Administration in Athletic Training

ATR 7519 | 3 Credits | Spring 2025

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Course Info

INSTRUCTOR	**Patricia M. Tripp, PhD, LAT, ATC CSCS, CES** Clinical Professor Associate Director, Doctor of Athletic Training Program Office Location: FLG 160 Office Phone: 352.294.1729 Email: pmcginn@hhp.ufl.edu (*preferred method of contact*) Pronouns: she/her/hers
OFFICE HOURS	Tuesdays and Thursdays 1:00pm – 2:00pm and by appointment; please email me to schedule
MEETING TIME/LOCATION	Wednesdays 8:30am – 11:30am (periods 2 – 4) Yon Hall 3

COURSE DESCRIPTION
Offers Athletic Trainers an in-depth examination of the standards, policies, and practices of a healthcare organization; allowing for safe, effective, and quality patient care. Discussions will include current topics related to professional development, credentialing, and legislative issues.

PREREQUISITE KNOWLEDGE AND SKILLS
Admission into the Doctor of Athletic Training program.

REQUIRED AND RECOMMENDED MATERIALS
Students must have access to a laptop or tablet with University of Florida secure wi-fi access. Resource materials for the course are available within Canvas or provided by the instructor. Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor(s). The instructor(s) is only responsible for these instructional materials.

COURSE FORMAT
The course consists of information sharing through discussion, lecture, and interactive/applied learning experiences for 3.0 contact hours per week. Canvas e-learning platform will provide students with content to supplement discussions, details regarding assignment expectations and grading criteria/rubrics, and serve to assist the student with applicable resources for success within the Doctor of Athletic Training Program. Student participation is an important component of this course. To maximize the opportunity for class discussion, students should read the appropriate materials before class. Students will complete applied learning experiences and various assignments to ensure comprehension and application of advanced concepts within Athletic Training.

COURSE LEARNING OBJECTIVES:
1. **Analyze** and interpret data from organizational and individual outcome assessment measures (e.g., patient reported outcome measures, injury incidence) for quality improvement.

2. **Examine** professional responsibility and regulatory influence for athletic training practice (e.g., ethical, legal, and legislative issues).
3. **Evaluate** and **develop** policies and procedures to support best practices in the delivery of athletic training services (e.g., critical incident management, drug testing, human resources).
4. **Discuss** and examine documentation procedures for compliant and evidence-based delivery of athletic training services (e.g., standards of professional practice, third party reimbursement, value models).
5. **Examine** management principles required to deliver quality healthcare, including assessment of and compliance with facility safety standards and strategic planning (e.g., creation of a vision, a mission, core values, and goals).

Course & University Policies

ATTENDANCE AND PARTICIPATION POLICY

Attendance is mandatory. Students must attend class to successfully reach the learning outcomes for the course. Please notify the instructor via email regarding absences at least 24 hours prior to the class. University guidelines will determine excused vs. unexcused for the absence.

PERSONAL CONDUCT POLICY

- Please conduct yourself in a respectful and responsible manner
- Please be on time for class
- Please turn off or silence your cell phones
- Please do not participate in actions that may disrupt the class
- Please stay home if you feel unwell and notify instructor via email
- The instructor reserves the right to ask any student to leave the classroom, if the student violates any the above classroom expectations.

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 Student Conduct and Conflict Resolution for consideration of disciplinary action. The Student Honor Code and Conduct Code (Regulation 4.040) specifies a number of behaviors that are in violation of this code, as well as the process for reported allegations and sanctions that may be implemented. If you have questions about what constitutes academic misconduct before handing in an assignment, see your instructor.

