

**ATTR 3300 – ADMINISTRATION OF ATHLETIC TRAINING
SPRING 2018**

*ATTR 3369 is a required course for the Bachelor of Science in Athletic Training Program.
ATTR 3369 is a restricted elective for the Bachelor of Science in Kinesiology.*

**College of Health Sciences
Department of Kinesiology**

Instructor: Patrick St. Louis MS, ATC, LAT, CKTF, CCT, GT, NASM-CPT
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Office Phone: 936-294-2266 Department of Kinesiology Front Desk
Office Hours: Tuesday 10:00am – 10:50 am or By Appointment
Class Meeting Time: Tuesday & Thursday 11:00am-12:20pm
Class Meeting Location: HKC 247
E-mail: pds012@shsu.edu

Text/Readings: Harrelson, G. L. (2017). *Administrative Topics in Athletic Training: Concepts to Practice* (2nd ed.). Slack, ISBN: 9781617119804

Other Resources: Kutz, M. (2010). *Leadership and Management in Athletic Training: An Integrated Approach*. (1st ed.). LWW. ISBN: 9780781769051

Course Description: This course provides students with an overview of the organizational, professional, and management skills required to work in the Athletic Training field. Course content includes: standards of practice, ethical issues, emergency preparedness, resource activation, community relationships, and conflict management. Prerequisites: ATTR 2300, 2310. Admittance to the Athletic Training Program, or Department Approval. Credits 3.

Students in the BS in Athletic Training Program must make a grade of “C” or better in this course to meet the program retention criteria. A complete list of program retention criteria can be found: <http://www.shsu.edu/academics/health-sciences/kinesiology/undergraduate/athletic-training-admission-requirements.html>

This course meets from 11:00am-12:20pm on Tuesday and Thursday in HKC 00247 (January 17, 2018 – May 4, 2018)

Athletic Training Competencies (CAATE 5th ed):

Objectives/Learning Outcomes Upon completion of this course, the student will be able to:	Activities (* indicates field-based activity)	Performance Assessment	Standards: • CAATE Competencies
Describe the role of the athletic trainer and additional components of the sports medicine team within the healthcare system.	Class Discussion/Lecture	Quiz Examination	HA-1, HA-2, HA-3, HA-4, HA-7
Identify and explain state and federal statutes that regulate the healthcare industry.	Class Discussion/Lecture	Quiz Examination	HA-10, HA-13
Describe the business practices associated with athletic training including the hiring process	Class Discussion/Lecture	Quiz Examination	HA-14, HA-15

and sports medicine team recruitment.			
Explain the budgetary process from needs analysis to purchasing and requisition within the athletic training and healthcare system.	Class Discussion/Lecture Skills Activity	Quiz Budget Examination	HA-6, HA-8
Identify major procedural elements that are evident in clinical practice within today’s athletic training and healthcare setting.	Class Discussion/Lecture	Quiz Policies and Procedures Manual Examination	HA-5, HA-9, HA-11, HA-12, HA-16, HA-20, HA-21, HA-22, HA-23, HA-24, HA-29, HA-30
Identify key regulatory agencies and legal principles that apply to the athletic training profession and clinical practice		Quiz Examination	HA-17, HA-18, HA-19
Describe various health insurance models and components involved with revenue generation and reimbursement.	Class Discussion/Lecture	Quiz Examination	HA-25, HA-26, HA-27, HA-28
Describe the role and function of the National Athletic Trainers’ Association, Board of Certification, Commission on Accreditation of Athletic Training Education, and state regulatory boards and the athletic training practice acts.	Class Discussion/Lecture	Quiz Examination	PD-2, PD-3, PD-4
Identify and explain the essential documents of the state and national governing, credentialing and regulatory bodies and processes in creating, influencing, and obtaining necessary credentials for clinical practice in athletic training.	Class Discussion/Lecture Skills Activity	Quiz Assessment Project Examination	PD-5, PD-6, PD-8, PD-12
Describe the necessity for a referral to another healthcare provider and the referral process.	Class Discussion/Lecture Skills Activity	Quiz Final Exam	PD-9
Develop healthcare educational programming specific to the target audience commonly associated with athletic training.	Class Discussion/Lecture Skills Activity	Quiz Presentation Examination	PD-10
Identify strategies to educate common stakeholders about the roles, responsibilities, academic preparation, and scope of practice of athletic trainers.	Class Discussion/Lecture Skills Activity	Quiz Presentation Examination	PD-11

