

KINE 5333 Healthcare Administration (3 credit hours)

FALL 2017

Class Time: Tuesdays LEC: 8 AM – 10:50 AM; Lab 11-11:50 AM

Course Meeting Location: 202 Physical Education Building (PEB)

Instructor: Paul Krawietz, EdD, ATC, LAT

Office: 112E Physical Education Building (PEB)

Office Phone: 817-272-7290

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Website: <https://www.uta.edu/profiles/paul-krawietz>

Office Hours: F 10:00 AM -11:50 AM; 1:30-2:30; and by appointment

Required Texts: Ray R.R. & Konin, J. (2011) *Management Strategies in Athletic Training (4th Ed)*. Champaign, IL: Human Kinetics.

Important Websites: Texas Advisory Board of Athletic Trainers (see links on right side of page):

<https://www.tdlr.texas.gov/at/at.htm>

NATA Code of Ethics: <http://www.nata.org/codeofethics>

Board of Certification: <http://www.bocatc.org/>

BOC Facility Principles:

http://www.bocatc.org/system/document_versions/versions/42/original/boc-facility-principles-20170615.pdf?1497543426

PPE and Disqualifying Conditions:

<http://www.nata.org/sites/default/files/Conley.pdf>

Emergency Planning in Athletics:

<http://www.nata.org/sites/default/files/EmergencyPlanningInAthletics.pdf>

Lightning Safety for Athletics and Recreation:

http://www.nata.org/sites/default/files/2013_lightning-position-statement.pdf

Texas University Interscholastic League (UIL)

<https://www.uil texas.org/health>

Supplemental Documents:

Competencies in Athletic Training. 5th Edition NATAEC

Purpose and Prerequisite:

A study of the administrative issues and management theories that may be encountered in overseeing an athletic training/sports medicine program. Special emphasis is placed on the practical application of concepts including, but not limited to, legal liability, facility design and

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maintenance, financial and budget management, common health insurance models, insurance contract negotiation, strategic planning as a means to assess and promote organizational improvement, the impact of organizational structure on the daily operations of a healthcare facility, components of developing and implementing a basic business plan, medical record and documentation systems, federal and state infection control regulations and guidelines, risk management plan development, emergency action planning, and general day to day operations.
Prerequisites: KINE 5431, KINE 5434, KINE 5432.

Student Learning Outcomes:

This course is structured around the Athletic Training Educational Competencies, 5th edition, which is published by the National Athletic Trainers' Association. The following competencies are instructed and evaluated in this course (Note: *Copyright 2007-2011, by National Athletic Trainers' Association*). See course schedule.

Evaluation:

Assessment	Value- percent
Uploaded Study Guides (10)- submitted before class meeting	10
Online Chapter Quizzes (10)- submitted before class meeting	15
Theory to Practice document and discussion (9)	13
Active Involvement in lecture planning	7
Policy & Procedure Manual	7
Facility Design Project and presentation	10
Notebook	3
Exams (3)	20
Comprehensive Final Exam	15
Total	100%

Scale:

Percentage	Grade
90-100	A
80-89	B
70-79	C
60-69	D
50 and below	F

Course Activity Descriptions:

BOC Study Guides & Chapter Quizzes and TTP:

- (1) **BOC study guides** are designed to prepare students for quizzes and the BOC/Licensing Exam. Upon completion, they will be completed in Blackboard.
- (2) **Out of class quizzes** will be administered using BB. The in-class quizzes will be timed.
- (3) Students are also required to complete **"Theory to Practice"**

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(TTP) Activities. These activities will often require you to meet with your/a clinical preceptor to discuss various course topics, so review these documents early and **plan to meet with your/a CP in advance** of the due date.

Policy & Procedure 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. Students will be provided with a description of a hypothetical athletic training program and set of policies developed 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 training program.
Planning of the Fall Sports Medicine Lecture Series:	Each student is expected to participate in the planning of the fall lecture series in an effort to apply theory to practice. Students will work in a committee setting and will be expected to plan an effective lecture targeting the Arlington, DFW sports medicine community. This activity includes the creation of a program announcement, email communication, day-of-talk logistics,
Participation in Class Discussions:	The value that students will gain from this course is directly related to their level of participation and involvement. Students will be expected to read the appropriate chapters and cases from the textbook before coming to class and complete the worksheets which will be discussed in class.
Notebook:	At the end of the semester, each student is required to turn in his/her course notebook for a grade. The <u>three-ring notebook</u> is expected to be neat and organized with section tabs and a table of contents. The notebook should include class notes, handouts, articles, projects, and worksheets. When returned, this notebook should be placed in your athletic training portfolio. Materials may also be submitted via a flash drive. The Flash drive must be labeled with your name and have only KINE 5333 material saved on it. Materials must be organized with folder titles and applicable supporting materials.

