

University of Wisconsin-Stevens Point
AT 420 – Administration of Athletic Training Programs
Fall 2017

Instructor: Danelle Smith
Office: HEC 131

Class Location: HEC - 101
Class Time: 9:30-10:45 T, TH

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: W	Hand out syllabus, introduction to class, class expectations
Week 2: M W	Professional Development- Resume, Interview, Licensure, Graduate Schools D2L #1 - Resume Update due. Professional Development – Understanding AT Regulation
Week 3: M W	Legal Issues in Sports Medicine – Chap 8 D2L #2 – Cover letters due. Risk Management
Week 4: T TH	Emergency Care Planning Preparticipation Physicals – Chap 10
Week 5: T TH	Ethics – Chap 9 Exam 1
Week 6: T TH	D2L #3 - EAP Due Management of AT Programs – Chap 1 and 2 Leadership and Planning
Week 7: T TH	Human Resource Management – Chap 3 Public Relations
Week 8: T TH	Mock Interviews Mock Interviews
Week 9: T TH	Managing Burnout, Work-life Balance Exam 2
Week 10: T TH	Preparticipation Physicals, Policies – Chap 10 Documentation and Information Management – Chap 6
Week 11: T TH	Reimbursement and Health Insurance information – Chap 7 D2L#4 – Documentation Due Healthcare systems
Week 12: T TH	Health Insurance Information and Documentation Exam 3
Week 13: T TH	TBA Financial Management – Budgeting – Chap 4
Week 14: T TH	Facility Design and Planning – Chap 5 Facility Design and Budgeting
Week 15: T TH	Facility Design and Budgeting Exam 4
Week 16: FINAL 12/20 8-10am	Presentations