Web address for *CAATE competencies*: <http://caate.net/wp-content/uploads/2014/06/5th-Edition-Competencies.pdf>

Course Format:

The content of this course is delivered in a traditional classroom setting. Blackboard will be used regularly to post readings, lectures and assignments, and to communicate via e-mail and discussion boards. It is the student's responsibility to be registered and to become familiar with the system. In addition, course concepts are learned through self-study, classroom discussions, and assignments. Evaluation consists of professor assessments of examinations, quizzes, assignments, practical examinations, and skills lab activity participation.

In this course our focus will be on these major objectives (as assessed by the IDEA course evaluation system):

Essential:

1. Gaining factual knowledge (terminology, classifications, methods, trends).

Important:

1. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
2. Learning to *apply* course material (to improve thinking, problem solving, and decisions).

Course Content (Tentative Course Schedule):

Date	Topics/Content	Assigned Readings	Assignments Due
1/18/2018	Course Introduction		
1/23/2018	Risk Management	Chapter 4	
1/25/2018	Risk Management		Quiz 1
1/30/2018	Budget and Finance	Chapter 8	
2/1/2018	Budget and Finance		Quiz 2
2/6/2018	Medical Records and Documentation	Chapter 10	
2/8/2018	Medical Records and Documentation		Quiz 3
2/13/2018	Insurance and Reimbursement	Chapter 9	
2/15/2018	Insurance and Reimbursement		Quiz 4
2/20/2018	Human Resources/Resume Building	Chapter 11	
2/22/2018	Human Resources/Resume Building		Quiz 5
2/27/2018	Ethical Practice	Chapter 2	P & P Manual Check Point
3/1/2018	Ethical Practice		Quiz 6
3/6/2018	Mock Interviews		Resume Due
3/8/2018	Mid-Term Examination		
3/13/2018	NO CLASS – Spring Break		
3/15/2018	NO CLASS – Spring Break		
3/20/2018	Issues in Clinical Setting	Chapter 6	
3/22/2018	Issues in Clinical Setting		Quiz 7
3/27/2018	AT Administration: Issues in Education Settings	Chapter 5	P & P Manual Check Point
3/29/2018	AT Administration: Issues in Education Settings		Quiz 8
4/3/2018	Improving Personal Effectiveness	Chapter 3	
4/5/2018	Improving Personal Effectiveness		Quiz 9
4/10/2018	Employment Issues in Athletic Training	Chapter 7	
4/12/2018	Employment Issues in Athletic Training		Quiz 10
4/17/2018	Improving Organizational Performance	Chapter 12	P & P Manual Check Point
4/19/2018	Improving Organizational Performance	Budge	Quiz 11
4/24/2018	Leadership and Management	Chapter 1	
4/26/2018	Leadership and Management		Quiz 12
5/1/2018	Presentations		Presentation Due
5/3/2018	Review for Final Exam		Budget & Facility Project Due
TBD	Final Exam		P & P Manual Due

Course Requirements and Expectations:

1. **Technical Requirements:** Students must have access to the Internet, Blackboard, and e-mail. Additional information about Blackboard can be found <http://distance.shsu.edu/current-students/> . Although not required, it is recommended that you install the Blackboard Learn App to your phone or tablet. This app will enable you to get notifications directly to your phone or tablet when announcements or assignments are posted, and when grades are made available. It is recommended that you log in and check Blackboard daily for updates. For any technical support issues with Blackboard, call 936-294-2780 or e-mail blackboard@shsu.edu .
2. **Communication and E-mail Etiquette.** Questions about the course should be asked during or after class as appropriate. However, if a question does arise outside of class, it is advised that the student e-mail the instructor directly at pds012@shsu.edu . When e-mailing the course instructor, provide the following:
 - Include the course number in the subject line of your e-mail (please remember that the instructor may be teaching multiple courses during any given semester).
 - Following the course number, provide a meaningful subject to your e-mail. This helps to clarify what your message is about or pertaining to, and can help the instructor prioritize e-mails in an appropriate order.
 - Address your instructor professionally such as Mr. St. Louis . . . Beginning e-mail correspondence with phrases such as “Hey” is not professional, and will likely be returned to the sender.
 - Use standard spelling, punctuation, and capitalization. Do not write a professional e-mail in the same manner in which you would send a text message. Remember, this is professional correspondence. Avoid using all caps, abbreviations, and emoticons.
 - Write clear paragraphs that provide context and details so that the instructor has a clear picture of the question you are asking.
3. **Class Behavior:** Disruptive behavior will result in the student being asked to leave the classroom and will count as a class absence. A second violation and the student will be dropped from the class. Any distractive or disruptive behavior such as sleeping during class, use of cell phones or other devices, and side conversations disrupt those around you. Remember, this is a professional learning environment.
4. **Usage of Electronic Devices in Class:** Telephones, computers, and similar devices are part of everyday life. In the academic classroom, however, during class these devices can be a serious distraction and during tests they can be a serious problem. The use by students of electronic devices that perform the function of a telephone or text messages during class-time is prohibited as it is disruptive to the conduct of class. Laptop computers and other such note-taking devices are allowed provided they are being used for the purpose of taking notes or engaging in interactive content in class as a part of an exercise. If you are found to be using your computer for other purposes, you will be asked to discontinue use of your computer and/or leave the classroom. If you have a potential emergency situation that requires you to be available via text message or phone, you must notify the course instructor at the beginning of class. Failure to comply with this policy could result in confiscation of your device for the duration of class, expulsion from the classroom, or, with multiple offenses, failure of the course.
Any use of a telephone, text messaging device, or any other electronic device that performs these functions during a test period is **prohibited**. These devices should not be present

during a test and should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty ([Use of Telephones and Text Messengers in Academic Classrooms and Facilities AP 100728](#)).

5. **Class Materials:** You are responsible for reading the materials assigned in class. This can include readings from the book and handouts distributed in class or on Blackboard. In addition, material covered by any invited guest speakers may be included on an exam as well. *Make sure you keep up with the readings!*
6. **Intellectual Property:** All materials distributed by the instructor of this course including but not limited to class notes, handouts, assignments, exam reviews, quizzes, and exams are given to the student to facilitate and enhance the learning process. However, all course materials distributed to students either in person or electronically is the property of the course instructor, a collaborative group of faculty, the textbook publisher, and/or Sam Houston State University. Therefore, any sharing, selling, or reproduction of course content will be considered a violation of intellectual property use, and could be considered academic dishonesty. Sharing course material includes but is not limited to the posting of course information on-line via YouTube, social media sites, and blogs. Course materials may only be shared, sold, or reproduced with the written permission of the faculty member teaching this course or the publisher of the textbook (whichever applies).

Recording any or part of the class presentation, discussion, or activities either in person or on-line is strictly prohibited in this class. Like course materials, presentations are the property of the presenter and should not be shared, sold, or reproduced. There will be zero tolerance for taking photos, screenshots, or video of class lecture, presentations, discussions, or course materials unless it is allowed in writing by the course instructor.

7. **Self-Plagiarism [Department Policy]:** “Self-plagiarism represents a significant problem in academia as it serves to undermine the learning process and outcomes that are a key feature of each course that is offered as a part of a student’s curriculum. As a result, the Department of Kinesiology has a strict policy in place to prevent self-plagiarism in the classroom. Self-plagiarism is defined as the submission of any type of assignment that contains content that is recycled from other assignments or a prior publication that one submits for course credit in another course.

Each instructor is provided the discretion to evaluate whether a student has engaged in self-plagiarism on a course assignment. If a student is unsure whether use of prior content would constitute self-plagiarism, they must consult with the instructor of the course within a reasonable period of time prior to the due date of the assignment. In most cases, this consultation should take place a minimum of 10 business days prior to submission. Following submission of the assignment, if the instructor deems that the student has engaged in self-plagiarism, he or she has the right to state that the student has violated Section 5.3 of The Texas State University Rules and Regulations dealing with Academic Honesty and the student is thereafter subject to any and all penalties and punishments present in the policy. This may include failure of the assignment and/or failure of the course. Additionally, the student may be referred to the Department Chair of Health and Kinesiology, the Dean of the

College of Health Sciences, the Dean of Students, and/or the Provost and Vice-President for Academic Affairs for further academic review.”

