

Saint Cloud State University

A tradition of excellence and opportunity



Athletic Training Program Student Handbook

Athletic Training Education Program
Saint Cloud State University
Kinesiology, Health and Physical Education
327 Halenbeck Hall
720 4th Avenue South,
St. Cloud, MN 56301 - 4498
(320) 308-2156

(Revised Fall 2015)

Saint Cloud State University

Athletic Training Program

Student Handbook

This policy handbook provides information specific to the Athletic Training Program (ATP) that will be useful to you as you enter, progress through and exit the program. Knowing this information will help you be a more successful student in the Saint Cloud State University (SCSU) ATP. The policies presented in this handbook supplement those presented in the SCSU Undergraduate Bulletin. All ATP students are expected to read and retain a copy of the handbook through the program. The ATP faculty reserves the right to update the policies in this book as the need should arise. The handbook will be updated and printed each academic year. Students are encouraged to seek the counsel of course instructors or advisors if they have any questions about the policies presented in this publication.

It is the policy of Saint Cloud State University not to discriminate on the basis of race, creed, national, or ethnic origins, age, marital status, sex or handicap as required by Title IX of the 1972 Educational Amendments or Section 504 of the Rehabilitation Act of 1973 as amended in admissions policies, educational programs, activities, and employment practices. The designated Affirmative Action Officer may be reached by phone (320) 308-5123 or by visiting the Affirmative Action office located in AS-208.

Table of Contents

<i>Mission Statement</i>	1
<i>Program Description</i>	1
<i>Accreditation</i>	1
<i>ATP Goals and Objectives</i>	2
<i>SCSU ATP Students' Ethical Principles</i>	2
<i>NATIONAL ATHLETIC TRAINERS' ASSOCIATION CODE OF ETHICS</i>	3
<i>Curriculum</i>	4
Prerequisites:.....	5
Professional Phase Course Requirements:	5
<i>Degree Map</i>	8
<i>Admission Criteria for the Professional Phase of the ATP</i>	8
<i>Application and Admission to the ATP</i>	9
<i>ATP Meetings</i>	12
• Orientation to the Professional Phase of the ATP	12
• Blood Borne Pathogen, Mandatory Reporting, Health Information Portability Accountability Act (HIPAA), First Aid, and CPR.	12
<i>Requirements for Academic Progression within the ATP</i>	13
<i>Requirements for Completion of the Athletic Training Degree</i>	13
<i>Probation or Dismissal</i>	14
<i>Record of Unprofessional Behavior</i>	15
<i>Grievance Procedure</i>	15
<i>Advising</i>	15
<i>General Responsibilities</i>	16
<i>Student use of the Athletic Training classroom</i>	16
<i>Readmission to ATP</i>	16
<i>Criminal Background Checks</i>	17
<i>Health Insurance</i>	17
<i>Professional Liability Insurance/ CPR</i>	17
<i>Student Supplies/Course Materials</i>	18
<i>Alcohol, Chemical Use and/or Abuse</i>	18
<i>Disabilities Accommodation</i>	18

<i>Transportation</i>	18
<i>Clinical Education General Policies</i>	18
Dress Code	19
Personal Appearance Guidelines:	19
Clinical Education Conduct	20
Clinical Assignments	20
Clinical Responsibilities	21
Unsupervised Clinical Experiences	21
Medical Illness	21
Grading of Clinical Experiences	21
Clinical Experiences and Sport Participation	21
<i>“Days-off” policy</i>	22

Mission Statement

It is the mission of the SCSU Athletic Training Program (ATP) to prepare undergraduate students for careers in the field of Athletic Training as an integral member of the sports medicine team in secondary schools, colleges, universities, professional sports programs, sports medicine clinics, and other athletic health care settings.

In order to prepare the student to be effective in the health care profession of this changing world, the SCSU ATP shall ensure that the entry-level competencies and proficiencies are mastered.

Program Description

The ATP at SCSU consists of two components: (1) academic courses and (2) clinical education. Upon completion of this program, students are eligible to sit for the Board of Certification (BOC) certification exam and practice athletic training in a variety of settings.

