



TOCCOA FALLS COLLEGE

COURSE SYLLABUS

PED 313 -OL1B

Prevention & Care of Injuries

Fall 2023 Session B (ONLINE)

DEPARTMENT OF BUSINESS ADMINISTRATION

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COURSE DESCRIPTION

This course is designed to introduce the students to injury prevention, recognition, evaluation, management, and treatment. This course will be taught utilizing an experiential learning methodology, which will require the students to be actively involved in the learning process. The focus of the course will be on proper evaluation of participants and implementation of exercise programs for the individual based on up-to-date theories of fitness and health. Secondary to this is recognition and treatment of injury to include post injury rehabilitation. Prerequisites: None Credits: 3



IMPORTANT DATES

First day of Class: October 16, 2023
Drop/Add Deadline: October 18, 2023, at 5 pm ET
Midpoint of the Session: November 9, 2023, at 5 pm ET (last day to withdraw without academic penalty)
***Last Day of Class:** December 8, 2023 (**All final assignments are due on Thursday, Dec. 7, 2023**)

*Graduating seniors and dual enrollment students' grades are due by 10 am on December 7, 2023. Please make arrangements with the professor to ensure all assignments are turned in prior to this date.



COURSE OBJECTIVES

Students who successfully complete this program will demonstrate:

- LO-1 Gaining a basic understanding of the subject** - to identify and recall key facts, terms, and methods in sport management. (I)
- LO-3 Learning to apply course materials** - to improve rational thinking, problem solving, and decision-making as they relate to sport management (E).
- LO-4 Developing skills, competencies, and points of view needed by professionals** - (I)
- LO-10 Developing ethical reasoning and/or ethical decision making** -- to integrate faith and practice in sport management, specifically: a biblical worldview, personal ethics and integrity, moral character, and a strong work ethic in today's sport organization. (I)



REQUIRED MATERIALS

TEXTBOOK

Cartwright, L., & Pitney, W. A. (2019). *Fundamentals of athletic training* (4th ed.). Champaign, IL: Human Kinetics.

ORDERING TEXTBOOKS FOR ONLINE COURSES

If a textbook is required, log into my.tfc.edu and scroll to the bottom of the page. Select “Welcome to Your Official Online Bookstore” to navigate to tfc.ecampus.com. Click “Shop by Course” and then select the proper term from the drop down. Use Location, Department, Course Number, and Section drop downs to select courses. Click “Find Materials for Course” to view required/optional textbooks for each course. Select desired textbooks, then click “Add items to cart” at the bottom of the page. Proceed to check-out and follow instructions. Note: You do not have to purchase a new copy. You can rent or buy a used textbook.

TECHNOLOGY & OTHER MATERIALS

All online students must have access to a computer with internet access.

All TFC students have access to the Microsoft Office Suite through myTFC and can download it to their computers while enrolled at TFC. Download instructions can be found by logging into my.tfc.edu and opening the drop-down menu under “Services” on the left. Select “I.T. Department” and then “Office 365 Installation.”

All TFC students are assigned a student email address. This email address can be accessed at mail.tfc.edu. The I.T. Department will provide login credentials.

**IMPORTANT! STUDENTS MUST CHECK
THEIR TFC STUDENT EMAIL REGULARLY**

Please contact the IT Department at support@tfc.edu or call 706-886-7299 ext. 5463 if there are any questions or issues.



REQUIREMENTS & GRADING

CHECK-IN QUIZ

The first assignment for this course is to complete the Check-In Quiz. This quiz is required as a way to demonstrate that you intend to take the course. If you do not complete the quiz by the end of the drop/add period (typically the first 2-3 days of the course), then you will be dropped from the class.

You must complete the Check-In Quiz located at the top of the Course Page for each class in which you are enrolled.

By completing the Check-In Quiz, you are confirming the following:

- That you intend to take the class
- That you understand the requirements of the course and the online course policies (such as, but not limited to, due dates, withdrawal policies, plagiarism policies, etc.)
- That you have read and understand the syllabus and any accompanying course information documents
- That you understand the important dates of the course (such as drop/add deadline, midpoint, last day of class, etc.)

If you are not able to complete the Check-In Quiz before the end of the drop/add period, you must reach out to both the professor and online@tfc.edu to state that you intend to take the course.

ASSIGNMENTS: (Please note that all quizzes and final exam are open book and will not be timed)

Grading:	Points for Final Grade
Individual Student Introduction Post	20
Weekly Chapter Quizzes (7 x 20 pts - open book)	140
PowerPoint Presentations (3 x 100 pts)	300
Video Response paper	100
Discussions (8 x 20 pt)	160
Weekly Assignments: Chapter Worksheets (8 weeks x 60 pts)	480
<u>Final Exam (Covers entire 8 weeks – open book)</u>	<u>200</u>
Total Points	1400

Weekly Chapter Quizzes: - Students will take weekly chapter quizzes. These quizzes will be a progression of learning that will prepare them for the final exam. These quizzes will be based off the previous week's lesson and presentations. Quizzes are due before 11:55 pm ET on Sunday of each week.

