KIN 403 Organization & Administration
Fall 2017

College: College of Health Professions
School: School of Health and Sports Science
Department: Kinesiology (KIN)
Faculty: Lori DeLong, PhD, ATC
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TR 8:30-11 & 1:30-2, R 11-12
Course: KIN 403 Organization & Administration
Credit: 3 Semester Hours

Definition of Credit Hour:
One credit hour is equivalent to fifteen hours of faculty instruction and a minimum of thirty hours of student reading and work on other assignments in addition to class time. Online classes involve equivalent amounts of time for instruction and coursework or otherwise demonstrate student mastery of concepts through assessments, which are appropriately mapped to course learning outcomes.

Course Description:
This course is designed to provide the student with information concerning the organizing and administering of a variety of programs within the area of kinesiology. The organization and administration of inter-scholastic athletics will also be discussed.
**Course Objectives & Competencies:** Upon successful completion of this course:

1. The student will be able to demonstrate an understanding of administrative responsibilities in movement based professions.
2. The student will be able to demonstrate knowledge of legal issues affecting the administration of programs in movement-based professions (i.e., avoid negligence in using facilities and equipment.) (2)(d)2.(iii)
3. The student will be able to demonstrate knowledge of developing and operating programs in movement based professions.
4. The student will be able to demonstrate knowledge of the financial management of a movement-based program.
5. The student will be able to demonstrate knowledge and understanding of general public relation principles and their use in program promotion.
6. The student will be able to demonstrate an understanding of effective leadership and personnel management.
7. The student will be able to demonstrate knowledge relative to the purchase and maintenance of equipment.
8. The student will be able to demonstrate knowledge relative to the successful operation and care of facilities.

**Textbook:**


**Required Activities:**

1. Each student is required to attend ALL classes as this will constitute a percentage of your overall grade.

2. Each student is required to take exams when scheduled. Make-up exams may be given if the occasion requires special consideration of the test time. The absence **MUST BE EXCUSED** and the professor should be notified **PRIOR** to the exam. (2)(d)2.(iii)

3. An important element in assessing your ability to manage a program will be the extent to which you can plan for major procedural elements that you are likely to face in actual practice. You will develop your own portfolio that contains a policy and procedure section, a resume, job description, budget, facility plans and philosophy. This portfolio will be designed for your own individual major and future employment opportunity.

4. An individual assignment will be completed. Each person will be responsible for presenting information regarding the designated topic and a fact sheet from the material for each student. Power point, videos, or other visual aids are acceptable means of material presentation. The research paper must be five typed pages, double-spaced. I expect all papers to be referenced according to APA guidelines including correct punctuation, spelling and grammar. Do not plagiarize – this information is not yours so reference accordingly!! Journals, books, magazines, and the Internet may be utilized for
references within your paper. If you do not have access to an APA book, please check with the library or internet (www.apa.org/journals.faq.html). Students are not to read directly from the material during their presentation. Allotted class times and topics will be discussed further in class. (2)(d)2.(iii)

**Paper:** 60pts - content  
10pts - (6-8 references)  
10pts - grammar  
10pts - spelling  
10pts - format

**Presentation:** 30pts - content  
5 pts - time limit  
5 pts - visual aids  
5 pts - clarity & vocal  
5 pts - eye contact & appearance

**Evaluation:**

- Exam 1: 100 pts
- Exam 2: 100 pts
- Final: 100 pts
- Paper: 100 pts
- Presentation: 50 pts
- Job Descrip.: 25 pts
- Resume: 50 pts
- Facility: 25 pts
- Budget: 25 pts
- Philosophy: 25 pts
- Assignments: 50 pts
- Portfolio: 50 pts

**Grading Scale:**

- 627 - 700 A
- 557 – 626 B
- 487 – 556 C
- 417 – 486 D
- 0 - 416 F

**Course Outline:** A tentative course outline can be found on MyUM under Syllabus.

**Drop Date:** Tuesday, November 7, 2017. **Registrar’s Office is open from 8:00 am to 4:30 pm.**

**ADA Statement:**

It is the policy of the University of Mobile to provide reasonable accommodations for persons with disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Eligibility for services requires prior documentation of the disability. The Student Support Services Coordinator, Mrs. Julia Lucy (442-2284), coordinates services for students with disabilities and is an accommodation resource for faculty and administration.
ONLINE COURSE SITE:
A course site for this section can be found in MyUM on the Academic tab, either under My Courses or in Canvas. Faculty members may assign online tests that require identification verification measures. These measures may require additional fees. In order to comply with the Higher Education Act, which requires verification of student identity in online work, all online coursework submitted to the faculty member must be completed by secure login and passcode or sent from the student’s official University E-MAIL ACCOUNT.

TUTORING AND WRITING ASSISTANCE:
Tutoring in a variety of areas and writing assistance are available free of charge to UM students through UM’s Student Success (located behind Weaver Hall). Utilize the link below to schedule an appointment with a tutor online or call Student Success at 251-442-2377. Walk-Ins will be served if tutors are available. [https://umportal.umobile.edu/ICS/Campus_Life/Tutoring/](https://umportal.umobile.edu/ICS/Campus_Life/Tutoring/) (Links to an external site.) Tutor.com (online tutoring service) is available to students enrolled in online sections within the online course sites.

