

Organization and Administration of Athletic Training
EXRS 4120

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The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Course Description:

An advanced course in the organization and administration of an Athletic Training program. Emphasis will be on the objectives, principles and problems in the management of a comprehensive athletic training program.

Course Objectives:

1. To understand the organizational structure of the NATA, SEATA, and GATA. Further, to examine the NATA code of Ethics and Principles of Practice.
2. To understand athletic trainer's liability, product liability and measures which safeguard in the event of a lawsuit.
3. To design an athletic training facility, including budgeting, ordering, and financial planning related to athletic training programs and sports medicine clinics.
4. To understand the basic terminology and concepts of medical and health insurance. To appreciate the current trends in health insurance and third party reimbursement.
5. To develop an entry level resume. Understand the steps and skills associated with the job seeking process.
6. To develop a general understanding of program management and personnel management.
7. To design and construct a basic research project including a review of literature, methodology, basic statistics and conclusions.

Required Text:

1. Ray, R. (2005) Management strategies in athletic training. Champaign, IL: Human Kinetics Publishers.
2. Role Delineation Study – NATABOC

Academic Honesty Policy:

Students in this course are expected to conform to the UGA student Honor Code: “I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others.” Academic honesty means performing all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, or using any source of information that is not common knowledge. Examples of academic dishonesty are copying answers from another student during an exam, giving a false excuse for failing to show up for an exam, obtaining advance exam copies by unauthorized means, and damaging a computer disk to prevent evaluation of the work on that disk. Students who assist other students in academically dishonest acts are in violation of the policy. Consequences of academic dishonesty may include receiving a lower grade, community service, a notation on the student’s transcript, or suspension or expulsion from the University. Students have the responsibility for knowing the University’s policy and procedures on academic dishonesty, which are described in the publication, A Culture of Honesty. Copies of this publication can be obtained from the office of the Vice President for Instruction or may be viewed at the following web site: <http://www.uga.edu/ovpi/>.

All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work.

Course Requirements/Grading (Subject to change):

3 exams (100 points each)	300 pts
Resume/Cover Letter	50 pts
Athletic Training room design group project (Written paper, blueprint, Bid list)	200 pts
Case study presentation	100 pts
Current Issues presentation	<u>100 pts</u>
	750 pts

Grade will be based on total point accrued from the above requirements:

A= 750-675 B=674-600 C=599-525 D= <524

Test must be taken on the given day unless PRIOR arrangements have been made with the instructor.

Late assignments will not be accepted for credit. Due dates will be given at the time of the assignment.

Regular attendance is expected. This is a major class. Failure to attend regularly is an indication of your potential for success in this profession.

Tentative Course Outline

- Week 1 Syllabus, Resumes and interview techniques, how to look for a job
- Week 2 Personnel and management issues – **CHAPTER 1 & 3**
- Week 3 Mission/Vision statement, program analysis – **CHAPTER 2**
- Week 4 Structure and history of the NATA, SEATA, GATA; Professional practice standards, code of ethics - **CHAPTER 9**
- Test #1**
- Week 5 Budget and Creative fund raising – **CHAPTER 4**
- Week 6 Designing a facility – **CHAPTER 5**
- Week 7 Medical records, PPE, Terminology, Soap Notes – **CHAPTER 6 & 10**
- Week 8 **Current Issue Presentations**
- Test #2**
- Week 9 Liability of the Athletic Trainer, Healthcare team network. Software programs, injury tracking, computer considerations
- Week 9 Athletic Injury insurance – **CHAPTER 7**
- Week 10 OSHA, Risk Management, Liability - **CHAPTER 8**
- Week 11 Research design and basic statistics; how to review and write a research paper in science.
- Week 12 Role Delineation Study
- Week 13 **Case Study presentations**
- Week 14 Catch up, Topics of interest.

Important Dates:

- Oct. 4 Midterm
- Oct. 26-27 Fall Break
- Nov. 22-24 Thanksgiving holiday
- Dec. 6 Last day of classes
- Dec. 7 Reading day
- Dec. 8, 11-14 Final Exams**

