New Construction, New Personnel, Coverage Needs)
- Organization of Seminars/Journal Clubs/In-Services and Community Involvement (National Athletic Training Month)
- Patient/Athlete Record Management (Physicals/Medical History Questionnaires, Injury Reports, Injury Assessment Documents, Progress Notes, etc.)
- Legal Issues and Confidentiality
- Conflict Resolution
- Ethical Decision Making
- Underlying Themes: Organizational Leadership, Communication, Roles and Responsibilities, Mission and Vision Statements for Sites

General Weekly Structure

- Weekly Staff Meeting (“Meeting Leader” will draft and disseminate the agenda)
- New Business Items (Tasks/Projects): Guidelines for specific tasks and projects will be provided as they arise (Administration and Personnel Roles Outlined for each task and grading)
- Guest speakers, Small Group Meetings/Discussions (Task/Project Specific)

Importance/Role of E-Learning Component

- Check Daily for Updates/Assignments/Memos from Clinical Supervisors or Site Administrators (i.e., Athletic Director, Coach, Principle, etc.)
 - Exams Administered through Canvas (BOC Prep style questions); Resources for exam preparation - either required/recommended text, course discussions/situational outcomes, etc. used as resources for exams

COURSE SCHEDULE (SUBJECT TO MODIFICATION)

The course progression will tentatively follow the schedule below:

<i>Dates</i>	<i>Topics</i>	<i>Assignment</i>
January 8	Course Introduction & Expectations AT Program P&P 26 June 2016 Review BOC Candidate Information Staff Meeting: Communication Etiquette and Leadership Toolkit, Personnel Files and Professional Development, NATM & ATSC	Create Account (start at Login tab and review): http://www.bocatc.org/candidates/apply-for-exam
January 10	Discussion: Leadership Tool Kit	

January 15	<i>No Classes – Martin Luther King Day</i>	
January 17	Guest Speaker: Human Resources (Ms. Susie Weldon APK Office Manager)	
January 22	Discussion: Personnel Files, Performance Evaluations, Professional Development, Engagement and Networking	
January 24	Staff Meeting: Policy & Procedure Manual (Vision, Mission, Logo, EAPs, Medical Policies)	
January 29	Discussion: Inter-professional healthcare, Disablement Model, Evidence Based Practice and Outcome Measures	
January 31	SEATA Athletic Training Student Symposium and The Bodies Exhibition	<i>Depart 8:30am from FLG main entrance Stadium Rd.</i>
February 5	Guest Speaker: Inter-professional Education and Health Informatics (Erik Black, PhD)	
February 7	Staff Meeting: Medication Policy, Supplementation and Nutritional Considerations, PPEs and Screening	
February 12	Guest Speaker: Drug Testing (Stacey Higgins, MS, LAT, ATC)	
February 14	Staff Meeting: PPE Lab Documentation and Procedures, Facility Design & Inventory, Documentation & EMR	
February 19	PPEs (Wellness and FMS screening lab)	FLG Main Gymnasium
February 21	Journal Club Discussion: Mental Health and Psychological Considerations in Secondary and Collegiate Athletics	Application Deadline: February 26, 2018 (5:00pm CT) <i>Candidate must complete Steps 1 & 2 (Forms AT101 & AT102)</i>
February 26	Concept Review/Discussion: E-Learning Exam I	
February 28	E-Learning Exam I (6am - 11:59pm) National Athletic Training Month 2018 Theme: Compassionate care for all	Registration Window for March/April BOC Exam February 23, 2018 (9am CT) - March 5, 2018 (5pm CT)
March 5	<i>No Classes – Spring Break</i>	
March 7	<i>No Classes – Spring Break</i>	
March 12	Advanced Documentation (i.e., Electronic Medical Records, 3 rd Party Billing/Reimbursement and Coding) for AT	Guest Speaker??
March 14	Guest Speaker: Concussions – Current Evidence for Diagnosis and Return to Sport (James Clugston, MS, MD)	Schedule Date of BOC Examination - March 14, 2018 (or when scheduling email is received from Castle) - April 2, 2018
March 19	Discussion: Strategic Planning, Performance Evaluation/Annual Review	

March 21	Discussion: Professional Expectations (Ethics and COPE), Conflict of interest and whistle blower form (examples)	March/April 2017 Examination Window: March 24, 2018 - April 7, 2018 [UF AT please schedule April 1 - 7, 2018]
March 26	Guest Speaker: Risk Management and Legal Issues in Sports & Healthcare (Dan Connaughton, PhD, Assoc. Dean Faculty Affairs)	Concept Review Sheet (E-Learning Exam II)
March 28	E-Learning Exam II (opens March 27 6am- 11:59pm March 28)	
April 2	BOC Examination Week	
April 4	BOC Examination Week	
April 9	Guest Speaker (via Go to Meetings): Value Model for ATs (Randy Cohen, MS, ATC)	
April 11	Discussion: Clinical Reasoning and Decision Making and Documentation	
April 16	Discussion: Transitioning to Post Professional Experiences (Student to Professional/Preceptor)	
April 18	Discussion: Continuing Education (CE requirements, BOC approved provider) and Professional Development/Engagement (service)	
April 23	Discussion: Close the Loop and Project Wrap-up Experiential Learning Reflection Papers Due (11:59pm ET in Canvas) Complete Group Project Assessment Form (11:59pm ET in Canvas)	Course e-Evaluations https://evaluations.ufl.edu/
April 25	Final Project Due (e-submission, 1 PDF per group due by 11:59pm ET in Canvas) <i>Exam results will be posted in BOC Central™ and mailed between April 21, 2018 and May 7, 2018</i>	Professional Knowledge Book Due by April 25 (submit in FLG 100c by April 27)

