

# COURSE APPROVAL/CHANGE DOCUMENT

(See back of form for instructions)

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1. ADDITION \_\_\_ REVISION \_\_\_ TERMINATION \_\_\_

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2. IF REVISION: denote changes (i.e. Title only; Title, CIP and Description; etc.):

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3. COURSE NUMBER \_\_\_

4. COURSE TITLE \_\_\_\_\_

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5. IF REVISION: Previous Course No. \_\_\_\_\_ Previous Title \_\_\_\_\_

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6. FOR ADDITIONS AND REVISIONS -  
FIRST TERM/YEAR TO BE OFFERED:

Fall\_\_\_ Spring\_\_\_ Summer\_\_\_ Term\_\_\_\_\_

7. FOR TERMINATIONS ONLY -  
LAST TERM/YEAR TO BE OFFERED:

Fall\_\_\_ Spring\_\_\_ Summer\_\_\_ Term\_\_\_\_\_

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8. COLLEGE:

9. DEPARTMENT NAME:

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10. CIP CODE (Classification of Instructional Program / US Bureau of Labor Statistics): \_\_\_\_\_

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11. FIXED CREDIT HOURS: YES\_\_\_ NO\_\_\_

\_\_\_ Total Credit Hours

\_\_\_ Lec Contact Hours

\_\_\_ Lab Contact Hours

\_\_\_ Other Contact Hours

12. VARIABLE CREDIT HOURS: YES\_\_\_ NO\_\_\_

\_\_\_ Min Total Credit Hours \_\_\_ Max Total Credit Hours

\_\_\_ Min Lec Contact Hours \_\_\_ Max Lec Contact Hours

\_\_\_ Min Lab Contact Hours \_\_\_ Max Lab Contact Hours

\_\_\_ Min Other Contact Hours \_\_\_ Max Other Contact Hours

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13. CAN THIS COURSE BE TAKEN FOR ADDITIONAL CREDIT: YES\_\_\_ NO\_\_\_ If YES, total number of times course can be taken \_\_\_\_\_

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14. MAXIMUM ENROLLMENT ALLOWED FOR COURSE: \_\_\_\_\_ Justification of maximum enrollment:

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15. CLASS SCHEDULE TYPE/ FACULTY WORKLOAD: Choose appropriate schedule type:

Faculty Workload: \_\_\_\_\_

Class schedule type justification:

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16. COURSE LEVEL:

17. GRADE TYPE:

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18. DEVELOPMENTAL COURSE: YES\_\_\_ NO\_\_\_

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19. CROSS-LISTED COURSE:

YES\_\_\_ WITH \_\_\_\_\_ NO\_\_\_

20. SPECIAL COURSE FEE? (Must be Board approved)

YES\_\_\_ Amount \$ \_\_\_\_\_ NO\_\_\_

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21. Required faculty qualifications to teach this course:

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22. GENERAL EDUCATION COURSE: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please select one general education category:

If yes, please select up to three general education learning goals that reflect the priorities for student learning in the course. Please rank these in priority order, i.e. 1,2,3 by inserting the numbers/rankings into the boxes:

- \_\_\_\_ General Education Learning Goal 1: Ethical Reasoning
- \_\_\_\_ General Education Learning Goal 2: Global Learning
- \_\_\_\_ General Education Learning Goal 3: Information Literacy
- \_\_\_\_ General Education Learning Goal 4: Written Communication
- \_\_\_\_ General Education Learning Goal 5: Oral Communication
- \_\_\_\_ General Education Learning Goal 6: Critical Thinking
- \_\_\_\_ General Education Learning Goal 7: Quantitative Literacy

If the proposed new or revised course is a General Education course, please provide a short rationale why this course should be considered as a general education course.

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Attach the following:

- a) Class syllabus using the syllabus template.
- b) Memo from Library Dean assessing available and needed library resources and services.
- c) If applicable, memos from Department Chair(s) in affected department(s) stating support or that issues/conflicts are resolved.