Final Exam Scheduling:
Students are expected to take the final exam on the scheduled exam date. Students enrolled in face-to-face classes need to make all travel arrangements to accommodate the date of the final exam. The final exam should not be given early.

Classroom Etiquette:
Students will be required to adhere to the Academic Integrity Policy and the dress code, which can be found in the Student Handbook. Please practice common courtesy by silencing and storing away cell phones during class periods.

CAATE Athletic Training Competencies:
AC-1 Explain the legal, moral, and ethical parameters that define the athletic trainer's scope of acute and emergency care.

CIP-9 Utilize documentation strategies to effectively communicate with patients, physicians, insurers, colleagues, administrators, and parents or family members while using appropriate terminology and complying with statues that regulate privacy of medical records. This includes using a comprehensive patient-file management system (including diagnostic and procedural codes) for appropriate chart documentation, risk management, outcomes, and billing.

HA-1 Describe the role of the athletic trainer and the delivery of athletic training services within the context of the broader healthcare system.
HA-2 Describe the impact of organizational structure on the daily operations of a healthcare facility.

HA-3 Describe the role of strategic planning as a means to assess and promote organizational improvement.

HA-4 Describe the conceptual components of developing and implementing a basic business plan.

HA-5 Describe basic healthcare facility design for a safe and efficient clinical practice setting.

HA-6 Explain components of the budgeting process including: purchasing, requisition, bidding, request for proposal, inventory, profit and loss ratios, budget balancing, and return on investments.

HA-7 Assess the value of the services provided by an athletic trainer (eg, return on investment).

HA-8 Develop operational and capital budgets based on a supply inventory and needs assessment; including capital equipment, salaries and benefits, trending analysis, facility cost, and common expenses.

HA-9 Identify the components that comprise a comprehensive medical record.

HA-10 Identify and explain the statutes that regulate the privacy and security of medical records.

HA-11 Use contemporary documentation strategies to effectively communicate with patients, physicians, insurers, colleagues, administrators, and parents or family members.

HA-12 Use a comprehensive patient-file management system for appropriate chart documentation, risk management, outcomes, and billing.

HA-13 Define state and federal statutes that regulate employment practices.

HA-14 Describe principles of recruiting, selecting, hiring, and evaluating employees.

HA-15 Identify principles of recruiting, selecting, employing, and contracting with physicians and other medical and healthcare personnel in the deployment of healthcare services.

HA-16 Describe federal and state infection control regulations and guidelines, including universal precautions as mandated by the Occupational Safety and Health Administration (OSHA), for the prevention, exposure, and control of infectious diseases and discuss how they apply to the practicing of athletic training.
HA-17 Identify key regulatory agencies that impact healthcare facilities, and describe their function in the regulation and overall delivery of healthcare.

HA-18 Describe the basic legal principles that apply to an athletic trainer’s responsibilities.

HA-19 Identify components of a risk management plan to include security, fire, electrical and equipment safety, emergency preparedness, and hazardous chemicals.

HA-20 Create a risk management plan and develop associated policies and procedures to guide the operation of athletic training services within a healthcare facility to include issues related to security, fire, electrical and equipment safety, emergency preparedness, and hazardous chemicals.

HA-21 Develop comprehensive, venue-specific emergency action plans for the care of acutely injured or ill individuals.

HA-22 Develop specific plans of care for common potential emergent conditions (e.g., asthma attack, diabetic emergency).

HA-23 Identify and explain the recommended or required components of a pre-participation examination based on appropriate authorities’ rules, guidelines, and/or recommendations.

HA-24 Describe a plan to access appropriate medical assistance on disease control, notify medical authorities, and prevent disease epidemics.

HA-25 Describe common health insurance models, insurance contract negotiation, and the common benefits and exclusions identified within these models.

HA-26 Describe the criteria for selection, common features, specifications, and required documentation needed for secondary, excess accident, and catastrophic health insurance.

HA-27 Describe the concepts and procedures for revenue generation and reimbursement.

HA-28 Understand the role of and use diagnostic and procedural codes when documenting patient care.

HA-29 Explain typical administrative policies and procedures that govern first aid and emergency care.

HA-30 Describe the role and functions of various healthcare providers and protocols that govern the referral of patients to these professionals.

PD-7 Perform a self-assessment of professional competence and create a professional development plan to maintain necessary credentials and promote life-long learning strategies.
PD-10 Develop healthcare educational programming specific to the target audience (eg, clients/patients, healthcare personnel, administrators, parents, general public).

PD-11 Identify strategies to educate colleagues, students, patients, the public, and other healthcare professionals about the roles, responsibilities, academic preparation, and scope of practice of athletic trainers.

PD-12 Identify mechanisms by which athletic trainers influence state and federal healthcare regulation.