

## Department of Kinesiology & Nutrition Sciences

<b>I. Course prefix and number</b>	SIM 456-1001
<b>II. Course Title</b>	Organization/Administration in Athletic Training Programs
<b>III. Class Location and Time</b>	Lecture in MPE 233 T/TH 10:00 – 11:15 AM
<b>IV. Credit</b>	3 hours
<b>V. Semester and Year</b>	Fall 2015
<b>VI. Instructor</b>	Kara Miller, PhD, ATC
<b>VII. Office location and hours</b>	BHS 325 T/TH 8:30-10 and by appointment
<b>VIII. Contact Information</b>	<a href="mailto:kara.miller@unlv.edu">kara.miller@unlv.edu</a> (best mode of contact) 702-895-4421

### **IX. Course Description**

Organization and administration of athletic training programs in conventional and clinical settings including athletic training room management, budgeting, staffing, insurance, record keeping and data bases, emergency care planning, legal issues, design of new facilities, and public relations. Prerequisites: Junior standing, SIM 271 and AT major status.

### **X. Course Objectives**

1. The student will demonstrate knowledge of the pre-participation physical examination process and procedure.
2. The student will demonstrate knowledge of the legal concepts related to dealing with sports injuries.
3. The student will demonstrate knowledge of the architecture and space planning concepts of an athletic training facility.
4. The student will demonstrate knowledge of the ethical and moral issues involved in working with athletes in an athletic training setting.
5. The student will demonstrate knowledge of the professional competencies and professionalism necessary when working in athletic training.
6. The student will demonstrate knowledge of a budget and the financial considerations when working in athletic training.
7. The student will have an understanding of the various methods of reimbursement including 3<sup>rd</sup> party, as well as alternative methods of reimbursement.
8. The student will demonstrate knowledge of emergency planning for all aspects of Athletic Training.
9. The student will demonstrate knowledge of record keeping and data bases as well as legal issues related to Athletic Training services provision.
10. The student will demonstrate knowledge of public relations with respect to Athletic Training service delivery.

### **XI. Assignments, evaluation procedures and grading policy.**

#### Course Requirements

1. All students will participate in class discussions and attend all scheduled sessions. Each student will be responsible to their classmates and participate in group projects (if assigned). Peer evaluation will be used to determine a portion of your participation requirement in this course.
2. Students will be required to defend any and all positions taken in class or submitted as required.

#### Grading

Grading is based on a straight percentage basis of the total possible points (750) i.e. 90% = A, 80% = B, 70% = C, and so on, plus and minus grades will be added to the final grade. You will assess your group's individual contributions to the school board project. It is expected that all members of the group participate in the development and presentation of the group project; it will be your responsibility to distribute the workload among the group evenly.

### Evaluation Procedures

Assignments will not be accepted late. If you are going to miss a class or need to turn in an assignment at a time other than in class, prior arrangements must be made.

### Student Evaluation

1. Human resources management project	25 points
2. Service learning project: Community education booth	50 points
3. Midterm Exam	100 points
4. Final Exam	100 points
5. Sports medicine team project	400 points
• Athletic training room design (100 points)	
• Budget (100 points)	
• Policies and procedures manual (150 points)	
• EAP (50 points)	
6. Participation: Including worksheets and class participation	75 points
Total	750 points

## **XI. Texts, readings, and instructional resources.**

### Required Texts:

1. Ray, R.R. & Konin, J.G. 2011. *Management Strategies in Athletic Training*, 4th ed. Champaign, IL: Human Kinetics.
2. Competencies for SIM 456 <http://www.unlv.edu/athletics/training/competencies/SIM456Admin.pdf>
3. Proficiencies for SIM 456 <http://www.unlv.edu/athletics/training/proficiencies/SIM456PAdmin.pdf>

### Additional Resources:

1. NATA position statements (numerous found on nata.org)
2. NATA News
3. Schlabach, GA. and Peer, KS. (2008). *Professional Ethics in Athletic Training*. Mosby. St. Louis, MO.
4. *Athletic Training Educational Competencies 4<sup>th</sup> Edition* (2006). NATA
5. *BOC Role Delineation Study 6<sup>th</sup> Edition*.

### Websites:

<https://www.nata.org/>  
<http://www.bocatc.org/>  
<http://www.fwata.org/>

## **XII. UNLV Policies**

### **Athletic Training Competencies and Proficiencies**

The content of this course includes required proficiencies for the University of Nevada Las Vegas Athletic Training education program. The list of proficiencies to be covered in this course can be downloaded by each student by accessing the Atrack website @ ([www.atrackonline.com](http://www.atrackonline.com)).

**Academic Misconduct** – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the **Student Academic Misconduct Policy** and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

**Copyright** – The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.** Violations of copyright

laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

**Disability Resource Center (DRC)** – The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to me during office hours so that we may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach me in front of others to discuss your accommodation needs.

**Religious Holidays Policy** -- Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes, **September 4, 2015**, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

**Incomplete Grades** - The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

**Tutoring** -- The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling 702-895-3177 or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>

**UNLV Writing Center** -- One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

**Rebelmail** -- By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. Emailing within WebCampus is acceptable.

**Library Resources** –Students may consult with a librarian ([www.library.unlv.edu/consultation](http://www.library.unlv.edu/consultation)) about research needs. For this class, the subject librarian is Xan Goodman. UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at [www.library.unlv.edu/](http://www.library.unlv.edu/)

**Final Examinations-** The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at:  
<http://www.unlv.edu/registrar/calendars>.

