

Administration in Athletic Training

ATR 7519 | 3 Credits | Spring 2024

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INSTRUCTOR

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Pronouns: she/her/hers

OFFICE HOURS

Tuesdays and Thursdays 1:00pm – 2:00pm and by appointment; please email me to schedule

MEETING TIME/LOCATION

Wednesdays 8:30am – 11:30am (periods 2 – 4)
Yon Hall 3

COURSE DESCRIPTION

Offers Athletic Trainers an in-depth examination of the standards, policies, and practices of a healthcare organization; allowing for safe, effective, and quality patient care. Discussions will include current topics related to professional development, credentialing, and legislative issues.

PREREQUISITE KNOWLEDGE AND SKILLS

Admission into the Doctor of Athletic Training program.

REQUIRED AND RECOMMENDED MATERIALS

Students must have access to a laptop or tablet with University of Florida secure wi-fi access. Resource materials for the course are available within Canvas or provided by the instructor.

COURSE FORMAT

The course consists of information sharing through discussion, lecture, and interactive/applied learning experiences for 3.0 contact hours per week. Canvas e-learning platform will provide students with content to supplement discussions, details regarding assignment expectations and grading criteria/rubrics, and serve to assist the student with applicable resources for success within the Doctor of Athletic Training Program. Student participation is an important component of this course. To maximize the opportunity for class discussion, students should read the appropriate materials before class. Students will complete applied learning experiences and various assignments to ensure comprehension and application of advanced concepts within Athletic Training.

COURSE LEARNING OBJECTIVES:

1. **Analyze** and interpret data from organizational and individual outcome assessment measures (e.g., patient reported outcome measures, injury incidence) for quality improvement
2. **Examine** professional responsibility and regulatory influence for athletic training practice (e.g., ethical, legal, and legislative issues)

3. **Evaluate** and **develop** policies and procedures to support best practices in the delivery of athletic training services (e.g., critical incident management, drug testing, human resources)
4. **Discuss** and examine documentation procedures for compliant and evidence-based delivery of athletic training services (e.g., standards of professional practice, third party reimbursement, value models)
5. **Examine** management principles required to deliver quality healthcare, including assessment of and compliance with facility safety standards and strategic planning (e.g., creation of a vision, a mission, core values, and goals).

Course & University Policies

ATTENDANCE AND PARTICIPATION POLICY

Attendance is mandatory. Students must attend class to successfully reach the learning outcomes for the course. Please notify the instructor via email regarding absences at least 24 hours prior to the class. University [guidelines](#) will determine excused vs. unexcused for the absence.

PERSONAL CONDUCT POLICY

- All students are expected to conduct themselves in a respectful and responsible manner.
- All students are expected to be on time for class.
- All students are expected to turn off or silence their cell phones.
- All students are expected to not participate in actions that may disrupt the class.
- All students are expected to stay home if they feel unwell.
- The instructor reserves the right to ask any student to leave the classroom, if the student violates any the above class procedures.

ACADEMIC HONESTY

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." Students will exhibit behavior consistent with this commitment to the UF academic community. Academic misconduct appears in a variety of forms (including plagiarism) and may be punishable in a variety of ways, from failing the assignment and/or the entire course to academic probation, suspension or expulsion. On all work submitted for credit by students at the university, the following pledge is either required or implied: "**On my honor, I have neither given nor received unauthorized aid in doing this assignment.**" Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Faculty will not tolerate violations of the Honor Code at the University of Florida and will report incidents to the Dean of Students Office for consideration of disciplinary action. The [Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. If you have questions about what constitutes academic misconduct before handing in an assignment, see your instructor.

PLAGIARISM POLICY

Defined as the use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student, who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, projects/papers submitted for another course (either intentional or unintentional), is guilty of plagiarism (*please refer to the DAT Program Plagiarism Policy in the Student Handbook*).

PRIVACY

Our class sessions may be audio visually recorded for students in the class to reference and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during

class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

EXAM AND ASSIGNMENT MAKE-UP POLICY

A student experiencing an illness should visit the UF Student Health Care Center or their preferred healthcare provider to seek medical advice and obtain documentation. If you have an illness, family emergency or death, please contact the [Dean of Students Office](#) and follow the [DSO Care Team procedures](#) for documentation and submission of a request for make-up assignment. The DSO will contact the instructor. Do not provide any documentation to the instructor regarding illness or family emergency. This is your personal and protected information. The DSO is qualified to receive and verify the documents you provide. The instructor will follow the recommendations from the DSO. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online [catalog](#).

ACCOMMODATING STUDENTS WITH DISABILITIES

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting their [Get Started page](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

COURSE EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Please review [guidance](#) on how to give feedback in a professional and respectful manner. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via the GatorEvals [website](#). [Summaries](#) of course evaluation results are available.

