

# AT 6330

## Administrative Topics in Athletic Training - Fall 2021



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**Office:** Archer Building (HHS) 222E

**Office Hours:** Office Hours Available by Appointment

### Course Information

#### Course Description

Athletic training administration topics including leadership and management skills, human resource skills, and strategies for service delivery in high schools, colleges, universities, hospitals, private practice clinics, and corporate and industrial settings.

#### Prerequisite Courses

AT 6315, 6410

#### Prerequisite Skills

Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the AT 6330.

#### Program Outcomes

Upon completion of the course, students will be prepared to:

## Student Learning Outcomes

CODE	<b>Student Learning Outcome Description</b> By completing all course requirements, students will be able to:
HCA-88	Perform administrative duties related to the management of physical, human, and financial resources in the delivery of health care services. These include (but are not limited to) the following duties:
HCA-88.1	Strategic planning and assessment
HCA-88.2	Managing a physical facility that is compliant with current standards and regulations
HCA-88.3	Managing budgetary and fiscal processes
HCA-88.4	Identifying and mitigating sources of risk to the individual, the organization, and the community
HCA-88.5	Navigating multi-payor insurance systems and classifications
HCA-88.6	Implementing a model of delivery (for example, value-based care model)
HCA-89	Use a comprehensive patient-file management system (including diagnostic and procedural codes) for documentation of patient care and health insurance management.
HCA-91	Develop, implement, and revise policies and procedures to guide the daily operation of athletic training services.
HCA-92	Develop, implement, and revise policies that pertain to prevention, preparedness, and response to medical emergencies and other critical incidents.
HCA-93	Develop and implement specific policies and procedures for individuals who have sustained concussions or other brain injuries, including the following:
HCA-93.1	Education of all stakeholders
HCA-93.2	Recognition, appraisal, and mitigation of risk factors
HCA-93.3	Selection and interpretation of baseline testing

CODE	<b>Student Learning Outcome Description</b> By completing all course requirements, students will be able to:
HCA-93.4	Agreement on protocols to be followed, including immediate management, referral, and progressive return to activities of daily living, including school, sport, occupation, and recreation
HCI-64	Apply contemporary principles and practices of health informatics to the administration and delivery of patient care, including (but not limited to) the ability to do the following:
HCI-64.4	Use medical classification systems (including International Classification of Disease codes) and terminology (including Current Procedural Terminology)
HCI-64.5	Use an electronic health record to document, communicate, and manage health-related information; mitigate error; and support decision making.
PCC-59	Communicate effectively and appropriately with clients/patients, family members, coaches, administrators, other health care professionals, consumers, payors, policy makers, and others.
PCC-60	Use the International Classification of Functioning, Disability, and Health (ICF) as a framework for delivery of patient care and communication about patient care.
PHP-80	Develop, implement, and assess the effectiveness of programs to reduce injury risk.
PRO-65	Practice in a manner that is congruent with the ethical standards of the profession.
PRO-66	Practice health care in a manner that is compliant with the BOC Standards of Professional Practice and applicable institutional/organizational, local, state, and federal laws, regulations, rules, and guidelines. Applicable laws and regulations include (but are not limited to) the following:
PRO-66.2	Mandatory reporting obligations
PRO-66.3	Health Insurance Portability and Accountability Act (HIPAA)
QIM - 63	Use systems of quality assurance and quality improvement to enhance client/patient care

## Course Delivery

This is primarily a face-to-face course with roughly 25% of the course delivered online via [Blackboard](#)<sup>1</sup>. All of the course lectures and PowerPoints should be accessed via Blackboard.

## Required Texts and Materials

- Administrative Topics in Athletic Training: Concepts to Practice. 2<sup>nd</sup> Edition. Harrelson, Gardner, Winterstein. ISBN: 978-1-61711-980-4

## Technology Requirements

To participate in one of ASU's distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam

Refer to Angelo State University's Distance Education website for further technology requirements: [Angelo State University's Distance Education Website](#)

## Topic Outline

Date	Topic	Assignment	Ch.
8/23	Syllabus and Course Expectations Leadership and Management		1
8/24	Leadership and Management		1
8/25	Ethical Practice in Athletic Training	<b>Chapter 1 Quiz Due 8/27 at 11:59pm</b>	2
8/30	Ethical Practice in Athletic Training		2
8/31	Improving Personal Effectiveness	<b>Chapter 2 Quiz Due 8/31 at 11:59pm</b>	3
9/1	Improving Personal Effectiveness		3
9/6	Labor Day	<b>Chapter 3 Quiz Due 9/6 at 11:59pm</b>	
9/7	Risk Management in Athletic Training		4
9/8	Risk Management in Athletic Training		4
9/13	Athletic Training Administration: Issues in Educational Settings	<b>Chapter 4 Quiz Due 9/13 at 11:59pm</b>	5