Course Outline:

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

Date	Topics	Pre-Class Activities
8/29	<ul style="list-style-type: none"> -Course Introduction and Overview -Why this course is important -Fall Sports Medicine Lecture Series Planning -Resume, Cover Letters, References Part 2 -Pre-test 	
9/5	<ul style="list-style-type: none"> -Ch. 1-Theoretical Basis of Management -Part of Ch. 2- Program Management- Meetings and Conferences: Planning meeting for Fall Lecture Series -Ch. 1 In-class group quiz -Ch. 1 TTP- be prepared to discuss in class <p><u>Student Learning Outcomes:</u></p> <p>HA-1 Describe the role of the athletic trainer and the delivery of athletic training services within the context of the broader healthcare system.</p>	<ul style="list-style-type: none"> - Ch. 1 Worksheet - Ch. 1 Pre-class Quiz - Ch. 1 TTP <p>Read Pgs. 44-55 before our next meeting</p> <ul style="list-style-type: none"> - Job Position Description (TSATA, NATA, other)
9/12	<ul style="list-style-type: none"> -Ch. 2- Program Management- Program Planning -Ch. 2 In-class group quiz -Ch. 2 TTP due- be prepared to discuss in class -Cover Letter, Resume draft due <p><u>Student Learning Outcomes:</u></p> <p>HA-3 Describe the role of strategic planning as a means to assess and promote organizational improvement.</p> <p>HA-7 Assess the value of the services provided by an athletic trainer (eg, return on investment).</p>	<ul style="list-style-type: none"> -Ch. 2 Worksheet -Ch. 2 Pre-class Quiz -TTP
9/19	<ul style="list-style-type: none"> -Ch. 3 – Human Resources Management -Ch. 3 In-class group quiz -Ch. 3 TTP due- be prepared to discuss in class <p><u>Student Learning Outcomes:</u></p> <p>HA-2 Describe the impact of organizational structure on the daily operations of a healthcare facility.</p> <p>HA-13 Define state and federal statutes that regulate employment practices.</p> <p>HA-14 Describe principles of recruiting, selecting, hiring, and evaluating employees.</p> <p>HA-15 Identify principles of recruiting, selecting, employing, and contracting with physicians and other medical and healthcare personnel in the deployment of healthcare services.</p> <p>HA-30 Describe the role and functions of various healthcare providers and protocols that govern the referral of patients to these professionals.</p>	<ul style="list-style-type: none"> -Ch. 3 Worksheet -Ch. 3 Pre-class Quiz -TTP
9/26	<ul style="list-style-type: none"> -Ch. 5- Facility Design and Planning <p><i>Note: *LAT Application due to Dr. K</i></p>	<ul style="list-style-type: none"> -Ch. 5 Pre-class Quiz -Ch. 5 Worksheet

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	<p>-Ch. 5 In-class group quiz -Ch. 5 TTP due- be prepared to discuss in class</p> <p><u>Student Learning Outcomes:</u> 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-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-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.</p>	<p>-TTP -Cover Letter, Resume draft</p>
10/3	<p>-Exam 1 (Chpts 1, 2, 3, and 5) -Budget and Facility Design Drafts</p>	-Exam Prep
10/10	<p>-Ch. 4- Financial Resource Management -Ch. 4 In-class group quiz --Ch. 4 TTP due- be prepared to discuss in class</p> <p><u>Student Learning Outcomes:</u> 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-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.</p>	<p>-Ch. 4 Worksheet -Ch. 4 Pre-class Quiz -TTP</p>
10/17	<p>-Emergency Action Planning (Position Statement) -EAP Group Quiz -EAP TTP due- be prepared to discuss in class -Policy and Procedure Manual Due</p> <p><u>Student Learning Outcomes:</u> HA-21 Develop comprehensive, venue-specific emergency action plans for the care of acutely injured or ill individuals.</p>	<p>Project -TTP</p>

