

HHPA 442- Health Care Administration Lab
Spring 2012
Location: FH005
Time: Tuesday 5:30 – 6:15pm / 1 semester hour

Forestt Bridges, MS, ATC, LAT

Interim Instructor / Clinical Coordinator of Athletic Training Education

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Office Hours: MW 9:00 – 11:00am & TR 1:00 – 4:00pm; other times by appointment

Required Text

Harrelson, Gary. (2009) Administrative Topics in Athletic Training. 1st Ed., Slack Inc.
ISBN: 9781556427398

Course Description

This course will give the student the opportunity to observe administrative procedures used in the different health care settings. A rotation of health care facilities will be visited. Application of administration techniques will be applied to the athletic training profession. Mastery of clinical skills will be required to complete the lab. Participation in directed clinical experience in on-campus and off-campus facilities is required. Transportation will be needed. Course fees and lab fees are listed in the current course schedule. Co-requisite HHPA 441.

Course Objectives

- To develop the administrative knowledge and skills needed to function as an athletic trainer or health care provider, including the legal and ethical aspects of the profession.
- To develop knowledge of program management, information management, and human resource management.
- To develop the knowledge of budget and facility design planning.
- Additional ATEP Educational Competencies and Proficiencies assigned to the course.

Course Evaluation

Each assignment will be worth a pre-determined amount of points. Upon the completion of the course, grades will be calculated by adding up the total number of points each student has earned and dividing it by the total amount of points available in the course. This will produce a percentage of points earned (Ex. Student earned 850 points out a possible 1000 in the course: $850/1000 = 85\%$ "B"). Grades will be assigned based upon the percentages below.

Quizzes: 10 @10 pts each

Labs/Assignments: 10@ 40pts

Notebook: 100 pts

Projects: 5 @100 pts each

Grading Scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

Students are expected to earn points toward their final grade during the course of the semester with the assignments and tests that are scheduled. All students are graded based on the exact same criteria and no exceptions will be made for individual assignments, tests, or final point values.

Students will receive back all graded assignments in a timely manner. Students are encouraged to keep all graded assignments as well as keep up with their grades throughout the semester. Any

questions or concerns about assignments/grades should be brought to the instructor's attention immediately (i.e. Do not wait until the end of the semester)

Quizzes

Quizzes will be given periodically and **unannounced** throughout the semester over the reading assignments or material covered in previous lectures, and may be short answer, multiple choice, true/false, listing, etc. *Attendance IS necessary to take the quiz.* Quiz make-ups are only permitted if the absence is excused (see attendance policy). If you are late to class and the quiz has already been given, the make-up policy applies.

Labs/Assignments

Labs/Assignments will be given periodically during the course as appropriate. More information will be given when assignments are made. Due dates and point values for each assignment will be given when the assignment is made and will be posted on eCollege. All assignments are due at the beginning of the assigned class time to receive full credit; this includes assignments that are due when a student misses class. See *Missed Work & Late Work* section for more information.

Notebook

Students are expected to keep a notebook of all notes, handouts, articles, quizzes, and study material from HHPA 441 & 442. Notebooks are due during final exam week. The notebook can be organized in any form you choose but must be in a 3-ring binder with clearly marked sections. The notebook can contain items for both HHPA 441 & 442, but must have a clearly marked

Projects

Students will complete a variety of projects over the course of the semester which will include 1) Facility Design, 2) Budget, 3) Emergency Action Plan, 4) Policies & Procedures, and 5) Resume & Cover Letter. More information and due dates will be provided throughout the semester.

Missed Work & Late Work

Exams must be taken on the designated date and time. No make-up exams will be allowed unless prior arrangements have been made with the instructor. Under certain circumstances (situations out of your control), make-ups will be allowed at the instructor's discretion. Student's are required to contact the instructor ASAP if they happen to miss an exam and may be required to provide written documentation for the absence if a make-up is allowed.

Quizzes and in-class activities will not be allowed for make-up unless prior arrangements have been made, the absence/tardy is deemed to be excused by the instructor, and the nature of the activity allows for it to be made up.

All assignments are due as assigned and must be turned in on or before the due date to receive full credit. This includes assignments that are due when you have an absence. Assignments turned in by 5pm on the due date will receive a maximum of 95% of the possible points. Assignments turned in beyond 5pm on the due date will receive no more than 50% of the possible points. Assignments turned in beyond one (1) week of the due date will not be accepted and the student will receive zero (0) points for the assignment. It is the student's responsibility to be aware of assignment due dates as the dates are included with the assignment and posted on eCollege. Technical and computer problems associated with email and/or eCollege is not a valid excuse for turning in an assignment late.