**XIII. Tentative Class Schedule**

<b>Date</b>	<b>Topic</b>	<b>Assignment Due</b>	<b>Reading</b>
T: 8/25	Introduction to class and Syllabus review		
R: 8/27	Ch 1: Theoretical basis of management	Ch 1 Worksheet	Ch 1
T: 9/1	Ch 1: Theoretical basis of management - Introduce Myers Briggs Assignment	Case Study 1	
R: 9/3	Ch 2: Program design - Introduce Athletic Training Program Project	Ch 2 worksheet	Ch 2 (pg 21-44)
T: 9/8	Ch 2: Program design - Introduce Service Learning Assignment	Mission statement draft	Ch 2 (44-71)
R: 9/10	Ch 2: Program design		
T: 9/15	Ch 3: Human resources managements / leadership	Ch 3 worksheet	Ch 3
R: 9/17*	Career services guest lecturer: Myers-Briggs	MBTI taken prior to this class	
T: 9/22*	Group work day in class	Bring policy and procedures outline	
R: 9/24*	Emergency action plans		NATA position statement
T: 9/29	Ch 4: Financial resource management	Ch 4 worksheet Myers Briggs Assignment due	Ch 4
R: 10/1	Present service learning plan Ch 4: Financial resource management	Service learning plan	
T: 10/6	Ch 5: Facility design and planning	Ch 5 worksheet	Ch 5
R: 10/8	Ch 5: Facility design and planning		
T: 10/13	TBD	EAP drafts	
R: 10/15	<b>MID TERM (chapters 1-5, and EAP)</b>		
T: 10/20	Ch 6: Information management	Ch 6 worksheet	Ch 6
R: 10/22	Ch 6: Information management		
T: 10/27	TBD	Budget and Facility draft	
R: 10/29	TBD	Company Documentation / injury protocol	
T: 11/3	Ch 7: Reimbursement for health care services	Ch 7 worksheet	Ch 7
R: 11/5	Ch 8: Legal consideration	Ch 8 worksheet	Ch 8
T: 11/10	Ch 8: Legal consideration		
R: 11/12	Ch 9: Ethics in health care	Ch 9 worksheet	Ch 9
T: 11/17	Ch 9: Ethics in health care	Ethics sensitive policy drafts	
R: 11/19	Ch 10: PPE / drug testing	Ch 10 worksheet	Ch 10
T: 11/24	Ch 10: PPE / drug testing	PPE form and drug testing policy drafts	
R: 11/26	<b>Thanksgiving holiday – no class</b>		
T: 12/1	Case study and/or project catch up day		
R: 12/3	Case study and/or project catch up day		
T: 12/8	<b>Final exam (10:10-12:10) chapters 6-10</b>		

**Universal Notes:**

**Due to extenuating circumstances this syllabus may be altered or changed by the instructor.**

## **INDIVIDUAL ASSIGNMENTS /Class Assignments**

All assignments must be typed, with the exception of chapter worksheets, which can be hand written. Assignments must be submitted in class on the day that they are due; no late credit will be given except were otherwise specified.

### **Worksheet assignments**

Worksheets will be use as the starting point for class discussions and aid in your participation in the class, as you will have talking points created prior to the discussion. In addition, these will identify any areas that need clarification by the instructor. Worksheets for each chapter are uploaded unto the course site on UNLV Web Campus. Please use complete sentences and justify your answers. Please email me your completed worksheets by 7:00 AM the day it is do in class. If a student does not email the worksheet prior to 7:00 AM, but brings the worksheet to class, they will be given half credit for that worksheet.

### **Human resources management project**

The goal of this project is to learn more about your personality type and how you interact with others. You will be taking a Myers-Briggs assessment and have career services present about the different personality types. You will have a written assignment over what you learned through this process. Please contact me prior to 9/15 if you would like an alternate assignment due to the personal nature of this project.

### **Service learning project: Plan a community education booth**

After your graduation from the UNLV ATEP you will be representing the program and the profession on a larger stage that you already are, and this project provides an opportunity to excel at both. As a class you will be in charge of planning and running a community education booth at the 2015 Henderson Community Expo. The Henderson Community Expo features exhibits from more than 80 area businesses and community groups and showcases health and wellness, fire and crime prevention, and public safety information. You will work together to plan, organize, and execute a booth with the only restriction that it must be related to "sports medicine considerations for the youth athlete". Remember that you all will be ambassadors of the profession of athletic training to the entire population of Henderson, NV! This project will be graded based upon your peers' assessment of your input to the project and how effective you are at spreading your message at the health fair and expo.

### **Sports medicine program project**

In order to fully understand the various aspects related to organization and administration of Athletic Training, you will be required to create your own sports medicine program. This is an important element in assessing athletic trainers' ability to manage an athletic medicine program by the extent to which they can plan for the major procedural elements they are likely to face in actual practice. Your group will chose from a list of potential sports medicine programs. Independent of the type or style of sports medicine program, you will be required to submit each aspect of a comprehensive policy and procedure manual, annual budget, facility design, and emergency action plans for your institution. Your policy and procedure manual will fulfill the requirements as set out in class and by the outline given to you.

The procedures developed for the manual should be comprehensive. They should cover every aspect of the sports medicine program's operation (hint think 6 domains of Athletic Training). Each should be written in such a manner that it could be used in an actual program. Forms, schedules, charts, diagrams, and other illustrative tools should be included whenever appropriate. A table of contents should be developed to help the reader locate particular procedures.

A written copy of the project will be turned in at the final exam, worth 400 points. Brake down of the points is as followed: Athletic training room design (100 points), Budget (100 points), Policies and procedures manual (150 points), Emergency action plan (50 points).

### **Midterm and Final Exam**

Exams will not be cumulative. They may be a combination of short answer, multiple choice, matching, and/or essay.