After completing prerequisites the course of study to complete this entry-level ATP is a 2.5-year professional program. Students must complete all general education requirements for graduation as outlined in the SCSU Undergraduate Bulletin.

The academic portion of the program requires the students to progress through courses in a designated sequence. Failure of the student to maintain course sequence with the class they were admitted into the ATP will result in removal from the program. Courses required for the major must be taken for a grade and failure to maintain a grade of “C-” or better in a required course will result in the student being removed from the program. PESS 303, 307, 308, 309, 310, 311, 313, 314, 315, 316, 317, 318, 405 and 406 must be taken at SCSU (no course transfer, arranged class, independent study, assessment of prior learning, or credit by examination acceptable). Please refer to the degree map.

PESS 303 (must be taken at SCSU, no course transfer, arranged class, independent study, assessment of prior learning, or credit by examination acceptable) requires a minimum of 50 hours of observation in the athletic training rooms. PESS 307, 308, 309, 310, and 311 each requires a semester average weekly workload of 15 to 20 hours per week, including exam week.

Accreditation

The Athletic Training Program at SCSU is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). CAATE is the national accrediting body for Athletic Training Programs.

ATP Goals and Objectives

The objective of this program is to prepare individuals to work as athletic trainers in the field of athletic injury prevention, care, and rehabilitation. This program provides undergraduate education for ATP students. These areas are within the scope and mission statements of the University, School of Health and Human Services, and the Kinesiology Department.

Goals:

Facilitate student knowledge, and clinical skill development as the foundation for sound practice and leadership in the profession of Athletic Training by:

- Providing students with educational opportunities both in the classroom and clinical environments to obtain the competencies and proficiencies required for entry level athletic trainers.
- Exposing athletic training students to research and the value research plays in the future growth of the athletic training profession.
- Continually monitor and evaluate the ATP to insure it is compliance with the educational competency and clinical proficiency as required by the Commission on Accreditation of Athletic Training Education

Objectives:

At the completion of the Athletic Training Program, the students will:

Demonstrate educational competency and clinical proficiency as required by the Commission on Accreditation of Athletic Training Education in the following content areas:

- Evidence-Based Practice
- Prevention and Health Promotion
- Clinical Examination and Diagnosis
- Acute Care of Injury and Illness
- Therapeutic Interventions
- Psychosocial Interventions
- Health Care Administration
- Professional Development
- Clinical Integration

SCSU ATP Students' Ethical Principles

An athletic training student should have pride in his/her professional endeavors. The obligation to act competently calls for higher motivation than that arising from concerns of civil liability or disciplinary penalty. Athletic training students should make every effort to ensure that their services are rendered properly.

1. Athletic trainers should neither practice nor condone discrimination on the basis of race, color, sex, age, religion, disability, or national origin.
2. Athletic trainers should not condone, engage in or defend un-sportsman-like conduct or practice.

3. Athletic trainers should provide care on the basis of the needs of the individual athlete. They should not discriminate in providing care on the basis of athletic ability.
4. Athletic trainers should strive to achieve the highest level of competence. They should use only those techniques and preparations for which they are qualified and authorized to administer.
5. Athletic trainers should recognize the need for continuing education to remain proficient in their practice. They should be willing to consider new procedures within guidelines that assure safety.
6. Athletic trainers should recognize that personal problems and conflicts may occur which may interfere with professional effectiveness. Accordingly, they should refrain from undertaking any activity in which their personal problems are likely to lead to inadequate performance or harm to an athlete or colleague.

NATIONAL ATHLETIC TRAINERS' ASSOCIATION CODE OF ETHICS

PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:

Members shall respect the rights, welfare and dignity of all.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.

2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.

3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.

