

University of Wisconsin-Stevens Point
AT 420 – Administration of Athletic Training Programs
Fall 2016

Instructor: Danelle Smith
Office: HEC 131

Class Location: HEC - 101
Class Time: 9-10T, 9-11TH

REQUIRED TEXT: Management Strategies in Athletic Training, Ray, Richard: 4th Edition

COURSE DESCRIPTION:

This course is designed to introduce the student to policies and procedures for an athletic training program. Topics include professional development, record keeping, facility management, budgeting, and facility design.

COURSE OBJECTIVES:

At the conclusion of this class the student will be able to:

1. Discuss the proper role and professional responsibilities of the athletic trainer.
2. Discuss policies and procedures generally associated with insurance, health agencies, social services, and paramedical personnel.
3. Investigate proper facility design and management.
4. Examine budget strategies and inventory management.
5. Creating policy and procedure for facility management.
6. Creating and establishing emergency action plans for the athletic and athletic training staff.
7. Review the legal, medical, and ethical protocols governing the athletic training profession.
8. Examine various personnel management strategies.

COURSE REQUIREMENTS:

Attendance: Students are expected to attend all classes and be on time. If a class is to be missed, the student must contact the instructor via phone or in person prior to the beginning of the class period. (Email is not acceptable)

Honesty: Under no circumstances will academic dishonesty (cheating, plagiarism) be tolerated. Violation may result in an automatic failing grade for the assignment. UWSP values a safe, honest respectful and inviting learning environment. A set of rights and responsibilities has been developed to foster this environment. For more information go to:

<http://www.uwsp.edu/stuaffairs/Pages/rightsandresponsibilities.aspx>

Assignments: There will be designated assignments both in and out of class for various topics. Any missed assignment will be given a grade of 0 unless preparations are made with the instructor prior to the assignment due date.

Presentations: At various times students will be working individually or as a group to complete projects and then present them to the class. Students will be graded on preparedness and presentation skills. Presentations may include Interviewing, Budgeting, and Public Relations.

Exams: There will be 4 written exams throughout the course. Make up exams are given at the discretion of the instructor.

METHOD FOR COURSE EVALUATION

Assignments	TBD
Exams	70 points each
Participation	50 points

GRADING SYSTEM:

A	94-100%	C+	77-79%
A-	90-93%	C	73-76%
B+	87-89%	C-	70-72%
B	83-86%	D+	65-69%
B-	80-82%	D	60-64%
		F	below 60%

**** This syllabus is subject to change if deemed necessary by the instructor or University.**

Tentative Course Outline:

Week 1:	T TH	Hand out syllabus, introduction to class, class expectations Professional Development- Resume, Interview, Licensure, Graduate Schools
Week 2:	T TH	D2L #1 - Resume Update due. Professional Development – Understanding AT Regulation Legal Issues in Sports Medicine – Chap 8
Week 3:	T TH	D2L #2 – Cover letters due. Risk Management Emergency Care Planning
Week 4:	T TH	Preparticipation Physicals – Chap 10 Ethics – Chap 9
Week 5:	T TH	Exam 1 D2L #3 - EAP Due Management of AT Programs – Chap 1 and 2
Week 6:	T TH	Leadership and Planning Human Resource Management – Chap 3
Week 7:	T TH	Public Relations Managing Burnout, Work-life Balance
Week 8:	T TH	Mock Interviews Mock Interviews
Week 9:	T TH	Exam 2 Preparticipation Physicals, Policies – Chap 10
Week 10:	T TH	Documentation and Information Management – Chap 6 Reimbursement and Health Insurance information – Chap 7
Week 11:	T TH	D2L#4 – Documentation Due Healthcare systems Health Insurance Information and Documentation
Week 12:	T TH	Exam 3 NO CLASS - THANKSGIVING
Week 13:	T TH	Financial Management – Budgeting – Chap 4 Facility Design and Planning – Chap 5
Week 14:	T TH	Facility Design and Budgeting Facility Design and Budgeting
Week 15:	T TH	EXAM 4 TBA
Week 16: FINAL W 2:45-4:45		Presentations