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COURSE APPROVAL SIGNATURES

Department Chairperson

Jason D.  
Wagganer

Digitally signed by Jason D.  
Wagganer  
Date: 2020.02.03 13:52:10 -0500

Educator Preparation Committee

Dean of Kent Library

Barbara C.  
Glackin

Digitally signed by Barbara C.  
Glackin  
Date: 2020.02.04 16:24:23 -0500

General Education Council

College Council

Joe Pujol

Digitally signed by Joe Pujol  
Date: 2020.02.19 09:13:31  
-0500

Graduate Council

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To obtain the next signature, save the pdf to your desktop and then email the form as an attachment to the next individual for signing. When submitting the form, the **email must come from your Southeast email account.**

**Registrar's Office Use Only**

SCACRSE \_\_\_\_\_ Degree Audit \_\_\_\_\_ Bulletin \_\_\_\_\_ Degree Map \_\_\_\_\_ SHATATR \_\_\_\_\_

## Instructions for Completing Course Approval/Change Document

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1. Is the course an Addition, Revision or Termination?
2. If Revision: Please list changes being made to course such as title change; or title, CIP, and description change, etc.
3. Course Number: Two letters (choose discipline from drop down menu) and three numbers (i.e., EN 140). For course additions, ask for a list of available course numbers from the Registrar's Office.
4. Course Title: Full title of course.
5. If Revision: Indicate previous course number and/or title if change has been made. A new course number must be used if the revised course is not equivalent to the previous course offered.
6. For Additions and Revisions-First Semester/Year To Be Offered: Indicate first semester/year course is to be offered or when changes to the revised course will be put into place.
7. For Terminations Only-Last Semester/Year To Be Offered: Indicate last semester/year course is to be offered. For course terminations skip questions 10-22.
8. College Name: Choose the College Name from drop down menu. UI/IU courses belong to the School of University Studies.
9. Department Name: Choose the Department Name from drop down menu. UI/IU courses belong to the School of University Studies.
10. CIP Code: Enter six digit code number. Contact Institutional Research for information.
11. Fixed Credit Hours: Enter the total credit hours student will earn for course. Lecture, Lab, and/or Other Contact Hours should be completed as appropriate. Lecture contact hours should equal the student credit hours earned for the lecture component of the class. Lab contact hours will in most cases be entered as a 2 to 1 ratio (2 contact hours equals 1 student credit hour) for the lab component of the class. Other Contact hours will be entered for field experience courses, internships, practicums, etc.
12. Variable Credit Hours: If course is variable credit hour, indicate total minimum hours and total maximum hours for which credit can be received. Indicate minimum and maximum lecture, lab, and/or other contact hours as appropriate. See 10 for more detailed instructions.
13. Can This Course be Taken for Additional Credit: Indicate if students will be allowed to enroll in this course more than once for additional credit. NOTE: If the course allows for multiple repeats, it is outside the normal repeat procedure. If a student making a grade of 'D' or 'F' wants to repeat the course for a better grade, special handling is required.
14. Maximum enrollment allowed for course: Indicate the total number of students allowed to enroll in this course and the justification for that maximum.
15. Class Schedule Type/Faculty Workload: See Class Schedule Types sheet on Document Share for appropriate type of course and faculty workload.
16. Course Level: Choose appropriate course level from drop down menu. 500 level courses are mixed undergraduate/graduate.
17. Grade Type: Indicate if course is standard grade (A, B, C, etc.) or Credit/No Credit
18. Developmental Course: Indicate if course is to be offered for degree credit or developmental credit.
19. Cross-listed Course: List course that is cross-listed across disciplines (e.g., PY120/CF120)
20. Special Course Fee: Indicate course fee amount as approved by Board of Regents
21. Required faculty qualifications: What are the degrees, areas of specialty, and/or other characteristics of a faculty member that would qualify them to teach this course.
22. General Education Course: Choose NO, or the category in which the course falls and the general learning goals.

## Class Syllabus Template

**Course Number:** TX 660

**Course Title:** Administration & Leadership in Athletic Training

**Catalog Description:** Application of leadership techniques in professional responsibility, facility management, human resources, and resource management.

**Prerequisites:** TX 640 – General Medical Concerns in Athletic Training

**Co-requisites:**

**Credit Hours:** 3.0 Hours

**Semester:** Summer

**Class Meeting Time(s), location and format:** Face to Face

**Instructor:** TBD

**Instructor Contact Information:** TBD

**Concerns:** Questions, comments or request regarding this course should be taken to the instructor. Unanswered questions or unresolved issues about this class can be directed to Jason Wagganer, interim chairperson, at 573-651-2197 or [jwagganer@semo.edu](mailto:jwagganer@semo.edu)

**Course Learning Outcomes:**

1. Students will be able to develop policies affecting daily operations of athletic training facilities.
2. Students will be able to create an athletic training facility utilizing budgetary resources.
3. Students will be able to develop an operating budget to administer health care services.

**Course-specific Required Materials:**

Konin JG, Ray R. (2019). Management Strategies in Athletic Training. 5<sup>th</sup> Ed. Human Kinetics. ISBN 978-1-4925-3618-5.