3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

Curriculum

Descriptions for the required courses for the athletic training major at SCSU are provided below and can also be found in the University Bulletin. A student must complete all required courses for the major with a "C-" or better. All courses within the major must be taken A-F only. PESS 303, 307, 308, 309, 310, 311, 313, 314, 315, 316, 317, 318, 405 and 406 must be taken at SCSU (no course transfer, arranged class, independent study, assessment of prior learning, or credit by examination acceptable). PESS 303 (must be taken at SCSU, no course transfer, arranged class, independent study, assessment of prior learning, or credit by examination acceptable) requires a minimum of 50 hours of observation in the athletic training rooms. PESS 307, 308, 309, 310, and 311 each requires a semester average weekly workload of 15 to 20 hours per week, including exam week.

All course work that a student wishes to transfer from another college or university will have course materials assessed by course instructor at SCSU. The student must provide the ATP program director with copies of all course materials if accepted into the program. General education requirements are found in the SCSU undergraduate bulletin.

Prerequisites:

PESS 249 Anatomy/Kinesiology

An introduction to gross anatomy and the study of human motion based on anatomical and mechanics principles. All major organs systems are addressed with emphasis placed on musculoskeletal application to exercise and sport. Lecture and lab. 4 Cr., F, S.

PESS 303: Orientation to the profession of athletic training.

Requires a minimum of 8 to 10 hours per week observation in the athletic training rooms. Prerequisites: 304 or currently enrolled in 304. 1 Cr. F.

PESS 304: Care and Prevention of Athletic Injuries

Introductory course to the field of athletic training, including scientific and clinical foundations of athletic training and sports medicine. Prerequisite: PESS 249. 3 Cr., F, S.

Professional Phase Course Requirements:

HLTH 210: Principles of Nutrition

Overview of basic principles of nutrition. Applied nutrition, selection of an adequate diet, dietary standards, tables of food composition, and dietary problems. 2 Cr., F, S. (Changes to 3 credits Spring 2015)

HLTH 412/512: Advanced Nutrition

Current topics in nutrition, relationship of nutrition to physical performance; methods of nutritional assessment; and complex nutrient needs. Prerequisite: 210 or permission of instructor. 3 Cr. DEMAND.

PESS 307: Athletic Training Clinical Experience I

Application of the required athletic training competencies from PESS 304 in specific clinical settings. Requires a minimum of 15 to a maximum of 20 hours per week depending on sport assignments. Prereq. 304 & Admitted to Athletic Training Education Program. 1 Cr. S.

PESS 308: Athletic Training Clinical Experience II

An application of the required athletic training competencies from PESS 313 in specific clinical settings. Requires a minimum of 15 to a maximum of 20 hours per week depending on sport assignments. Prereq.: 307, 313, & Admitted to Athletic Training Education Program. 1 Cr. F.

PESS 309: Athletic Training Clinical Experience III

Application of the required athletic training competencies from PESS 314 in specific clinical settings. Requires a minimum of 15 to a maximum of 20 hours per week depending on sport assignments. Prereq.: HLTH 210, PESS 308, 314, 349 & Admitted to Athletic Training Education Program. 1 Cr. S.

PESS 310: Athletic Training Clinical Experience IV

Application of the required athletic training competencies from PESS 315 in specific clinical settings. Requires a minimum of 15 to a maximum of 20 hours per week depending on sport assignments. Prereq.: PESS 309, 315, 448, & Admitted to Athletic Training Education Program. 1 Cr. F.

PESS 311: Athletic Training Clinical Experience V

Application of the required athletic training competencies from PESS 316 in specific clinical settings. Requires a minimum of 15 to a maximum of 20 hours per week depending on sport assignments. Prereq.: HLTH 412/512 PESS 310, 316, 449 & Admitted to Athletic Training Education Program. 1 Cr. S.

PESS 313: Athletic Injury Assessment-Lower Extremity.

Scientific and clinical foundations of specific concepts relative to injury evaluation, management, and treatment of athletic injuries to the lower extremities. Lab. Prereq: Admitted to Athletic Training Education Program. 3 Cr. S.

