

California University of Pennsylvania
Guidelines for New Course Proposals
University Course Syllabus
Approved: 3/9/2014

Department of Health Science

A. Protocol

Course Name: Administrative Strategies in Athletic Training

Course Number: ATE 425

Credits: 2

Prerequisites: Formal acceptance in the Professional Phase of the Undergraduate Athletic Training Education Program

Maximum Class Size (face to face): 25

Maximum Class Size (online): 10

B. Objectives of the Course:

- 1) Have knowledge of the historical background and purpose of the National Athletic Trainers Association.
- 2) Be able to describe the qualifications of an athletic trainer and their relationships with staff personnel.
- 3) Understand the basic concepts of liability as it relates to the athletic trainer and his/her job responsibilities.
- 4) Be able to use, design and understand the importance of proper record keeping as it relates to their job responsibility.
- 5) Understand the need for comprehensive physical examination procedures and medical history on all athletes.
- 6) Be able to design and implement a comprehensive emergency care plan for their institution.
- 7) Be able to design a facility, purchase equipment and supplies and keep tract of inventory.
- 8) Understand the basic concepts of the institutions insurance policy and the importance of proper record keeping as it applies to insurance.
- 9) Have the knowledge of personnel management in the recruitment of staff members, students and other allied health personnel.
- 10) Be able to effectively write professional resumes, curriculum vita's and letters of applications for possible employment.
- 11) Have knowledge of the guidelines pertaining to the professional preparation of the athletic trainer's, purpose of certification and information on state certification.
- 12) Understand the purpose of continuing education units in athletic training.
- 13) Discuss current trends as they relate to the professions of athletic training and sports medicine.

C. Catalog Description:

This course deals with the study of the administrative functions, litigation, staff relationships, ethics, budget and supplies, inventory, facility design, maintenance, safety assessment and student trainer organization.

D. Outline of the Course:

1. General Considerations
 - a. History of the NATA and what it has done for the professional advancement of the profession.
 - b. Curriculum vita, resume and application letter writing.
 - c. Continuing education units (CEU's) and their importance.
 - d. Personnel recruitment and management.
 - f. Explain and discuss the NATA Code of Ethics.
 - g. Medical policy and procedures statement.
 - h. Use of computers in athletic training.
 - i. Financial Career Planning
 - j. Job Interviewing

2. The Athletic Trainer: Qualifications and Relationships
 - a. Professional preparation
 1. Educational preparation
 2. Personal qualities
 - b. Duties and responsibilities of the trainer
 1. Organization of training room
 2. Organization of office and filing system
 - c. Staff relationships
 1. Athletic trainers
 2. Student trainers
 3. Academic administrators
 4. Athletic administrators
 5. Coaches
 6. Team physicians and consultants

3. Responsibilities of the Athletic Trainer
 - a. Define basic legal terms and concepts associated with sport litigation.
 - b. Explain the role and responsibility of legal liability as it relates to the athletic trainer, athletic training program and personnel.
 - c. Describe and explain the need to organize appropriate record keeping procedures:
 1. Treatment records
 2. Injury reports
 3. Insurance forms
 4. Rehabilitation cards
 5. Modality cards
 6. Equipment check-out
 7. medical history questionnaire
 8. Parents insurance information form
 9. Field injury report form
 10. Student trainer hour form
 11. Mouthpiece form
 12. Release of information form
 13. NOCSAE information form
 - d. Demonstrate the ability to provide proper maintenance and hygiene of athletic training room equipment.
 - e. Demonstrate the ability to plan or renovate an athletic training facility.

- f. Demonstrate the ability to record and maintain an accurate inventory of supplies and equipment.
 - g. Demonstrate the ability to develop a budget and order supplies and equipment necessary for an athletic training room.
 - h. Demonstrate the ability to compare similar products with regard to economy and utilization.
 - i. Explain the NATA Code of Ethics.
4. Athletic training room design project
- a. Design and renovate an athletic training facility
 - b. Methods of purchasing and buying equipment and supplies
 - c. Ways of keeping inventory
 - d. Comparing similar products

E. Teaching Methodology:

- 1) The class is taught in a classroom setting. Each class is devoted to the study of administrative duties and related topics through the use of lectures and projects. Could also include lectures, demonstrations, written assignments, group work, discussions, and guest lectures.
- 2) Online Methodology: Same as face to face

F. Text

Ray, Richard. (1994). Management Strategies in Athletic Training. Champaign, IL : Human Kinetics Publishers.

