

**San José State University**  
**CASA/ Kinesiology**  
**Kin 193, Organization & Administration of Athletic**  
**Training Fall 2015**

<b>Instructor:</b>	Justine Ballar Laraya MA, ATC
<b>Office Location:</b>	SPX 111
<b>Telephone:</b>	(408) (924-3035)
<b>Email:</b>	justine.laraya@sjsu.edu
<b>Office Hours:</b>	F 10:30-12:30pm or by appointment
<b>Class Days/Time:</b>	F 8:30am-10:20am
<b>Classroom:</b>	YUH 128
<b>Prerequisites:</b>	KIN 188

**CANVAS**

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on 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 justine.laraya@sjsu.edu and write your course number in the subject line 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**

Ray, R. (2011). *Management Strategies in Athletic Training*: Boston: WCB/McGraw-Hill. (4th edition)

Cartwright & Shingles. *Cultural Competence in Sports Medicine*.

#### **Other Readings**

*Check Canvas regularly for other reading assignments.*

### **Library Liaison (Optional)**

*Emily Chan: [Emily.chan@sjsu.edu](mailto: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) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

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

6. Final 50 points
7. Participation 10 points

NOTE that [University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) at <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**

LETTER GRADE PERCENTAGE RANGE

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

### **Classroom Protocol**

You are responsible for showing up on time, silencing your cell phones, and acting as a young professional. You are responsible for the readings and assignments and I expect you to come to class prepared, have a high standard of academic integrity, and treat each other with respect and courtesy. Help one another and study together! Do not show up late to class – not only is it inappropriate but it distracts others. Please allow time for return of assignments, I will do my best to have it returned and recorded on Canvas within a week. Also, it is your responsibility to pay attention to Canvas and let me know (professionally) of any discrepancies as soon as you see them. Schedule time with me please by email.

### **Recording of Class Lectures**

Common courtesy and professional behavior dictates 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. This 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.

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.

## **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 calendar](http://www.sjsu.edu/provost/Academic_Calendars/) web page at [http://www.sjsu.edu/provost/Academic\\_Calendars/](http://www.sjsu.edu/provost/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/>.

## **University Policies**

### **Academic integrity**

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University's Academic Integrity policy](http://www.sjsu.edu/senate/S07-2.htm), located at <http://www.sjsu.edu/senate/S07-2.htm>, 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](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Disability Resource Center](http://www.drc.sjsu.edu/) (DRC) at <http://www.drc.sjsu.edu/> to establish a record of their disability.

## **Student Technology Resources (Optional)**

Computer labs for student use are available in the [Academic Success Center](http://www.at.sjsu.edu/asc/) at <http://www.at.sjsu.edu/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)**

The Learning Assistance Resource Center (LARC) and the Peer Mentor Program have merged to become Peer Connections. Peer Connections is the new campus-wide resource for mentoring and tutoring. Our staff is here to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. Students are encouraged to take advantage of our 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 10<sup>th</sup> 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](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

## **SJSU Writing Center (Optional)**

The SJSU Writing Center is located in Suite 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The [Writing Center staff](http://www.sjsu.edu/writingcenter/about/staff/) can be found at <http://www.sjsu.edu/writingcenter/about/staff/>.

## KIN 193 Organization & Administration of Athletic Training Lecture Schedule Fall 2015

**Table 1 Course Schedule**

<b>Week</b>	<b>Date</b>	<b>Topics, Readings, Assignments, Deadlines</b>
1	8/28	Course introduction and review of syllabi and introductions to assignments.
2	9/4	<b>OUT OF CLASS ASSIGNMENT</b> Submit Professionalism assignment on Canvas @ 10:00am
3	9/11	Ray Chapter 1, Cultural Competence – Native American Discuss partner presentations Discussion on professionalism and mock scenarios. Review Resume and Cover Letter assignment
4	9/18	Ray Chapter 2, Cultural Competence – Middle Eastern Sign up for Partner presentations, resume and cover letter due.
5	9/25	Ray Chapter 3, Cultural competence – Asian Americans
6	10/2	Ray Chapter 4, Cultural competence – White European
7	10/9	Ray Chapter 5, Cultural Competence – African Americans) <b>Discuss</b> <b>Supply Bid Project</b>
8	10/16	Mid-term
9	10/23	Ray Chapter 6, Cultural Competence – Latino
10	10/30	Ray 7, Partner Presentations Begin
11	11/6	Ray 8, Partner Presentations
12	11/13	Ray 9, Partner Presentations
13	11/20	Ray 10, Partner Presentations
14	11/27	<b>NO CLASS!!! THANKSGIVING BREAK</b>

Week	Date	Topics, Readings, Assignments, Deadlines
15	12/4	Class wrap up! Final presentations and final review
<b><i>Final Exam</i></b>	Wednesday, 12/16	7:15am-9:30am