APPROPRIATE USE OF ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY POLICY

The UF Honor Code strictly prohibits *cheating.* Within our course, *cheating* is the use of any materials or resources prepared by another person or Entity (inclusive of generative AI tools) without the other person or Entity's express consent or without proper attribution to the other person or Entity. Additionally, the use of any materials or resources through any medium, which the instructor has not given express permission to use and that may confer an academic benefit to a student, constitutes *cheating*. In some instances, within this course, the use of AI tools will facilitate student development of skills and knowledge acquisition within the stated learning objectives. However, in other components, the use of any AI enabled tool in this course substantially compromises the student's ability to achieve the stated learning objectives. Each assignment and assessment will

include a statement clarifying acceptable AI use for that respective learning assessment. When students opt to leverage AI tools to augment their submitted products, they must appropriately cite the tool(s) utilized. Further, students are accountable under the scope of the UF Student Honor Code & Conduct Code for the content of all work they submit (including the portions generated in part or whole by an external Entity—inclusive of AI). Thus, students should engage in active editorial and underwriting efforts to ensure the totality of the work submitted reflects their intentions and ethical values.

PLAGIARISM POLICY

Defined as the use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student, who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, projects/papers submitted for another course (either intentional or unintentional), is guilty of plagiarism *(please refer to the DAT Program Plagiarism Policy in the Student Handbook)*.

PRIVACY & IN-CLASS RECORDING

Please notify the instructor before class if you plan to record a portion of a class session. University policy allows students to record video or audio of class lectures for only three purposes - (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. Students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Students may not publish information without the permission of the instructor.

To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. The University considers a recording or transcript of a recording published if it's posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under the Student Honor Code and Conduct Code (Regulation 4.040).

EXAM AND ASSIGNMENT MAKE-UP POLICY

A student experiencing an illness should visit the UF Student Health Care Center or their preferred healthcare provider to seek medical advice and obtain documentation. Please notify the instructor via email as soon as practicable regarding planned absences. Please review the University policies regarding excused and unexcused absences. The instructor will provide accommodations in alignment with university policies to support student success for excused absences. The student is responsible for all academic expectations missed because of an absence. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog.

ACCOMMODATING STUDENTS WITH DISABILITIES

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting their Get Started page. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

COURSE EVALUATIONS

Students should provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Please review guidance on how to give feedback in a professional and respectful manner. Students will be notified via email and Canvas announcement when the evaluation period opens. Students may access the evaluation through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via the GatorEvals website. Summaries of course evaluation results are available.

Getting Help

HEALTH & WELLNESS

- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit the website to report a concern. A team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit the website or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need or visit the website.
- University Police Department: Visit the website or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; or visit the website.
- GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the website or call 352-273-4450.

ACADEMIC RESOURCES

- E-learning Help Desk, Technical support: 352.392.4357 or e-mail
- Career Connections Center, Reitz Union Suite 1300, 352.392.1601. Career assistance and counseling.
- Library Support, various ways to receive assistance with using the libraries or finding resources.
- Teaching Center, Broward Hall, 352.392.2010 or 352.392.6420. General study skills and tutoring.
- Writing Studio, 2215 Turlington Hall, 352.846.1138. Help brainstorming, formatting, and writing papers.
- Student Complaints Process (on-campus) Students should communicate first with the involved person(s), see the website for additional information on the appropriate reporting process.

DEPARTMENT OF APPLIED PHYSIOLOGY & KINESIOLOGY ADMINISTRATORS

The Athletic Training Program supports an inclusive learning environment and promotes diversity of thoughts, perspectives, and experiences. We value critical reasoning, evidence-based arguments, and self-reflection to support the growth of each student. Please refer to the Doctor of Athletic Training Program Policies and Procedures Manual (Canvas) for additional information. For suggestions or concerns related to APK courses or programming, please reach out to any of the following:

- Dr. David Vaillancourt (he/him), APK Department Chair, vcourt@ufl.edu
- Dr. Demetra Christou (she/her), APK Department Vice Chair, ddchristou@hhp.ufl.edu
- Dr. Steve Coombes (he/him), APK Graduate Coordinator, rachaelseidler@ufl.edu
- Dr. Joslyn Ahlgren (she/her), APK Undergraduate Coordinator, jahlgren@ufl.edu

Grading

Students will earn their course grade based on completion of coursework as outlined below.