Academic journal articles and other readings as assigned

**Course Content:**

Topic	Hours
The profession of Athletic Training	3
Principles of Management & Management Techniques	6
Leadership Techniques in Athletic Training	6
Program Management: Creating a Mission/Vision Statement	3
Human Resource Management in Athletic Training	3
Financial Resource Management	3
Facility Design and Planning	3
Demonstrating your Value: Revenue for Healthcare Services	3

Administration of Policies and Procedures	6
Administering Drug Testing and Drug Testing Education	3
Creating Emergency Action Plans & Implementation	6
Total	45 Hours

### **CAATE Curricular Content Standards**

1. Communicate effectively and appropriately with clients/patients, family members, coaches, administrators, other health care professionals, consumers, payors, policy makers, and others. (CAATE – 59)
2. Advocate for the Profession (CAATE – 68)
3. Plan and implement a comprehensive preparticipation examination process to affect health outcomes (CAATE – 81)
4. Educate clients/patients about the effects, participation consequences, and risks of misuse and abuse of alcohol, tobacco, performance enhancing drugs/substances, and over the counter, prescription, and recreational drugs (CAATE – 84)
5. Perform administrative duties related to the management of physical, human, and financial resources in the delivery of healthcare services. These include (but are not limited to) the following: (CAATE – 88)
  - a. Strategic planning and assessment
  - b. Managing a physical facility that is compliant with current standards and regulations
  - c. Managing budgetary and fiscal resources
  - d. Identifying and mitigating sources of risk to the individual, the organization, and the community.
  - e. Navigating multipayor insurance systems and classifications
  - f. Implementing a model of delivery (for example, value based care model)
6. Use a comprehensive patient file management system (including diagnostic and procedural codes) for documentation of patient care and insurance management (CAATE – 89)
7. Establish a working relationship with a directing or collaborating physician. (CAATE – 90)
8. Develop, implement, and revise policies and procedures to guide the daily operation of athletic training services. (CAATE – 91)
9. Develop, implement, and revise policies that pertain to prevention, preparedness, and response to medical emergencies and other critical incidents. (CAATE – 92)
10. Develop and implement specific policies and procedures for individuals who have sustained concussions or other brain injuries, including the following: (CAATE – 93)
  - a. Education of all stakeholders
  - b. Recognition, appraisal, and mitigation of risk factors
  - c. Selection and interpretation of baseline testing
  - d. Agreement on protocols to be followed, including immediate management, referral, and progressive return to activities of daily living, including school, sport, occupation, and recreation.

11. Develop and implement specific policies for the purposes of identifying patients with behavioral health problems and referring patients in crisis to qualified providers.  
(CAATE – 94)

**Grading Scale and Policies:**

The grading for this course will be an average of points for the semester. Each assignment will be worth a specific point total toward the overall grade. The percentages for each section are listed below:

**Grading Scale**

90.00 – 100.00%	- A
80.00 – 89.99%	- B
70.00– 79.99%	- C
<70.00%	- F

\*\* Students must achieve a “C” or higher in all courses in the Athletic Training curriculum to matriculate through the program. Failure to achieve a “C” or higher will result in an intervention as described in the Program’s student handbook.

**Final Exam Schedule: TBD**

**Other Course Information**

**General Classroom Policies:**

The following is a brief list of classroom courtesy guidelines that need to be followed at all times when in the classroom this semester. This list is not all inclusive and any actions (including those listed below) that are deemed detrimental to the learning environment while in the classroom may result in the student being asked to leave the classroom for the day and a loss of participation points.

1. Please talk only in class during times when discussion on a topic is encouraged. Talking during inappropriate times is disrespectful to the instructor and to your fellow classmates. This will take away from the learning environment. So please only talk during times when discussion is encouraged.
2. Be actively engaged in the lecture and learning process. This means you should not be working on homework for other courses, playing games on your phone, texting, tweeting, sleeping, etc. or anything else that may take away from the learning environment.
3. Please refrain from using a cellular phone or any other electronic device during class for anything other than academic purposes. If you are expecting a phone call please sit next to the door so that you may answer that without disrupting the class.
4. Please show up to class on time. This class will begin promptly at the start time. Arriving to class late is disruptive to the instructor and others in the class.
5. Please refrain from using foul or offensive language in the classroom. Every effort should be made to maintain a professional environment while in the classroom.

**Other Course Policies/Information:**

## Electronic Communication

I will frequently use your Southeast E-mail and Moodle to communicate with the class. This is the most effective and efficient way for me to disseminate information to the group and ensure that everyone receives the e-mail and information. Please check your e-mail on a regular basis and ensure that your mailbox is able to receive e-mails. I will only use the e-mail provided to you by the University for communication.