Date	Topic	Assignment	Ch.
9/14	Athletic Training Administration: Issues in Educational Settings		5
9/15	Athletic Training Administration: Issues in Clinical Settings	<b>Concussion Assessment Paperwork Assignment Due 9/17 at 11:59pm</b>	6
9/20	Athletic Training Administration: Issues in Clinical Settings	<b>Chapter 5 Quiz Due 9/20 at 11:59pm</b>	6
9/21	Employment Issues in Athletic Training	<b>PPE Paperwork Assignment Due 9/21 11:59pm</b>	7
9/22	Budget and Finance	<b>Chapter 6 Quiz Due 9/22 at 11:59pm Chapter 7 Quiz Due 9/24 at 11:59pm</b>	8
9/27	Budget and Finance	<b>Policy and Procedure Handbook Assignment Due 9/27 at 11:59pm</b>	8
9/28	Human Resources	<b>Chapter 8 Quiz Due 9/28 at 11:59pm</b>	9
9/29	Human Resources	<b>Facility Design and Budget Project Due 10/3 at 11:59pm</b>	9
10/4	<b>Facility Design and Budget Presentations</b>	<b>Chapter 9 Quiz Due 10/4 at 11:59pm</b>	
10/5	Medical Records and Documentation		10
10/6	Medical Records and Documentation	<b>Chapter 10 Quiz Due 10/8 at 11:59pm</b>	10
10/11	Business: Revenue and Reimbursement Opportunities	<b>EMR Paperwork Assignment Due 10/11 at 11:59pm Chapter 11 Quiz Due 10/11 at 11:59pm</b>	11
10/12	Improving Organizational Performance	<b>Chapter 12 Quiz Due 10/12 at 11:59pm</b>	12
10/13	Final Exam		

## Communication

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

**Written communication via email:** All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

## Grading - Evaluation and Grades

Course grades will be determined as indicated in the table below.

Assessment	Points of Total Grade
Chapter Lecture Quizzes (20 points each)	240
Final Exam	200
Facility Design Project	100
Budget Project	100
Policy and Procedure Handbook Assignment	100
PPE Paperwork Assignment	60
Concussion Assessment Paperwork	50
EMR Paperwork Assignment	100
Presentation	50
<b>TOTAL</b>	<b>1000</b>

**This course is graded strictly on points NOT percentages. The amount of points you earn determines your grade in the course. I DO NOT ROUND UP GRADES at the end of the semester. It is your responsibility to keep track of the total course points you have accumulated and take advantage of the bonus points available in the course.**

## Grading System

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

A = 900-1000 points

B = 800-899.99 points

C = 700-799.99 points

D = 600.00-699.99 points

F = 0-599.99 points (Grades are not rounded up)

## Teaching Strategies

Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (**beyond the materials and lectures presented in the course**) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

## **Assignment and Activity Descriptions**

***All exams are closed book in class examinations. This means you are expected to take all exams on the scheduled date under the supervision of the instructor. Any absence during a scheduled time must be discussed on an individual basis with the instructor prior to the absence on when and if the exam may be made up.***

### **Facility Design Project (100 points)**

Each student is responsible for completing a picture and/or model drawn to scale and correctly labeling the picture/model. A useful free tool to use for the model is floorplanner.com. The picture you turn in along with the typed description of the equipment should be on paper 8.5"x 11". Each team must also present their design to the class. You will be graded on the following items: overall design (description, equipment, applicable specialty areas, flow, practicality, and originality); picture (drawn to scale, neatness, labeling); and presentation (understandable and feasible).

#### **Yessica Lopez**

Design a new sports medicine clinic for a local hospital. The sports medicine clinic is located in a city with a population of 150,000. You have affiliation contracts with 5 local high schools. The clinic needs to be an all-encompassing and fully functioning rehabilitation clinic. The staff consists of 6 orthopedic surgeons, 2 receptionist, 4 athletic trainers, 2 physical therapists, 1 massage therapist, and 1 occupational therapist.

#### **Becca Nyul**

Design an athletic training facility for a high school of 3000. Out of the 3000 students, approximately 800 of them are student-athletes. The athletic training facility must be accessible to both males and females. The athletic programs at this high school include boys' and girls' basketball, football, girls' volleyball, girl's tennis, baseball, softball, boys' and girls' soccer and swimming, boys' and girls' lacrosse, and boys' and girls' track and field and cross country. There are 3 full time staff athletic trainers, 1 part time athletic trainer, and 10 student aides.

#### **Briana Santiago**

Design an athletic training facility for a NAIA school with 200 athletes. The athletic training facility must be accessible to male and female athletes. The athletic programs include women's volleyball, soccer, rodeo, and softball; and men's soccer, baseball, and rodeo. There are 3 staff athletic trainers and 12 athletic training students.

#### **Trivett Jones**

Design an athletic training facility for Division III NCAA school that has 500 athletes. The athletic training facility must be accessible to both males and females. The athletic programs include football, men's and women's basketball, baseball, softball, men's and women's track and field, men's and women's cross country, men's and women's soccer, volleyball, men's and women's ice hockey, and wrestling. There are 4 staff ATCs, 3 graduate assistants, and 20 athletic training students.