Item	Percentage
Examinations (2)	50%
Assignments (10)	45%
Participation (7)	5%
Total Grade	100%

EXAMINATIONS (2)

Didactic content examinations (2), administered in Canvas, include approximately 75 – 150 questions with a variety of question formats (e.g., multiple choice, select all that apply, matching and rank order). Examinations evaluate the comprehension and application of information from discussion, text, and other supplemental resources provided in the course. Students may not use resources when completing examinations. The examination is available during the defined examination window for a specified amount of time using Canvas and associated testing support services (if applicable). Please review the 'Student Help FAQs' on the e-Learning website for assistance with Canvas. Students may not access examinations after submission but will see the grade posted in the course gradebook.

ASSIGNMENTS (10)

Assignments (if collected in hard copy) are due at the onset of class on the due date assigned; for electronic submissions, please submit the assignment prior to the designated deadline as posted in Canvas. Please type all assignments unless otherwise stated in the directions. To earn points for submitted assignments, please submit them by the assigned deadline. For certain assignments, the instructor may accept late submissions. If accepted, the instructor will score the late submission using the appropriate rubric and then assign a late submission reduction (25% reduction if received ≤48 hours, 50% reduction if received 49 – 72 hours, 75% reduction if received 73 hours – 96 hours, and graded as a 0% if beyond 96 hours from submission deadline). To receive an excused absence for attendance, participation, and/or assignment, please notify me in advance if you have a planned absence, which may delay submission of an assignment. Students are responsible for all materials missed related to an absence. Students with an excused absence have make-up opportunities per university guidelines.

Students will complete the following **Assignments** throughout the semester:

Reflection Video (6): Students will complete a reflection video submission for Guest Speakers, Lab or Special Sessions as indicated in the course schedule. Each reflection video will require two components to receive points (attendance/participation AND submission of the reflection paper). Students should take adequate notes and/or review relevant materials prior to each session to better prepare, engage and find relevance within the discussion. Points awarded for reflection videos will depend on the length of the session/experience and may range from 25 points – 50 points each (e.g. clarity = 5 points, relevance = 5 points, analysis = 5 points, interconnections = 5 points, self-criticism = 5 points, and format = 5 points total score = 30 points). Please refer to Canvas for details submission instructions and expectations for depth and breadth of content shared within the reflection video.

Healthcare Administration and Professional Responsibility Assignments (4): Students will complete assignments within the areas of Human Resources, Facility Management, Continued Professional Development, Policies & Procedures, and Regulatory Issues to foster cognition, integration, and application of learned material. Specific guidelines and instructions, including formatting, submission deadlines, and grading rubrics will be available in Canvas. Assignments will align with learning outcomes for the course and specific content areas outlined within the course schedule.

CRITICAL THINKING AND PARTICIPATION (7)

Discussion, including engagement and inquiry, and assignments within the course provide opportunities for growth and inquiry. Course participation, captured within Canvas as critical thinking questions or comments shared with the instructor, helps with concept assimilation and identification of areas requiring clarity. Failure to come to class "prepared" creates an ineffective environment for valuable exchange of information. To foster accountability with discussions, students will provide at least two questions or comments on dates indicated as "discussion" in the schedule. Students earn participations points by attending class, contributing to class through insightful discussion, and completing the shared questions or comments. Scoring for the critical thinking and participation component uses a 10-point scale rubric posted within Canvas (Excellent = 10 points, Good = 8 points, Reasonable = 6 points, Basic = 4 points, Bare Minimum = 2 points, and Unacceptable = 0 points) and evaluates submissions to capture the student's ability to define, describe, and/or illustrate concepts and skills

gained as part of the learning process. Students may submit their questions or comments prior to the discussion date, but no later than 11:59pm on the day of the discussion. Additional details provided within Canvas.