Attendance

Class attendance is **required**. Excused absences include university approved absences or those that the instructor receives appropriate notification of (i.e. sudden/serious illness, death to immediate family member, etc.). It is the student's responsibility to notify the instructor ahead of time if they are going to miss class due to an excused absence and make arrangements for all materials and assignments that will be missed on that day. In the case of excused absences due to unavoidable or emergency situations, the student must promptly notify the instructor via **phone call** or **email** (sending a text is not considered professional and is not an acceptable means of notification) explaining the circumstances. Prompt notification is required to have an absence excused; additionally, written documentation may be required to have the absence excused. If a student misses a class, excused or unexcused, the student is responsible for obtaining all information presented and turning in all assignments by the due date. Remember: *Poor planning on your part is not an emergency on my part.* Unexcused absences beyond **three (3)** will automatically drop your **final** grade by 5% (i.e. if your final grade = 83 with 3 or fewer absences, the 83 stands; but drops to a 78 with 4 absences; 73 with 5 absences, etc.). A student who misses 5 or more classes must meet with the instructor to determine if they need to drop the course.

Tardiness WILL NOT be tolerated. Classroom doors will be locked at the beginning of class. If a student cannot attend class because the door is locked it will be considered an unexcused absence.

Additionally, this course requires each student to be in attendance for assigned clinical experience according to the Athletic Training Student's assigned rotation. Each student is responsible to contact the ACI/CI directly if unable to attend their assigned clinical hours. See Clinical Experience Guidelines for more information on attendance related disciplinary action and how it can affect a student's grade in this course.

eCollege

This course will utilize your eCollege account through MyLeo. Course lecture notes, assignments, information, and grades will be posted through this site. It is the students' responsibly to check this site frequently. If you need assistance with eCollege, please contact: helpdesk@online.tamuc.org or 1-866-656-5511.

Academic Dishonesty

It is the philosophy of Texas A&M - Commerce that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. (see Student's Guide Handbook).

Classroom/Student Expectations

THIS IS NOT AN ONLINE CLASS! Be professional, come to class. Students are expected to prepare for, participate in, and attend each scheduled class. Failure to do so may/will lead to a decline in the student's overall grade. Forming study groups to prepare for class will also greatly benefit students throughout the semester.

Students are also expected to behave appropriately in class and avoid being a distraction to their fellow students and the instructor. Appropriate behavior involves paying attention, actively participating, and following instructions. Cell phones (including text messaging), music, inappropriate language/gestures, and any other behavior determined to be a distraction will not be tolerated. Students who are considered to be a disturbance in class will be asked to leave.

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (see Student's Guide Handbook, Policies and Procedure, Conduct).

Americans with Disabilities Act (ADA) Statement

The ADA is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Students requesting accommodations for disabilities must go through the Office of Student Disability Resources and Services. For more information, please contact SDRS at Gee Library – Rm. 132; (903)886-5150 or (903)886-5835;

StudentDisabilityServices@tamu-commerce.edu

All athletic training students (ATS) must sign the program's **Technical Standards Form**. Any student that requires assistance related to an ADA eligible problem needs to inform the instructor as soon as possible.

Note: This syllabus is tentative and may be changed as the course dictates.

Tentative Course Schedule

			Assignment Due
wk 1	Intro/syllabus		
wk 2	Resumes - formats; common errors; tips		
wk 3	Resume & Cover Letter		
wk 4	Interview info; questions to ask/answer; tips		
wk 5	Budget Design		Resume & Cover Letter Due
wk 6	Facility Design		
wk 7	Budget & Facility design (cont. to work on these; chance for questions)		
wk 8	Emergency Action Plan (for Facility design)		Budget Due
	Spring Break - no class		
wk 9	Finalize Facility Design &		
wk 10	Present Facility Design &		Facility Design & EAP Due
wk 11	Athlete/Patient Files & Records Systems		
wk 12	Policies & Proceudres		
wk 13	Policies & Proceudres		
wk 14	Policies & Proceudres		
wk 15	Last Class Day - Catch up/Miscellaneous Topics		Policies/Procedures Assign Due
wk 16	Final Exam Week		