Video Response: Each student will watch the assigned video and type a 1-2 page response that includes 3 things you learned or 3 things that stood out to you and submit them via course pages.

PowerPoint Presentations: - Each student will submit 3 different PowerPoint presentations that should include information about a specific sport injury or condition.

Handouts for additional specifications and guidelines for presentations are located on course pages.

Written work turned in by you will be graded for spelling, grammar, sentence structure, punctuation, format, content, organizational structure, and proper citing of sources. The Publication Manual of the American Psychological Association, 7th ed. (2020) will serve as your guide for correct writing and citations.

Discussion Topic Posts: - Students will engage in weekly discussion posts related to the chapters that are covered that week. Students will need to post one initial comment, and at least one additional response to two other students' initial post. Initial posts must be made before 11:55 pm ET on Wednesday of each week and must be at least 75 words in length. Two additional responses must be made by 11:55 pm ET by Sunday of each week and must be at least 40 words in length.

Weekly Assignments: Chapter Worksheets: - These are in accordance with each chapter from the textbook and require the student be knowledgeable about the corresponding chapter(s). These assignments will be due weekly before 11:55pm ET on Sundays at the end of the week. See course pages for worksheets.

Exams: - One final exam will be given during this course to evaluate the students' cognitive understanding of information being presented throughout the course. This exam will be open book & will not be timed.

The following “Assignment Rubric” standards apply to all assignments.

Outstanding (A)	Good (B)	Average (C)	Needs Improvement (D or F)
Learner demonstrates full knowledge of topic and is able to answer questions with explanations and elaboration. Completes all requirements with excellence	Learner demonstrates full knowledge of topic and is able to answer questions with explanations. Completes most requirements with high quality.	Learner is at ease with some or most aspects of the topic. Completes some requirements with average quality.	Learner does not demonstrate an understanding of the topic. Completes few or no requirements with poor quality.


ONLINE COURSE INFORMATION

This is a fully online course. All official communication from Toccoa Falls College will be sent to the student’s TFC email address. This includes professor/student interaction. The student is highly encouraged to check their TFC email daily.

Toccoa Falls College utilizes Moodle (referred to as Course Pages). This is where students will be able to access their online courses and complete the required activities/assignments. Course Pages can be accessed by logging into my.tfc.edu and clicking “Course Pages” on the top banner.

Online courses may include synchronous or asynchronous activities. Asynchronous activities require students to actively participate in the online course. These activities are not in real-time at a scheduled day/time. Asynchronous activities include discussion forums, journals, assignments, etc. The use of synchronous activities (such as Zoom or Microsoft Teams meetings) is at the discretion of the professor of the course, and the date/time will be determined by the instructor and students at a mutually suitable day/time. Students will not be required to attend any synchronous activities.

Most of the activities in an online course will be asynchronous. Students can typically decide when and where to complete these activities. These deadlines will be well-publicized by the professor of the course. When these activities are due will vary amongst Instructors.

This is an online course that does not require face-to-face meetings. All activities for this course will take place online in Fall Session B: October 16, 2023 – December 8, 2023. Students must be able to log in the course page regularly and check their TFC email. To access the course content, students will need to log into Course Pages and enter into the course. Students will need internet access, access to view and download lecture materials that will include PDF, PowerPoint, audio and video lectures. Some activities will also need to be recorded and uploaded to the course page, the student should have a way to record a video of themselves and be able to upload it to the course page.

Online education is a great way to provide the student with more flexibility than a face-to-face classroom. Because the work is accomplished online, it is very important for the success of the student that the student manages time effectively, is self-motivated to accomplish the work, takes responsibility for learning, is willing to seek help from their professor, tutor lab, and/or advisor when necessary, engages in discussion boards, assignments, and all learning activities, and has a willingness to work independently. It is also important that the student has an appropriate environment in which to focus and be free from distraction. It is crucial that the student log into the course, check their TFC email, and participate in the course regularly.

For technical support, please contact the I.T. Department at support@tfc.edu or call 706-886-7299 x5463.



POLICIES & GUIDELINES

ATTENDANCE

Online students are expected to actively participate (by completing assignments, viewing lectures, participating in discussion posts, etc.) each week in their online courses. Students are also expected to regularly check their TFC student emails and respond to emails from professors.

If a student is unable to complete course work for any reason, it is the responsibility of the student to communicate with the professor as soon as possible.

If a student does not log into their course for 28 days or more, the student will be administratively withdrawn from the course and will receive a failing grade.