Getting Help

HEALTH & WELLNESS

- [U Matter, We Care](#): If you or a friend is in distress, please contact 352.294.CARE(2273)
- [Counseling and Wellness Center](#), please contact 352.392.1575
- Sexual Assault Recovery Services (SARS) – [Student Health Care Center](#), 352.392.1161
- [University Police Department](#), 352.392.1111 (or 9.1.1. for emergencies)

ACADEMIC RESOURCES

- [E-learning Help Desk](#), Technical support: 352.392.4357 (select option 2) or [e-mail](#)
- [Career Connections Center](#), Reitz Union, 352.392.1601. Career assistance and counseling.
- [Library Support](#), various ways to receive assistance with using the libraries or finding resources.
- [Teaching Center](#), Broward Hall, 352.392.2010 or 352.392.6420. General study skills and tutoring.
- [Writing Studio](#), 302 Tigert Hall, 352.846.1138. Help brainstorming, formatting, and writing papers.
- [Student Complaints Process](#) (on-campus)

CIVILITY, ACCESSIBILITY, AND COMMUNITY RESOURCES

The Athletic Training Program supports an inclusive learning environment and promotes diversity of thoughts, perspectives, and experiences. We value critical reasoning, evidence-based arguments, and self-reflection to support the growth of each student. Please refer to the Doctor of Athletic Training Program Policies and Procedures Manual (Canvas) for the Non-Discrimination, Equity, and Diversity Policy. For suggestions or concerns related to IDEA, please reach out to any of the following:

- Dr. Ashley Smuder, APK Culture and Engagement Committee Chair, asmuder@ufl.edu
- Dr. Stephen Coombes, APK Graduate Coordinator, scoombes@ufl.edu
- Dr. Joslyn Ahlgren, APK Undergraduate Coordinator, jahlgren@ufl.edu

Grading

Students will earn their course grade based on completion of coursework as outlined below.

| Item | Percentage |
|-------------------|------------|
| Examinations (2) | 50% |
| Assignments (9) | 45% |
| Participation (8) | 5% |
| Total Grade | 100% |

EXAMINATIONS (2)

Examinations may range in points from 75 – 150 and include a variety of question formats (e.g., multiple choice, select all that apply, matching and rank order). Examinations evaluate the comprehension and application of information from discussion and other supplemental resources provided. Students may not use resources when completing the examination. The examination is available during the defined examination window for a specified amount of time using Canvas and associated testing support services (if applicable). Please review the [‘Student Help FAQs’](#) on the e-Learning website for assistance with Canvas. Students may not access examinations after submission but will see the grade posted in the course gradebook.

ASSIGNMENTS (9)

Assignments (if collected in hard copy) are due at the onset of class on the due date assigned; for electronic submissions, please submit the assignment prior to the designated deadline as posted in Canvas. Please type all assignments unless otherwise stated in the directions. To earn points for submitted assignments, please submit them by the assigned deadline. Late assignments will not receive points. To receive an excused absence for attendance, participation, and/or assignment, please notify me if you have a planned absence, which may delay submission of an assignment. Students are responsible for all materials missed because related to an absence. Students with an excused absence will be afforded make-up opportunities under the university guidelines.

Students will complete the following Assignments throughout the semester:

Reflection Papers (5): Students will complete a reflection paper for Guest Speakers, Lab or Special Sessions as indicated in the course schedule. Each reflection paper will require two components to receive points (attendance/participation AND submission of the reflection paper). Students should take adequate notes and/or review relevant materials prior to each session to better prepare, engage and find relevance within the discussion. Points awarded for reflection papers will depend on the length of the session/experience and may range from 25 points – 50 points each. Please refer to Canvas for details submission instructions, acceptable format for content, and expectations for depth and breadth of content shared within reflections papers.

Healthcare Administration and Professional Responsibility Assignments (4): Students will complete assignments within the areas of Human Resources, Facility Management, Continued Professional Development, Policies & Procedures, and Regulatory Issues to foster cognition, integration, and application of learned material. Specific guidelines and instructions, including formatting, submission deadlines, and grading rubrics will be available in Canvas. Assignments will align with learning outcomes for the course and specific content areas outlined within the course schedule.

CRITICAL THINKING AND PARTICIPATION (8)

Discussion, including engagement and inquiry, and assignments within the course provide opportunities for growth and inquiry. Course participation, captured within Canvas as critical thinking questions or comments

shared with the instructor, helps with concept assimilation and identification of areas requiring clarity. Failure to come to class "prepared" creates an ineffective environment for valuable exchange of information. To foster accountability with discussions, students will provide at least two questions or comments on dates indicated as "discussion" in the schedule. Students earn participations points by attending class, contributing to class through insightful discussion, and completing the shared questions or comments. Scoring for the critical thinking and participation component uses a 10-point scale and evaluates submissions with a rubric to capture the student's ability to define, describe, and/or illustrate concepts and skills gained as part of the learning process. Students may submit their questions or comments prior to the discussion date, but no later than 11:59pm on the day of the discussion. Additional details provided within Canvas.