8. **Attendance** is expected in this course. Moreover, it is imperative that you not only attend, but also participate. Attendance will be taken on a regular basis. It is your, *the student's, responsibility to sign in each class day*. Signing in another classmate will not be tolerated and will result in 0 attendance points earned in the course. If you have an excused absence, it is your, the student's, responsibility to provide written documentation to the instructor. In addition to being in attendance and participating, it is equally important to be on-time. In this course, a tardy will be entering the class once the course instruction has begun. Two tardy days will be equivalent to an absence in the course. Please notice that this lab class meets only one day per week, so it is critically that you are in class every scheduled day.

If you receive more than two absence and/or two tardy days, you will receive a five percentage point (5%) reduction in your final course grade. For example, if you have a 90% final grade in the class, and you have exceeded one absence and/or two tardy days, you will receive a final course grade of 85%.

Students who miss class will receive a 0% on in-class coursework, quizzes, and other assignments completed during class with no chance of making up the work. It is your responsibility to obtain notes, readings, and information about upcoming assignments/quizzes/tests that you may have missed due to any absences. If you miss class because of what you believe should be an excused absence (i.e. illness), it is your responsibility to provide the instructor with evidence for consideration of an excused absence. Whether an absence is excused or unexcused is solely the judgment of the professor.

Make-up exams, assignments, and quizzes will not be allowed unless you, the student, provide sufficient documentation to excuse the absence. If you, the student, know you are going to miss an exam, assignment, quiz or any other course work for an excusable reason, notification to the instructor is required via e-mail, voice mail, or other acceptable method. Students who do not communicate with the instructor prior to the exam and provide sufficient documentation, will not be allowed to make up the work.

9. **Two Examinations** will be given during the semester. There will be one mid-term exam and one final exam. The final exam will be a comprehensive final in which 50% of the exam will be new material and 50% of the exam will be comprehensive. The examinations will come from readings in the text, notes, handouts, assignments, and quizzes. Specific format will be discussed prior to each exam.
10. **Quizzes** will be given throughout the course. Students will complete these quizzes on Blackboard. Quizzes will include a variety of multiple choice, true/false, fill-in-the-blank, matching and short answer questions.
11. **Resume.** Your resume will be worked on throughout the semester, but will be 90% complete by mock interview date. Cover letter and application for graduate school or athletic training job will be required for final submission.
12. **Policies and Procedures Manual.** Policies and procedures manual will be completed to plan for major procedural elements that are likely to be faced in clinical practice. The ability to develop a procedures manual for a sports medicine program will be assessed. Include plans of care for common potential emergent conditions, PPE, and emergent care plans. Medical records for your program, risk management plans, and facility design must also be included.

13. **Budget & Facility Project.** This project will be developed as a zero based budget for an athletic training facility. A line item budget for materials, supplies, equipment, and purchases must be included. Additionally, a design of a facility with intricate details regarding placement of equipment and supplies. A short discussion of budgetary philosophy must be included.
14. **Community Presentations.** These presentations will be due during the end of the semester. This presentation will be given during class time.
15. **Discussion Posts.** Students will be responsible for posting an initial discussion as well as replying to classmates posts, questions, or comments.

Note: **Make-up exams, assignments, labs, and quizzes will not be allowed unless you, the student, provide sufficient documentation to excuse the absence. If you, the student, know you are going to miss an exam, assignment, quiz or any other course work for an excusable reason, notification to the instructor is required via e-mail, voice mail, or other acceptable method. Students who do not communicate with the instructor *prior* to the exam and provide sufficient documentation, will not be allowed to make up the work.**

Assessment and Evaluation:***Attendance:***

- Attendance is expected!
- It is the student's responsibility to sign in each day.
- **If you, the student, feel that you have an excusable absence, you must submit written documentation to the instructor within 1 week of the absence for it to be considered excused.**
- **More than two absent and/or tardy days, you will receive a five percentage point (5%) reduction in your final course grade.**

Syllabus Assignment: 5 points

- There is one syllabus acknowledgement assignment which is 5 points. This includes reading and understanding the syllabus and completing the syllabus acknowledgement form via Blackboard.

