

San Jose State University

CASA/Kinesiology KIN 193, Organization and Administration of Athletic Training, 01, Fall, 2013

Contact Information

Instructor:	Holly L Brown, MA,ATC
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Email:	Holly.Brown@sjsu.edu
Office Hours:	M 2:00pm-4:00pm
Class Days/Time:	F 8:30am-10:30am
Classroom:	AT Lab (SPX 75)
Prerequisites:	KIN 188

Course Description

Theoretical and practical information concerning the organizational and administration of a modern athletic training room, including: managerial styles, personnel, facilities/equipment management, budget, medical records, insurance issues, and other current topics in athletic training

PLOs and CLOs

Kinesiology Program Objectives

At the end of a Bachelor of Science degree program in the Department of Kinesiology students should be able to:

- To obtain a critical understanding and the ability to apply theoretical and scientific knowledge from the subdisciplines in kinesiology for personal fitness, healthy lifestyles, sport, and/or therapeutic rehabilitation.

- To effectively communicate the essential theories, scientific applications, and ethical considerations related to kinesiology.
- To apply scholarship and practice of different movement forms to enhance movement competence in kinesiology.
- To recognize and apply sustainable approaches as they relate to kinesiology.
- To identify social justice and equity issues related to kinesiology for various populations

Course Goals and Student Learning Objectives

Following completion of this course, the students will understand and apply:

1. Theoretical and practical information associated with the organization and administration of a modern athletic training program
2. Matters of personnel management, relating to the operation of an athletic training program
3. Principles of facilities and equipment management in the operation of an athletic training facility, taking into consideration diverse populations
4. Various documentation procedures, insurance aspects, ethical standards, medical records, and medico-legal implications associated with the overseeing of a modern athletic training program.
5. Development and administration of a pre-participation physical exam.
6. Budgetary process and administration of an athletic training budget.

Required Texts/Readings

Ray, R. (2005). *Management Strategies in Athletic Training*: Boston: WCB/McGraw-Hill.

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

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| 1. Satisfactory completion of resume & cover letter | 20 points |
| 2. Satisfactory completion of budget assignments | 20 points |
| 3. Design of athletic training rooms | 20 points |
| 4. Presentation of athletic training related topic | 25 points |
| 5. Chapter Quiz | 100 points |
| 6. Satisfactory completion of final exam (comprehensive) | 100 points |

Grading Policy

<u>LETTER GRADE</u>	<u>PERCENTAGE RANGE</u>
A+	> 97
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	< 59

NO make- up or extra credit work will be given. Late assignments drop 2 points for each day they are turned in late and no late work will be accepted beyond Dec. 9th, 2013.

Classroom Protocol

- Be on time!
- Be prepared and ready to discuss! A lot of this class is discussion – be ready to talk!
- Laptops and Ipads, etc. need to be charged prior to class and seated in the first two rows.
- Cell phones need to be turned to silent. Texting, emailing, etc. is NOT acceptable during class and your phone will be taken away for the remainder of class.

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course.

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
 - It is suggested that the greensheet include the instructor's process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
 - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. [The University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Integrity Policy S07-2 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the

[Accessible Education Center \(AEC\)](http://www.sjsu.edu/aec) at <http://www.sjsu.edu/aec> to establish a record of their disability.

In 2013, the Disability Resource Center changed its name to be known as the Accessible Education Center, to incorporate a philosophy of accessible education for students with disabilities. The new name change reflects the broad scope of attention and support to SJSU students with disabilities and the University's continued advocacy and commitment to increasing accessibility and inclusivity on campus.

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Tentative schedule – check Canvas regularly for possible changes.

List the agenda for the semester including when and where the final exam will be held. Indicate the schedule is subject to change with fair notice and how the notice will be made available.

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	8/23	Introduction and discussion of AT hot topics, professionalism, and athletic training
2	8/30	In class assignment about cultural competence
3	9/6	Discuss cultural competence assignment Chapter 1 – Ray textbook (, have it read, be prepared to discuss and take chapter quiz Sign up for topic presentation
4	9/13	Chapter 2 - Ray
5	9/20	Chapter 3 and Cultural competence – Native American
6	9/27	Chapter 4 and Cultural competence – Asian American Presentations (2) Resume and cover letters due
7	10/4	Chapter 5 – African American Presentations
8	10/11	Chapter 6 and Latino Pres.
9	10/18	Chapter 7 and White European Pres.
10	10/25	Chapter 8 and Middle Eastern Pres.
11	11/1	Chapter 9 and CC Information Pres.
12	11/8	Chapter 10 and Culturally Based Physical Assessment Pres.

Week	Date	Topics, Readings, Assignments, Deadlines
13	11/15	Working in a cultural competent health environment Pres.
14	11/22	Pres.
15	11/29	Thanksgiving Friday
16	12/6	Review and final pres.
Final Exam		12/16 715am-930am