GRADING SCALE

Assignments (posted within Canvas) include rubrics, expectations for submission, and associated grading criteria. Students can see their progress within Canvas gradebook. Examinations and quizzes score upon submission; however, adjustments to score may occur after the instructor reviews question performance statistics. Within the Canvas gradebook, percent calculations round up at ".6 or above" and round down at ".5 or below". For more information regarding Grade Point Averages, Grade Values and academic regulations related to grading, please visit the University [website](#)

| Letter Grade | Grade Points | Percentage |
|--------------|--------------|------------|
| A | 4.00 | 92 – 100 |
| A- | 3.67 | 89 – 91 |
| B+ | 3.33 | 87 – 88 |
| B | 3.00 | 82 – 86 |
| B- | 2.67 | 79 – 81 |
| C+ | 2.33 | 77 – 78 |
| C | 2.00 | 72 – 76 |
| C- | 1.67 | 69 – 71 |
| D+ | 1.33 | 67 – 68 |
| D | 1.00 | 62 – 66 |
| D- | 0.67 | 60 – 61 |
| E | 0.00 | Below 60 |

Weekly Course Schedule

CRITICAL DATES & UF OBSERVED HOLIDAYS

- January 15: Martin Luther King, Jr. Day (Monday)
- March 11 – 15: Spring Break (Monday – Friday)
- April 25 – 26: Reading Days (Thursday – Friday)

WEEKLY SCHEDULE (subject to modification)

The course progression will tentatively follow the schedule below:

| Week | Dates | Topics | Assignments |
|------|------------|---|---|
| 1 | January 10 | Course Expectations – Syllabus Review and Canvas Resources Discussion: What is Domain 5? | Participation due 11:59pm |
| 2 | January 17 | Discussion: Strategic Planning (Vision, Mission, SWOT, Core Values, and Goals) | Participation due 11:59pm |
| 3 | January 24 | Discussion: Human Resources (Hiring Practices, Resume/CV, Job Description, Interviewing, Benefits) | Participation due 11:59pm Healthcare Administration & Professional Responsibility Assignment (Human Resources) due February 1 at 11:59pm |
| 4 | January 31 | Discussion: Facility Management (BOC Facility Document, OSHA), Design/Planning, Inventory, Purchasing, and Budgets | Participation due 11:59pm Healthcare Administration & Professional Responsibility Assignment (Facility Management) due February 8 at 11:59pm |

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| 5 | February 7 | Discussion: Professional Development – Mind the Gap (BOC Continued Professional Competence and BOC Approved Provider Activities; BOC PAv8) | Participation due 11:59pm Healthcare Administration & Professional Responsibility Assignment (Professional Development) due March 8 at 11:59pm |
| 6 | February 14 | Discussion: Clinical Policy Development, Evaluation, and Modification (Guiding Principles for AT Policy and Procedure Development – BOC) | Participation due 11:59pm |
| 7 | February 21 | Discussion: Clinical Policy Development, Evaluation, and Modification (the Role of Consensus and Position Statements; Strategic Alliance – BOC PAv8) | Participation due 11:59pm Healthcare Administration & Professional Responsibility Assignment (Clinical Policy Development) due March 1 at 11:59pm |
| 8 | February 28 | Discussion: Legislative Issues (State Level, National Level), Regulatory Requirements (Operational Protocols, Telehealth) <i>e-Learning Exam Review activity</i> | National Athletic Training Month |
| 9 | March 6 | e-Learning Exam I: Please bring laptop (lock down browser enabled) | |
| 10 | March 13 | No Class – Spring Break | |
| 11 | March 20 | Guest Speaker (8:30am – 10:30am): Legal and Ethical Considerations in Athletic Training Discussion: Professional Responsibility and Practice Expectations (Legal Digest) | Reflection Paper due March 21 at 11:59pm |
| 12 | March 27 | Guest Speaker (8:30am – 10:30am): Translating Standards (NCAA) into Policy for Compliance and Risk Mitigation Discussion: Risk Mitigation Across Settings | Reflection Paper due March 28 at 11:59pm |
| 13 | April 3 | Guest Speaker (9:00am – 11:30am): Advanced Clinical Documentation and Third-Party Reimbursement Initiatives Discussion: PROs, Insurance, and Documentation (Liability, Telehealth, Revenue) | Reflection Paper due April 4 at 11:59pm |
| 14 | April 8 | Guest Speaker (8:30am – 10:30am): Value Models for Athletic Trainers Discussion: Data Mining and Patient Care | Participation due 11:59pm Reflection Paper due April 9 at 11:59pm <i>(session moved to Monday, switched with ATR 7509 speaker)</i> |

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|----|----------|--|---|
| 15 | April 17 | <p>Guest Speaker (8:30am – 10:30am): Performance Evaluations and Employee Expectations for Success Discussion: Impact of Performance Evaluations on Promotion/Career Advancement</p> <p><i>e-Learning Exam Review activity</i></p> | <p>Reflection Paper due April 18 at 11:59pm</p> |
| 16 | April 24 | <p>e-Learning Exam II: Please bring laptop (lock down browser enabled)</p> | <p>Reminder: Please complete the course evaluation https://ufl.bluera.com/ufl/</p> |

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