### **Tyler Hoover**

Design an athletic training facility for a large Big Ten Division I football team. The athletic training facility must be accessible to a male and female athletic training staff. There are 3 staff ATCs, 4 graduate assistants, 8 athletic training students, 2 team physicians, and a massage therapist. There are 120 football student-athletes.

### **Budget Project (100 points)**

Your school board/athletic department has asked you to complete a zero-based budget proposal and to complete a projected cost analysis to purchase the equipment you have implemented into your athletic training facility and write up a purchase order proposal forms for this equipment.

Secondly, you need to propose a yearly operational budget for your athletic training facility based on your scenario. It may be in your best interest to contact a similar athletic training facility to discuss their budget for expendable supplies. Your budget should include: salaries, benefits, expendable supplies, equipment (purchasing or leasing?), continuing education costs, membership fees, office supplies, team physician contracts, phones, and transportation.

For your presentation you must convince the athletic department/school board to support and approve your facility design, your equipment purchase order and proposed fiscal budget. Your presentation should be formal with visual aids and be prepared to answer questions and defend your choices.

### **Policy and Procedure Handbook (100 points)**

Students will create a Policy and Procedure Manual that corresponds to the facility design project assigned to each student.

### **PPE Paperwork Assignment (60 points)**

Students will create pre-participation documents that they intend to use for future use in their desired healthcare settings. This should include emergency contact information, orthopedic screening, insurance forms, and medical history forms.

### **Concussion Assessment Paperwork (50 points)**

Students will prepare paperwork they intend to use for initial concussion assessment and follow-up. This should also include take-home instructions to distribute to parents/guardians/roommates regarding warning signs and symptoms to look for following the initial concussion.

### **EMR Paperwork Assignment (100 points)**

Students will complete the paperwork assignments using an EMR system.



## **Assignment Submission**

All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at [kristi.white@angelo.edu](mailto:kristi.white@angelo.edu) and attach a copy of what you are trying to submit. **Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue.** This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

## **Late Work or Missed Assignments Policy**

Late work will not be accepted unless you have received permission from the instructor prior to the due date. If you miss an assignment due to an unexcused absence, you are out of luck. Show up for class!

## **General Policies Related to This Course**

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)<sup>2</sup>
- [Angelo State University Catalog](#)<sup>3</sup>

## **Recommended Use of Masks/Facial Coverings by Students in Class At ASU**

As a member of the Texas Tech University System, Angelo State University strongly recommends the use of masks/facial coverings to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, we strongly recommend that students in this class wear a mask/facial covering before, during, and after class. Faculty members will also ask you to display your daily screening badge as a prerequisite to enter the classroom.

## **Student Responsibility and Attendance**

It is the student's responsibility to be on time for class, participate in class discussions, and be actively engaged in the learning process. Instructions and assignments will often be given during class, therefore it is in your best interest to attend. If you have to miss class due to an unforeseen event/accident or illness, please contact the instructor prior to the start of class. Pending the reason for your absence, the instructor may inform you of any missed homework assigned during class. Not acceptable reasons for absences include but are not limited to: over sleeping, work, wanting to leave

early or come back late from the weekend, and celebrating a friend, relative or pet's birthday. If you are sick, let the instructor know and bring a physician's note when you come back to class.

## **Academic Integrity**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university's [Statement of Academic Integrity](#).<sup>4</sup>

## **Accommodations for Students with Disabilities**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at [ADA@angelo.edu](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the [Student Disability Services website](#).<sup>5</sup> The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
[dallas.swafford@angelo.edu](mailto:dallas.swafford@angelo.edu)  
Houston Harte University Center, Room 112

## **Incomplete Grade Policy**

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](#)<sup>6</sup> for more information.

## **Plagiarism**

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)<sup>7</sup> in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the [ASU Writing Center](#).<sup>8</sup>

## **Student Absence for Observance of Religious Holy Days**

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for [Observance of Religious Holy Day](#)<sup>9</sup> for more information.

## **Copyright Policy**

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

## **Syllabus Changes**

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student's responsibility to look for such communications about the course on a daily basis.

## **Title IX at Angelo State University**

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public

indecenty, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

Online: [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)

Face to face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: [michelle.miller@angelo.edu](mailto:michelle.miller@angelo.edu)

*Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).*

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

## **Student Evaluation of Faculty and Course**

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

## Student Learning Outcomes

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
2. Learning to apply course material (to improve thinking, problem solving, and decisions)
3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
4. Acquiring skills in working with others as a member of a team.
5. Learning to apply knowledge and skills to benefit others or serve the public good

## End of Syllabus

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<sup>1</sup> <https://blackboard.angelo.edu>

<sup>2</sup> <https://www.angelo.edu/student-handbook/>

<sup>3</sup> <https://www.angelo.edu/catalogs/>

<sup>4</sup> <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

<sup>5</sup> <https://www.angelo.edu/services/disability-services/>

<sup>6</sup> <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

<sup>7</sup> <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

<sup>8</sup> [https://www.angelo.edu/dept/writing\\_center/academic\\_honesty.php](https://www.angelo.edu/dept/writing_center/academic_honesty.php)

<sup>9</sup> <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>