Written Exams: 200 Points

- There are 2 written exams. The mid-term exam will be worth 100 points, and the final exam will be worth 100 points. The mid-term exam will go over material up to that point, and the final exam will be a comprehensive final in which 50% of the exam will be new material and 50% of the exam will be comprehensive. one of these will be a cumulative final exam which will be held on the final exam day per the SHSU final exam schedule.
- The format of the exams may vary depending on the content. The course instructor will notify students of the exam format prior to the exam either in class or via Blackboard.
- Any form of cheating or dishonesty will result in an automatic 0 points on the exam, and documentation will be sent to the Athletic Training Program Director and placed in your permanent program file.

Quizzes: 100 Points

- Quizzes will be administered on Blackboard consisting of material following last quiz or test. Quizzes will be available on Blackboard for a limited time.

Resume and Mock Interview: 50 Points

- Complete resume will be required this semester.
- Mock interviews will also be conducted.

Policies and Procedures Manual: 100 points

- Policies and Procedures manual will be due at the end of the semester, and will be worth 100 points.
- Various check-points will be required throughout the semester and a 5 point deduction will be assessed per check-point that is not reached.

Budget Project: 50 Points

- Budget project will be completed this semester that will address athletic training equipment and supply needs.
- Philosophy of budgeting process will also be included in the budget project.

Community Presentations: 50 Points

- Community presentation will be completed during the semester that will focus on two topics: healthcare programming towards specific audience and athletic training education presentation directed towards AT stakeholders.

Discussion Posts: 25 Points

- Various topics will require an online discussion post with various replies and responses to classmates.

Total Course Points = 580 (Subject to change at Instructors discretion.)

Final Grade: (grades will not be curved)

100% to 90%	=	A
80% to 89.99%	=	B
70% to 79.99%	=	C
60% to 69.99%	=	D
59.99% and below	=	F

SHSU Academic Policies:

- a. [SHSU Class Attendance policy AP 800401](#)
- b. [Procedures in cases of Academic Dishonesty AP 810213](#)
- c. [Academic Grievance Procedures for Students AP 900823](#)
- d. [Students with Disabilities AP 811006](#)
- e. [Student Absences on Religious Holy Days AP 861001](#)
- f. [Use of Telephones and Text Messengers in Academic Classrooms and Facilities AP 100728](#)

Academic Dishonesty:

5.3 Academic Honesty. The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

5.31 The University and its official representatives, acting in accordance with Subsection 5.32, may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism, collusion, and the abuse of resource materials.

"Cheating" includes the following and similar actions:

- (1) Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs.
- (2) Using, during a test, materials not authorized by the person giving the test.
- (3) Collaborating, without authorization, with another student during an examination or in preparing academic work.
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test.
- (5) Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit. Sam Houston State University Academic Policy Statement 810213 Procedures in Cases of Academic Dishonesty Page 2 of 3 Revised January 16, 2006
- (6) Bribing another person to obtain an unadministered test or information about an unadministered test.
- (7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

5.32 "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit.

- 5.33 "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit.
- 5.34 "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
- 5.35 "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

2. PROCEDURES IN CASES OF ALLEGED ACADEMIC DISHONESTY

2.01 Procedures for discipline due to academic dishonesty shall be the same as in disciplinary actions specified in The Texas State University System *Rules and Regulations* and Sam Houston State University *Student Guidelines* except that all academic dishonesty actions shall be first considered and reviewed by the faculty member teaching the class. The faculty member may impose failure or reduction of a grade in a test or the course, and/or performing additional academic work not required of other students in the course. If the faculty member believes that additional disciplinary action is necessary, as in the case of flagrant or repeated violations, the case may be referred to the Dean of Student Life or a designated appointee for further action. If the student involved does not accept the decision of the faculty member, the student may appeal to the chair of the appropriate academic department/school, seeking reversal of the faculty member's decision. Sam Houston State University Academic Policy Statement 810213 Procedures in Cases of Academic Dishonesty Page 3 of 3 Revised January 16, 2006

2.02 If the student does not accept the decision of the chair of the academic department/school, he/she may appeal to the appropriate academic dean. The chair of the academic department/school may also refer the case directly to the academic dean if the case so warrants.