

STUDENT EVALUATION

Class participation & discussion:

Participation in class discussions by all students will be an important determinant of the quality of this course. In order to maximize the opportunity for class discussion, direct instruction will be reduced to a minimum in this course. Students will be expected to read the appropriate chapters and cases for the textbook before coming to class.

Proficiency Evaluation:

Students will be evaluated on the application of content and proficiencies from prior major courses as well as the performance of new proficiency skills. Proficiencies will be evaluated in-class (laboratory proficiency forms) as well as during their clinical field experience (clinical proficiency forms). Students must maintain both the laboratory and clinical proficiency forms in their clinical proficiency manuals. Students' must demonstrate proof of assessment by providing ACI signed proficiency forms to the course instructor according to the schedule provided. Further students must also provide the course instructor with completed proficiency signature sheets at conclusion of the semester.

- Assessment of laboratory and clinical proficiencies will occur according to the schedule provided
- Students may not apply clinical skills to patients until they have been assessed by an Approved Clinical Instructor (ACI) in the formal course setting.
- In the event that a proficiency manual is lost, stolen, or damaged the student will be held responsible for the completion of all proficiency forms and must arrange to be re-evaluated by the ACI to which they are assigned.

Clinical Setting Performance:

- Students will be assessed on their performance at the clinical site by the supervising ACI twice during the semester (mid-term / final).
- Students will be required to complete a total of 225 hours at their clinical site during the semester. The student's clinical schedule is to be determined by the ACI (minimum 15 hours / maximum 20 hours per week)

Policy and Procedures Manual:

An important element in assessing athletic trainers' ability to manage an athletic medicine program is the extent to which they can plan for the major procedural elements they are likely to face in actual practice. Forty percent of the student's grade in this course will be based on the ability to develop and justify a budget, facility design, and policy and procedures manual for an athletic medicine program. Students will be provided with a description of an athletic medicine program and set of policies promulgated by the institution's policy board. Students will be required to develop a procedures manual for the athletic medicine program that both implements the intentions of the policy board and provides a set of working directions for every aspect of the athletic medicine program. This project will be due on the day of the final examination. More information on this project will be provided.

Grading Scale:

ASSESSMENT METHOD	NUMBER	POINTS EACH	POINTS TOTAL
Class participation & discussion	n/a	Variable	100
Assignments to be determined	7	10	70
Mid -Semester Evaluation Clinical Performance	1	125	125
Evaluation of Laboratory Competencies			30
End -Semester Evaluation of Clinical Performance	1	125	125
Policies and Procedures Manual	1	100	50
TOTAL	—	—	500

The student's final letter grade will be awarded based on the following scale:

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|--------------------------|--------------------------|
| A: 465 – 500 pts. (93%) | C+: 385 – 399 pts. (77%) |
| A-: 450 – 464 pts (90%) | C: 365 – 384 pts. (73%) |
| B+: 435 – 449 pts. (87%) | C-: 350 – 364 pts. (70%) |
| B: 415 – 434 pts. (83%) | D: 315 – 349 pts. (63%) |
| B-: 400 – 414 pts. (80%) | F: < 315 pts. |

ATTENDANCE

Class attendance is expected. You may often be required to practice proficiencies on each other. Therefore, proper attire, such as shorts and T-shirts, must be on when instructor deems necessary. Students who are not dressed appropriately will not be allowed to have laboratory proficiencies assessed on that day. There will be no make-up opportunities given under such conditions.

Make Up Work:

Students who are absent or who arrive late without an official university or a medical doctor's excuse may miss quizzes or other in-class activities. There will be no make-up quizzes or exams unless an excused absence has been warranted. Students who must miss an examination, quiz or other assignment because of an excused absence must complete the work on their first time back in class. All make-up work must be completed by the last day of class unless other approved arrangements are made. It is the student's obligation to pursue any make-up work.

READING ASSIGNMENTS

It is the student's educational obligation to read all appropriate material provided in the text by Ray pertaining to the topics scheduled to be discussed in class prior to reporting for class. Additional reading assignments will be assigned periodically throughout the course referencing supporting materials specific to certain topics.

TENTATIVE COURSE SCHEDULE

DAY	DATE	TENTATIVE TOPIC	ASSIGNMENT
1	1/23	Introduction to course Theoretical basis of management Introduction to Program management, Financial resource management and Information management	
2	1/30	Off campus ATC interview	
3	2/6	Program management Information management Computers in athletic training	Presentation of off campus interview experience.
4	2/13	Policy Development	
5	2/20	Legal Concerns in Athletic Training Athletic Training and State Law	
6	2/27	Human resource management Building your resume	
7	3/6	Interviewing	
March 13th		SPRING BREAK	**No Class**
8	3/20	Financial resource management Facility design and planning Insurance & Reimbursement	
9	3/27	Evaluation of an athletic trainer	Athletic Training Budget Proposal, Consumable and Capitol Equipment Proposal
10	4/3	Communication Ethical decision-making Responsibility and Confidentiality	
11	4/10	Pre-participation exams and drug-testing Organizing the annual PPE	
12	4/17	Medical Evaluations	
13	4/24	Professionalism	
14	5/1	TBA	Policy Procedure Manual early submission
May 15		FINAL PROJECT DUE	

Notes: Faculty reserves the right to alter the schedule as necessary.

***Indicates days that chapter feedback instrument is due at beginning of class**

TENTATIVE PROFICIENCY ASSESSMENT SCHEDULE

DUE DATE	LABORATORY PROFICIENCY	CLINICAL PROFICIENCY
2/13	<i>Height, weight & body composition</i>	Environmental data collection Height, weight & body composition
2/20	<i>Professional development and responsibilities</i>	Professional development and responsibilities
2/24	<i>Emergency action plan</i>	Emergency action plan
3/27	<i>Facility design and administrative planning</i>	Facility design and administrative planning
4/17	<i>General medical evaluation</i>	General medical evaluation Snellen eye chart Recognition of general medical conditions

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George Mason University

- ❖ All students are held to the standards of the George Mason University Honor Code.
- ❖ Students must turn off their pagers/cell phones before class begins.
- ❖ STUDENTS WITH DISABILITIES: Students having documentation on file with the Disability Support Services Office should bring this to the attention of the professor.
- ❖ <http://www.gmu.edu/departments/hfrr/>