GRADING CRITERIA

Letter Grade	Grade Points	Percentage
A	4.00	92 - 100
A-	3.67	89 - 91
B+	3.33	87 - 88
B	3.00	82 - 86
B-	2.67	79 - 81
C+	2.33	77 - 78
C	2.00	72 - 76
C-	1.67	69 - 71
D+	1.33	67 - 68
D	1.00	62 - 66
D-	0.67	60 - 61
E	0.00	Below 60

GRADING CRITERIA

E-Learning Exams	40%
Projects, Assignments, Professional Knowledge Skills	50%
Attendance, Participation	10%
TOTAL GRADE	100%

IMPORTANT NOTE: Students must earn a "C" or better in ATR 4512 to continue in the AT Program.

COLLEGE/UNIVERSITY-WIDE POLICIES

Academic Honesty: As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” Students will exhibit behavior consistent with this commitment to the UF academic community.

Academic misconduct appears in a variety of forms (including plagiarism) and may be punishable in a variety of ways, from failing the assignment and/or the entire course to academic probation, suspension or expulsion. On all work submitted for credit by students at the university, the following pledge is either required or implied: “**On my honor, I have neither given nor received unauthorized aid in doing this assignment.**” Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Faculty will not tolerate violations of the Honor Code at the University of Florida and will report incidents to the Dean of Students Office for consideration of disciplinary action. The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. If you have questions about what constitutes academic misconduct before handing in an assignment, see your instructor.

Academic Assistance and Student Services: Students who are in need of academic, career, or personal counseling services are encouraged to see the academic assistance website for further information on available services. <http://www.ufadvising.ufl.edu/academic-assistance/>

ADA Policy: The University of Florida provides accommodations for students with documented disabilities. For more information regarding services and procedures for requesting accommodations visit <http://www.dso.ufl.edu/drc/> or call 352.392.8565. Students requesting classroom accommodation must first register with the Disability Resource Center. The Disability Resource Center will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Campus Resources: U Matter, We Care: Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu; a nighttime and weekend crisis counselor is available by phone at 352.392.1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

University Police Department: 392.1111 or 9-1-1 for emergencies <http://www.police.ufl.edu/>

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>, 352.392.1575; *Sexual Assault Recovery Services (SARS)* Student Health Care Center, 352.392.1161.

Career Resource Center: Reitz Union, 352.392.1601, <http://www.crc.ufl.edu/>

Cell Phone/Text Messaging Policy: Students will not engage in text messaging or access their cellular telephones during class time. Faculty will award special considerations at his/her discretion.

Confidentiality: The University ensures the confidentiality of student educational records in accordance with State University System rules, state statutes and [FERPA](#), the Family Educational Rights

and Privacy Act of 1974, as amended, also known as the Buckley Amendment.
<http://www.registrar.ufl.edu/catalog/policies/regulationconfidentiality.html>

Course Grading Policy: Students will earn their course grade based on completion of coursework as outlined in the Grading Criteria listed above. Percentage calculations are rounded up at “.6 or above” and rounded down at “.5 or below”. For more information regarding Grade Point Averages, Grade Values, etc. please visit the University registrar website listed below.
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Course Evaluations: Students should provide feedback on the quality of instruction in this course by completing online evaluations <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Email and E-Learning Policy: Students are required to check their University of Florida email and E-Learning Course account daily. Dissemination of reminders and course material may occur via email or through announcements in E-Learning; it is the student’s responsibility to read and respond (if appropriate). *E-learning Help Desk:* <https://lss.at.ufl.edu/help.shtml> *Technical support:* 352.392.4357 (select option 2) or e-mail to Learning-support@ufl.edu

Last Day to Withdraw: In order to withdraw from a course it is not sufficient simply to stop attending class or to inform the instructor of your intention to withdraw. In accordance with college policy, contact your adviser to begin the withdrawal process. To view the last day for withdrawal please visit <http://www.registrar.ufl.edu/catalog/adhub.html>

Library Resources Support: <http://cms.uflib.ufl.edu/ask>

Student Responsibility for Course Prerequisites: Students are responsible to have satisfied all published prerequisites for this class. Please review the prerequisites and discuss any questions with your instructor and/or your academic advisor.

Student Complaints Process: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf

Teaching Center: General study skills and tutoring <http://teachingcenter.ufl.edu/> Broward Hall, 352.392.2010 or 352.392.6420.

Writing Studio: Formatting and writing papers assistance <http://writing.ufl.edu/writing-studio/>