GRADING SCALE

Assignments (posted within Canvas) include rubrics, expectations for submission, and associated grading criteria. Students can see their progress within Canvas gradebook. Examinations and quizzes score upon submission; however, adjustments to score may occur after the instructor reviews question performance statistics. Within the Canvas gradebook, percent calculations round up at ".6 or above" and round down at ".5 or below". For more information regarding Grade Point Averages, Grade Values and academic regulations related to grading, please visit the University website

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

Weekly Course Schedule

CRITICAL DATES & UF OBSERVED HOLIDAYS

- January 20: Martin Luther King, Jr. Day (Monday)
- March 17 – 21: Spring Break (Monday – Friday)
- April 24 – 25: Reading Days (Thursday – Friday)

WEEKLY SCHEDULE (subject to modification)

The course progression will tentatively follow the schedule below:

Week	Dates	Topics	Assignments
1	January 15	Course Expectations – Syllabus Review and Canvas Resources **Discussion**: What is Domain 5?	Participation due 11:59pm
2	January 22	**Discussion**: Strategic Planning (Vision, Mission, SWOT, Core Values, and Goals)	Participation due 11:59pm
3	January 29	**Discussion**: Human Resources (Hiring Practices, Resume/CV, Job Description, Interviewing, Benefits)	Participation due 11:59pm Healthcare Administration & Professional Responsibility Assignment (Human Resources) due February 6 at 11:59pm
4	February 5	**Discussion**: Facility Management (BOC Facility Document, OSHA), Design/Planning, Inventory, Purchasing, and Budgets	Participation due 11:59pm Healthcare Administration & Professional Responsibility Assignment (Facility Management) due February 20 at 11:59pm
5	February 12	**Discussion**: Professional Development – Mind the Gap (BOC Continued Professional Competence and BOC Approved Provider Activities; BOC PAv8) Please sign up for your Professional Development Assignment topics by February 13	Participation due 11:59pm Healthcare Administration & Professional Responsibility Assignment (Professional Development) due March 23 at 11:59pm

6	February 19	**Discussion**: Clinical Policy Development, Evaluation, and Modification (Guiding Principles for AT Policy and Procedure Development – BOC)	Participation due 11:59pm
7	February 26	**Discussion**: Clinical Policy Development, Evaluation, and Modification (the Role of Consensus and Position Statements; Strategic Alliance – BOC PAv8)	Participation due 11:59pm Healthcare Administration & Professional Responsibility Assignment (Clinical Policy Development) due February 29 at 11:59pm
8	March 5	**Discussion:** Legislative Issues (State Level, National Level), Regulatory Requirements (Operational Protocols, Telehealth)	*e-Learning Exam Review activity*
9	March 12	**e-Learning Exam I**	
10	March 19	**No Class – Spring Break**	Note: Comprehensive Examination March 25 and March 27
11	March 26	**Guest Speaker** (8:30am – 10:30am): Legal and Ethical Considerations in Athletic Training **Discussion**: Professional Responsibility and Practice Expectations (Legal Digest)	Reflection Video due March 27 at 11:59pm
12	April 2	**Guest Speaker**: Translating Standards (NCAA) into Policy for Compliance and Risk Mitigation **Discussion**: Risk Mitigation Across Settings **Guest Speaker**: Patient Reported Outcome Measures (Implementation, Data Capture, Utilization, Quality Improvement)	Reflection Video (2) due April 3 at 11:59pm Note: Concentration Examinations due April 4
13	April 9	**Guest Speaker** (9:00am – 11:30am): Advanced Clinical Documentation and Third-Party Reimbursement Initiatives **Discussion**: PROs, Insurance, and Documentation (Liability, Telehealth, Revenue)	Reflection Video due April 10 at 11:59pm
14	April 16	**Guest Speaker** (8:30am – 10:00am): Value Models for Athletic Trainers **Discussion**: Data Mining and Patient Care **Guest Speaker** (10:15am – 11:30am): Performance Evaluations and Employee Expectations for Success **Discussion**: Impact of Performance Evaluations on Promotion/Career Advancement	Participation due 11:59pm Reflection Video (2) due April 17 at 11:59pm Reminder: Please complete the course evaluation https://my-ufl.bluera.com/ *e-Learning Exam Review activity*
15	April 23	**e-Learning Exam II**	