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	<p>HA-22 Develop specific plans of care for common potential emergent conditions (eg, asthma attack, diabetic emergency).</p> <p>HA-24 Describe a plan to access appropriate medical assistance on disease control, notify medical authorities, and prevent disease epidemics.</p> <p>HA-29 Explain typical administrative policies and procedures that govern first aid and emergency care.</p>	
10/24	<p>-Ch. 10- Pre-participation Physical Exams and Drug Testing Programs</p> <p>-Ch. 10 In-class group quiz</p> <p>-Ch. 10 TTP due- be prepared to discuss in class</p> <p><u>Student Learning Outcomes:</u></p> <p>HA-23 Identify and explain the recommended or required components of a pre-participation examination based on appropriate authorities? rules, guidelines, and/or recommendations.</p> <p>PHP-8 Identify the necessary components to include in a preparticipation physical examination as recommended by contemporary guidelines (eg, American Heart Association, American Academy of Pediatrics Council on Sports Medicine & Fitness).</p> <p>PHP-9 Explain the role of the preparticipation physical exam in identifying conditions that might predispose the athlete to injury or illness.</p>	<p>-Ch. 10 Worksheet</p> <p>-Ch. Pre-class Quiz</p> <p>-TTP</p>
10/31	<p>-Exam 2 (Chpts 4, 10, and EAP's)</p> <p>-In class Capstone Prep Day- Healthcare Admin and Professional Development</p> <p>-Lab: Preparing for interviews</p> <p>-Resume Cover Letter Draft due</p>	<p>- Work on Resume Cover Letter next to final draft</p> <p>-Exam Prep</p>
11/7	<p>-Ch. 7- Reimbursement for Health Care Services</p> <p>-Ch. 7 In-class group quiz</p> <p>-Ch. 7 TTP due- be prepared to discuss in class</p> <p><u>Student Learning Outcomes:</u></p> <p>HA-25 Describe common health insurance models, insurance contract negotiation, and the common benefits and exclusions identified within these models.</p> <p>HA-26 Describe the criteria for selection, common features, specifications, and required documentation needed for secondary, excess accident, and catastrophic health insurance.</p> <p>HA-27 Describe the concepts and procedures for revenue generation and reimbursement.</p> <p>HA-28 Understand the role of and use diagnostic and procedural codes when documenting patient care.</p> <p>CIP-9 Utilize documentation strategies to effectively</p>	<p>-Ch. 7 Worksheet</p> <p>-Ch. 7 Pre-class Quiz</p> <p>-TTP</p>

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	communicate with patients, physicians, insurers, colleagues, administrators, and parents or family members while using appropriate terminology and complying with statutes 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.	
11/14	-Ch. 6- Information Management -Ch. 6 In-class group quiz -Ch. 6 TTP due- be prepared to discuss in class -Ch. 8- Legal Considerations in Sports Medicine- an intro <u>Student Learning Outcomes:</u> 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.	-Ch. 6 Worksheet -Ch. 6 Pre-class Quiz -TTP
11/21	-Ch. 8- Legal Considerations in Sports Medicine -Ch. 8 In-class group quiz -Ch. 9- Ethics in Sports Medicine -Ch. 9 In-class group quiz -Ch. 9 TTP due- be prepared to discuss in class <u>Student Learning Outcomes:</u> HA-18 Describe the basic legal principles that apply to an athletic trainer's responsibilities.	-Ch. 8 Worksheet -Ch. 8 Pre-class Quiz Ch. 9 Worksheet -Ch. 9 Pre-class Quiz -TTP
11/28	-Exam 3 (Chpts 6, 7, 8, 9) -Final Project Presentations	-Exam Prep
12/5	-Final Resume and Cover Letter due -In class Interviewing Skills -Post test	-Finalize P/P manual and Presentation -Resume, Cover Letter, References
12/12	Final Comprehensive Exam Notebooks due	-Organize notebook -Exam Prep

University Academic Policies

Attendance: Students are expected to be in attendance for each class meeting. Attendance will be taken. If a student has a university-approved excuse, arrangements may be made prior to the missed day. If a student is sick, then a doctor's note must be provided. **After one unexcused absences, your grade will drop by one letter.** Students are also expected to be on time for each class

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meeting. **Three unexcused tardies will equate to one absence.** Also, students are expected to also earn 5 (out of class time) hours of UTA ATEP SEUs by the conclusion of the semester.

Make-up Exams: If you anticipate missing an exam due to a university approved absence, then prior arrangements must be made before the exam is administered.

Expectations for Out-of-Class Study: A general rule of thumb is: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading required materials, completing assignments, preparing for exams, etc.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. For graduate courses, see <http://catalog.uta.edu/academicregulations/grades/#graduatetext>. For student complaints, see <http://www.uta.edu/deanofstudents/student-complaints/index.php>.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://web.uta.edu/aao/fao/>).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

Title IX Policy: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

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Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located to the left as you exit this room. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

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You are encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

The IDEAS Center: (2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

The English Writing Center (411LIBR): The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

Library: **Library Home Page** library.uta.edu

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

Librarian to Contact:

Kinesiology

[Peace Ossom Williamson](#)

peace@uta.edu
[817-272-6208](tel:817-272-6208)
[Office Hours](#)

Important University Dates can be found here: [Office of Records and Registration](#) and the [Academic Calendar](#).

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Resources for Students

Academic Help

Academic Plaza Consultation Services library.uta.edu/academic-plaza

Ask Us ask.uta.edu/

Library Tutorials library.uta.edu/how-to

Subject and Course Research Guides libguides.uta.edu

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Subject Librarians library.uta.edu/subject-librarians

Resources

A to Z List of Library Databases libguides.uta.edu/az.php

Course Reserves pulse.uta.edu/vwebv/enterCourseReserve.do

FabLab fablab.uta.edu/

Special Collections library.uta.edu/special-collections

Study Room Reservations openroom.uta.edu/

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