LATE WORK POLICY

All homework, problems, cases, projects, papers or other required assignments are due at the end of the week, typically Sunday by 11:55pm. Please NOTE: Refer to the course calendar for updates on assignment due dates.

In addition, all work is to be submitted electronically. Late work will be marked down per the following conditions:

Late assignments will be marked down 3 points per day and will not be accepted after 14 days past the due date.

Assignments not turned in at all will receive a zero (0) grade.

No assignments will be received or graded after the last class of the semester.

ACADEMIC CATALOG

The current Toccoa Falls College Academic Catalog is available online at <https://tfc.edu/academics/academic-catalog/>

GRADING STRUCTURE

LETTER GRADE	PERCENT	QUALITY PTS	
A	94-100	4.0	A - Superior work
A-	90-93	3.7	B - Above average or good work
B+	87-89	3.3	C - Average work
B	83-86	3.0	D - Below average or poor work
B-	80-82	2.7	F - Failing work or withdrawn failing after the Friday following fall or spring break
C+	77-79	2.3	FX - Failed to make up incomplete work, unofficial, or administrative withdrawal from college
C	73-76	2.0	I - Incomplete (given in cases of illness or extreme circumstances; if incomplete work is not completed within the prescribed limit, the grade becomes FX)
C-	70-72	1.7	AU - An audited course
D+	67-69	1.3	W - Withdrawn from an audited course or failed to attend at least 60% of the audited course
D	63-66	1.0	WP - Withdrawn passing (non-punitive)
D-	60-62	0.7	WF - Withdrawn failing (used prior to mid-point; non-punitive)
F	0-59	0.0	S - Satisfactory
			U - Unsatisfactory (non-punitive)
			TR - Transfer coursework
			PC - Proficiency Credit, Institutional Challenge Exam

COURSE DROP

Students can make changes to their schedule during the drop/add period (typically the first 2-3 days of the course). Students should verify the drop/add deadline for the term by checking the Academic Catalog or emailing online@tfc.edu.

When a student drops a course, it is removed from their schedule completely. It is as if the student never registered for the course. Dropping courses can affect financial aid, so students are encouraged to contact the Office of Financial Aid (finaid@tfc.edu) before making changes to their schedule.

Students may contact the Online Department (online@tfc.edu) with any questions.

COURSE WITHDRAWAL

After the drop/add deadline, all courses on the student's schedule will appear on the student's transcript. If a student wishes to withdraw from a course, they must complete an [Online Course Withdrawal Form](#), which is linked near the top of the Course Page. The last day to withdraw failing without academic penalty is the midpoint in the online course. Withdrawal grades are calculated as hours attempted.

Completing an Online Course Withdrawal Form before the midpoint in the term will result in either a WP (course grade of 60% or above) or a WF (course grade of 59% or lower) on the TFC transcript. WP and WF grades do not affect a student's GPA.

Completing an Online Course Withdrawal Form after the midpoint in the term will result in either a WP (course grade of 60% or above) or a F (course grade of 59% or lower) on the TFC transcript. A grade of WP will not affect a student's GPA. A grade of F will affect the GPA.

An administrative online course withdrawal due to a lack of attendance or communication is considered an unofficial withdrawal. Unofficial withdrawal will result in failure of the course.

Withdrawals that result in a student dropping below full-time enrollment will unfavorably affect Veteran's benefits, foreign student visas, and financial aid.

ACADEMIC HONESTY

Integrity extends to all parts of the Christian's life and character. This includes the Christian's academic life. Plagiarism is defined in the MLA Handbook as the use of another's ideas or expressions without proper acknowledgment. Plagiarism is not limited to word-for-word copying; it includes any false assumption of authorship, including paraphrasing lines of reasoning from a printed source and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious ethical and moral offense.

Examples of intentional plagiarism include but are not limited to: buying a paper from a public source, copying material from a printed source, soliciting or allowing someone to submit material for you, the usage of artificial intelligence (AI), and submitting previously written material without the consent of the faculty member.

Any submitted academic work may be checked for academic dishonesty by plagiarism and AI detection programs. Whenever the college establishes that a student has engaged in cheating, plagiarism, the usage of AI, or any other form of dishonesty, disciplinary action will be taken, up to and including the assignment of an automatic "F" for the entire course. This grade penalty shall take precedence over a course withdrawal received by the Registrar's Office on the same day or later than the incidence of academic dishonesty.

The Deans Council may also consider dismissal from the college. Any modification of the above disciplinary action will be considered only if the student files an appeal to the Academic Discipline Appeals Committee through the Academic Dean's office.

Academic honesty is taken very seriously in online education. It is the responsibility of the student to know the professor's guidelines for taking exams and completing the work.