## ATEP Matriculation Clause

This course must be completed in the original ATP curriculum sequence that is set for all athletic training students at Southeast Missouri State University. In order for students to advance to the next set of athletic training classes, each student **MUST** pass this course with a grade of C or better. Failure to achieve a C or better in this course will leave the student unable to matriculate through the curriculum.

### Out of Class Assignments/Late Work

There will be assignments that will be given out on occasion over the semester to ensure students comprehend the material and are staying up to date on assigned readings. These assignments will be provided to you on Moodle and should be submitted in a Microsoft Word format through the Dropbox available on the Moodle Site. All assignments will be due by the assigned time/date listed in the instructions. Failure to submit an assignment by the time/date listed will result in a (0) ZERO for that assignment. **NO LATE ASSIGNMENTS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL FROM THE INSTRUCTOR.** If you are going to be absent for a class it is your responsibility to submit the assignment before the due date.

## Attendance and Participation

Students are expected to attend all classes for the courses in which they are enrolled. An absence from class, excused or unexcused, does not relieve the student of the responsibility to complete all assignments/requirements for the course. If the absence is for a University sanctioned event, the instructor will provide an opportunity to complete the coursework, **ONLY IF** arrangements are made **before** the absence. It is at the instructor's discretion to allow any make-up work for any other reason and this will be decided on a case by case basis. In order to achieve the objective for this course, you must be present and make an active effort to learn the material. The content covered in this course is not something that you can understand by sitting in class solely. You must spend time practicing the skills and reading the material outside of class. Participation in this class will make up a portion of your grade. If you are absent from class, not engaged, or not participating in class you will not receive any participation points for that day. Any student, not present for the entire first week of class will be dropped by the instructor for non-attendance as per University policy. Any questions regarding this process should be directed to the University Registrar.

**Academic Honesty** – Southeast Missouri State University expects all students, faculty and staff to operate in an honest and ethical manner. Academic dishonesty is a very serious offense because it undermines the value of your education and the education of others. Students who engage in academic dishonesty face significant penalties. Forms of academic dishonesty include, but are not limited to, plagiarism, cheating, contract cheating, misrepresentation, and other actions you take. Some of these are defined below:

- Plagiarism means passing off someone else's work as your own, whether it is intentional or unintentional.

- Cheating includes copying from another person or source of information to meet the requirements of a task.
- Contract cheating is paying someone else or a company to do your work.
- Misrepresentation means you are posing as someone else or someone else is posing as you to complete a task.
- Collusion means working with one or more people to cheat. If you help someone cheat or plagiarize you will face the same penalties.

For more information, visit the Responsible Redhawks Code of Conduct

<http://www.semo.edu/responsible/redhawks/code-of-conduct.html> or the Faculty Handbook Section (D) on Academic Honesty <http://www.semo.edu/facultysenate/handbook/5d.html>

**Accessibility** – Southeast Missouri State University and Disability Services are committed to making every reasonable educational accommodation for students who identify as people with disabilities. Many services and accommodations which aid a student’s educational experience are available for students with various disabilities. Students are responsible for contacting Disability Services to register and access accommodations. Accommodations are implemented on a case by case basis. For more information, visit <http://www.semo.edu/ds/> or contact Disability Services at 573-651-5927.

**Civility** – Your university experience is purposely designed to introduce you to new ideas, help you think effectively, develop good communication skills, evaluate information successfully, distinguish among values and make sound judgements. Doing this well requires respectful and courteous discussion among and between students and the instructor. Together, we must create a space where we acknowledge and respect others have different experiences, perspectives and points of view. Disagreements are likely. Mutual respect for one another and a willingness to listen are important. Remember, you are responsible for your behavior and actions. There is a no tolerance policy on bullying or harassment of any kind. Additional information on student conduct may be found at: <http://www.semo.edu/pdf/stuconduct-code-conduct.pdf?ver=1.0> and [http://www.semo.edu/pdf/Conduct\\_Faculty\\_Resource\\_Guide.pdf](http://www.semo.edu/pdf/Conduct_Faculty_Resource_Guide.pdf)

**Mandatory Reporting** – I will keep information you share with me confidential to the best of my ability, but as a professor I am legally required to share information about sexual misconduct and crimes I learn about to make our campus and community safe for everyone.

**Student Success** – This course uses SupportNET, Southeast’s student success network, to improve communication between students, faculty and staff on campus. You’ll get emails through SupportNET with information about resources or concerns. Please read these emails—they are sent to help you succeed! You can access SupportNET through your portal, Moodle or directly at [supportnet.semo.edu](http://supportnet.semo.edu) to see any academic alerts, ask for help and to access resources to support your success at Southeast.