San José State University
CASA/Kinesiology
KIN 193, Organization & Administration of Athletic Training, F14

Course and Contact Information

Instructor: Holly L. Brown, MA, ATC
Office Location: YUH 110J
Telephone: 408-924-3035
Email: Holly.Brown@sjsu.edu
Office Hours: M 2:00pm-4:00pm starting 9/8, by appt. only before 9/8
Class Days/Time: F 8:30am-10:30am
Classroom: YUH 128
Prerequisites: KIN 188

Faculty Web Page and MYSJSU Messaging
Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on my faculty Canvas learning management system course website. You are responsible for regularly checking with the messaging system through MySJSU (or other communication system as indicated by the instructor) to learn of any updates. Also, please email me directly at holly.brown@sjsu.edu rather than through Canvas. Thank you!

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

Textbook

Other Readings
*Check Canvas regularly for other reading assignments.*

Library Liaison (Optional)
*Emily Chan: Emily.chan@sjsu.edu*

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).

1. Introduction Assignment 10 points
2. Satisfactory completion of resume & cover letter 20 points
3. Satisfactory completion of budget assignments 20 points
4. Cultural Competence Assignment 20 points
5. Presentation of athletic training related topic 25 points
6. Mid-term 50 points
7. Final 50 points

NOTE that [University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) states that “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”
Grading Policy

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>PERCENTAGE RANGE</th>
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<tbody>
<tr>
<td>A+</td>
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<td>A</td>
<td>93-96</td>
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<td>A-</td>
<td>90-92</td>
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<td>B+</td>
<td>87-89</td>
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<td>B</td>
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<td>B-</td>
<td>80-82</td>
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<tr>
<td>C+</td>
<td>77-79</td>
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<td>C</td>
<td>73-76</td>
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<td>C-</td>
<td>70-72</td>
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<td>D+</td>
<td>67-69</td>
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<td>D</td>
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<td>60-62</td>
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<td>F</td>
<td>&lt; 59</td>
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Classroom Protocol

You are expected to attend all classes and show good preparedness for class. Read the chapters prior to class and be ready to discuss. Silence cell phones. No extra credit will be given and no late work will be accepted.

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 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 at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop 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 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, requires students to obtain instructor’s permission to record the course and the following items to be included in the syllabus:

- “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) 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/.

**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) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center (AEC)](http://www.sjsu.edu/aec) to establish a record of their disability.

**Accommodation to Students' Religious Holidays**

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See [University Policy S14-7](http://www.sjsu.edu/senate/docs/S14-7.pdf).

**Student Technology Resources (Optional)**

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

**SJSU Peer Connections (Optional)**

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide
variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit Peer Connections website at http://peerconnections.sjsu.edu for more information.

SJSU Writing Center (Optional)

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)

SJSU Counseling Services (Optional)

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling.
# Course Number / Title, Semester, Course Schedule

## Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics, Readings, Assignments, Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/29</td>
<td>No class, out of class assignment due 9/5. See Canvas for details.</td>
</tr>
<tr>
<td>2</td>
<td>9/5</td>
<td>Introduction assignment due. Review of syllabi and introductions to assignments. Discussion on professionalism.</td>
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<tr>
<td>3</td>
<td>9/12</td>
<td>Ray Chapter 1, Cultural Competence – Native American Discuss partner presentations</td>
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<tr>
<td>4</td>
<td>9/19</td>
<td>Ray Chapter 2, Cultural Competence – Middle Eastern Sign up for Partner presentations, resume and cover letter due.</td>
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<tr>
<td>5</td>
<td>9/26</td>
<td>Ray Chapter 3, Cultural competence – Asian Americans</td>
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<td>6</td>
<td>10/3</td>
<td>Ray Chapter 4, Cultural competence – White European</td>
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<tr>
<td>7</td>
<td>10/10</td>
<td>Ray Chapter 5, Cultural Competence – African Americans</td>
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<tr>
<td>8</td>
<td>10/17</td>
<td>Mid-term</td>
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<tr>
<td>9</td>
<td>10/24</td>
<td>Ray Chapter 6, Cultural Competence – Latino</td>
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<tr>
<td>10</td>
<td>10/31</td>
<td>Ray 7, Partner Presentations Begin</td>
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<tr>
<td>11</td>
<td>11/7</td>
<td>Ray 8, Partner Presentations</td>
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<tr>
<td>12</td>
<td>11/14</td>
<td>Ray 9, Partner Presentations</td>
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<td>13</td>
<td>11/21</td>
<td>Ray 10, Partner Presentations</td>
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<tr>
<td>14</td>
<td>11/28</td>
<td>No class – Thanksgiving Break</td>
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<tr>
<td>15</td>
<td>12/5</td>
<td>Class wrap up! Final presentations and final review</td>
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<tr>
<td>Final</td>
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<td>Tuesday, December 16</td>
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