GRADE APPEAL PROCESS

Students who have concerns related to academic courses (grading, assignments, class policies, course materials, etc.) should first discuss the matter with the class instructor. If no agreement on the matter can be achieved on that level, the student may consult with the Distance Education department (online@tfc.edu). If the matter is not resolved by consultation with the Distance Education department, the student may arrange for a meeting with the Vice President for Academic Affairs. The Vice President for Academic Affairs may choose to refer the matter to the Deans Council.

Students must submit all appeals and rationale in writing to the instructor within 14 days of the last exam day of the semester in question. Grade changes submitted after this period must have approval of the appropriate School Dean.

DISABILITY SERVICES

The Americans with Disabilities Act (ADA) defines a person with a disability as any person who has a physical or mental impairment which substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having such an impairment. Disability Services coordinates and provides a variety of academic and support services based on the individual needs of each student. The goal of Disability Services is to seek to create an accessible academic, social, and physical environment for students with disabilities at Toccoa Falls College. Students seeking accommodations must contact the Center for Academic Success.

TUTORING SERVICES

The goal of Tutoring Services is to provide a variety of academic and support services for student achievement and adjustment in college. Tutoring services are available free of charge to currently enrolled students requesting academic assistance. Tutoring involves one-on-one assistance from qualified students who have been approved by the director and the faculty in a given subject area. Tutoring is available for most subjects offered at Toccoa Falls College. Tutoring is available to both residential and online students. The tutor lab is typically open 6PM – 10PM Sunday through Thursday. The tutor lab can be reached at tutor@tfc.edu.



COURSE SCHEDULE

Week	Assignment	Due Date
Week 1: 10/16 – 10/22	Week 1 Chapter 1, 6, 7 Assignment Worksheets	By 11:55 PM ET 10/22
Chapters 1, 6, 7	Introduction Post	By 11:55 PM ET 10/22
	Discussion Topic 1	Initial Post Due 11:55 PM ET Wed. 10/18 Additional posts due 11:55 PM ET 10/22
	Quiz 1	By 11:55 PM ET 10/22
Week 2: 10/23 – 10/29	Week 2 Chapter 8, 9, 10 Assignment Worksheets	By 11:55 PM ET 10/29
Chapters 8, 9, 10	PowerPoint Presentation 1	By 11:55 PM ET 10/29
	Discussion Topic 2	Initial Post Due 11:55 PM ET Wed. 10/25 Additional posts due 11:55 PM ET 10/29
	Quiz 2	By 11:55 PM ET 10/29
Week 3: 10/30 – 11/5	Week 3 Chapter 12, 13, 14 Assignment Worksheets	By 11:55 PM ET 11/5
Chapters 12, 13, 14	Video Response (see course pages for instructions)	By 11:55 PM ET 11/5
	Discussion Topic 3	Initial Post Due 11:55 PM ET Wed. 11/1 Additional posts due 11:55 PM ET 11/5
	Quiz 3	By 11:55 PM ET 11/5
Week 4: 11/6 – 11/12	Week 4 Chapter 15, 16 Assignment Worksheets	By 11:55 PM ET 11/12
Chapters 15, 16	PowerPoint Presentation 2	By 11:55 PM ET 11/12
	Discussion Topic 4	Initial Post Due 11:55 PM ET Wed. 11/8 Additional posts due 11:55 PM ET 11/12
	Quiz 4	By 11:55 PM ET 11/12
Week 5: 11/13 – 11/19	Week 5 Chapter 17, 18, 19 Assignment Worksheets	By 11:55 PM ET 11/19
Chapters 17, 18, 19		By 11:55 PM ET 11/19
	Discussion Topic 5	Initial Post Due 11:55 PM ET Wed. 11/15 Additional posts due 11:55 PM 11/19
	Quiz 5	By 11:55 PM ET 11/19
Week 6: 11/20 – 11/26	Week 6 Chapter 20, 21, 23 Assignment Worksheets	By 11:55 PM ET 11/26
Chapters 20, 21, 23	Discussion Topic 6	Initial Post Due 11:55 PM ET Wed. 11/22 Additional posts due 11:55 PM 11/26
	Quiz 6	By 11:55 PM ET 11/26
Week 7: 11/27 – 12/3	Week 7 Chapter 24, 25, 26 Assignment Worksheets	By 11:55 PM ET 12/3
Chapters 24, 25, 26	PowerPoint Presentation 3	By 11:55 PM ET 12/3
	Discussion Topic 7	Initial Post Due 11:55 PM ET Wed. 11/29 Additional posts due 11:55 PM 12/3
	Quiz 7	By 11:55 PM ET 12/3
Week 8: 12/4 – 12/7	Week 8 Chapter 27, 28 Assignment Worksheets	By 11:55 PM ET 12/7
Chapters 27, 28	Discussion Topic 8	Initial Post Due 11:55 PM ET Wed. 12/6 Additional posts due 11:55 pm 12/7
	Final Exam (this exam will open on 12/1)	By 11:55 PM ET 12/7