G. Assessment Activities:

- 1) Written assignments, quizzes, exams, class participation, attendance, projects
- 2) Online Assessment: Same as face to face

H. Accommodations for Students with Disabilities:

OSD

Revised December 2012

STUDENTS WITH DISABILITIES

Students with disabilities:

- Reserve the right to decide when to self-identify and when to request accommodations.
- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.

- Might be required to communicate with faculty for accommodations, which specifically involve the faculty.
- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Office for Students with Disabilities

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Contact Information:

- Location: Azorsky Building – Room 105
- Phone: (724) 938-5781
- Fax: (724) 938-4599
- Email: osdmail@calu.edu
- Web Site: www.calu.edu (search “disability”)

Please Note:

This syllabus attachment is also available in electronic format:

Go to: Microsoft Outlook
 Open: Public Folders
 Open: All Folders
 Highlight: Faculty/Staff Resources
 Open: Announcement – Academic Syllabus Attachment

- I. Supportive Instructional Materials, e.g. library materials, web sites, etc.

Additional Information for Course Proposals

- J. Proposed Instructors: Athletic trainers in the Department of Health Science

- K. Rationale for the Course:

- L. Specialized Equipment or Supplies Needed:

- M. Answer the following questions using complete sentences:

1. Does the course require additional human resources? (Please explain)
2. Does the course require additional physical resources? (Please explain)
3. Does the course change the requirements in any particular major? (Please explain)
4. Does the course replace an existing course in your program? (If so, list the course)
5. How often will the course be taught?
6. Does the course duplicate an existing course in another Department or College? (If the possibility exists, indicate course discipline, number, and name)

- N. If the proposed course includes substantial material that is traditionally taught in another discipline, you must request a statement of support from the department chair that houses that discipline.
- O. Please identify if you are proposing to have this course considered as a menu course for General Education. If yes, justify and demonstrate the reasons based on the categories for General Education. The General Education Committee must consider and approve the course proposal before consideration by the UCC.
- P. Provide Approval Form (electronically).

Additional Guidelines

The following are additional guidelines that you must follow which will expedite your course proposal. Failure to follow these guidelines will result in the return of the proposal to the department.

1. Be sure that your proposal is in the correct format (Guidelines for New Course Proposals) and that all questions have been completely answered.
2. Be sure that you have completed and attached the Application to Establish a New Course form and/or the Advisement Sheet Revision form and that the **appropriate signatures** have been affixed. Please send through the process electronically (the preferred method) or by paper. No items will be placed on the agenda until the Chair of the UCC is in possession of these forms.
3. Be sure that you include an updated advisement sheet for any course that is being required by the department or is classified as a restricted elective. In addition, you must include an electronic copy (MS Word or PDF) of the current advisement sheet(s) with your proposal. Be certain that all advisement sheets affected by the proposed course change be included with your proposal.
4. When submitting materials for consideration by the Curriculum Committee, you must provide an electronic copy of each item to be reviewed to the Chairperson.
5. All completed items must be in the hands of the Chairperson of the Curriculum Committee a minimum of one week prior to the next regularly scheduled meeting.
6. Any department requesting a course name change, number change, prefix changes, credit changes, etc. must submit this request on the Application to Establish a New Course Form and submit electronically.
7. New advisement sheets, major proposals, minors, LOCs, Certificates, or changes to advisement sheets will become effective the fall semester following committee approval. **The advisement sheets must also include the committee approval date and the effective date on the advisement page.** Submit this request on the Advisement and /or Program Changes form.
8. New courses will become effective the semester following committee approval.
9. Any references listed must be in the appropriate bibliographic format for the discipline.

10. Online courses should follow the Quality Matters™ rubric and is posted on the UCC website. Be sure that you include the online teaching methodology statement (refer E.2 above) that refers to the Quality Matters™ rubric.
11. All course objectives must follow Bloom's Taxonomy learning domains located on the UCC website.