PESS 314: Athletic injury Assessment- Upper Extremity

Assessing the severity of athletic injuries and illnesses with emphasis placed on recognizing and evaluation signs and symptoms associated with illnesses and injuries to the upper extremities. Lab. Prereq. : 307, 313, and Admitted to Athletic Training Education Program. 3 Cr. F

PESS 315: Therapeutic Modalities in Athletic Training.

Theory, biophysical principles and the range of potential sports medicine applications for the various physical agent modalities are covered. Lab. Prereq: HLTH 210, PESS 308, 314, 349, & Admitted to Athletic Training Education Program. 3 Cr. S.

PESS 316: Rehabilitation Techniques in Athletic Training.

A comprehensive guide to the design, implementation, and supervision of rehabilitation programs for sports-related injuries, with an emphasis on the practical application of theory in a clinical setting. Lab. Prereq: PESS 309, 315, 448, & Admitted to Athletic Training Education Program. 3 Cr. F.

PESS 317: Evidence Guided Practice in Athletic Training

Examination of medical literature related to the practice of Athletic Training and the development of the NATA position statements. Prereq: Admitted to the ATP, 3 cr S

PESS 318: General Medical Conditions and Pharmacology for Athletic Trainers
Examination of common medical conditions related to Athletic Training practice and basic pharmacology. Prereq: Admitted to the ATP, PESS 317. 3 cr F.

PESS 349: Human Physiology
Study of the basic systems of the human body and the mechanisms influencing them. Lecture and lab. Prereq: 249. 3 Cr.

PESS 405: Senior Seminar in Athletic training.
Examine trends in the field of athletic training/sports medicine, emphasizing prevention of adverse health conditions, sports trauma, management skills, and administration of athletic training programs. Prereq: HLTH 412/512, PESS 310, 316, 449, & Admitted to Athletic Training Education Program. 3 Cr. S.

PESS 406: Organization and Administration for Athletic Training
Examination of management and organizational principles for the operation of an Athletic Training Department in various settings. Prereq: Admitted to the ATP, 315, 3 cr F.

444: Internship in Athletic Training.
Practical on-site clinical work experience for students in Athletic Training. Prereq.: Admitted to the Athletic Training Education Program. 4, 8, 12 Cr. DEMAND.

PESS 448/548: Biomechanics
The application of anatomy and physics to the study of human motion. Lecture and lab. Prereq.: PESS 249 and PHYS 231 (or instructor's permission). 3 Cr., S.

PESS 449/549: Physiology of Exercise
A study of the physiological effects upon the human body. Lecture and lab. Prereq.: PESS 349. 3 Cr., F, S.

Degree Map

(The degree map subject to change in order to be in compliance with CAATE standards.)

Bachelor of Science-Athletic Training (52 Credits)	
Athletic Training Program Kinesiology Telephone: (320) 308-4251 or E-mail: Kinesiology@stcloudstate.edu URL: http://www.stcloudstate.edu/kinesiology	
Program Director: Dr. William Jay Picconatto-320-308-3079 wjpicconatto@stcloudstate.edu	
First Semester	Second Semester
*PESS 249 Anatomy/Kinesiology (4cr.) Liberal education courses, University elective/ Minor courses. (11 credits) It is recommended that one of your Goal 3 courses be PHYS 231 MATH 112 is recommended for completion of Goal 4 Recommended Total 15 cr.	*PESS 304. Care and Prevention of Athletic Injuries (3cr.) Liberal education courses, University elective/ Minor courses. (12 credits) Recommended Total 15 cr.
Third Semester	Fourth Semester
*PESS 303 Orientation to Athletic Training (1cr.) ** (+) Liberal education courses, University elective/ Minor courses (14 credits) Application to ATEP program. Student must have CPR and First AID cards if Accepted to the program. Notifications of acceptance to the ATEP after Spring semester grades are posted. Recommended Total 15 cr.	Professional Phase PESS 307 Clinical Experience in Athletic Training I (1cr.) ** (++) PESS 313. Athletic Injury Assessment -Lower Extremity (3cr.) ** PESS 317 Evidence Guided Practice in Athletic Training (3cr.)** Liberal education courses, University elective/ Minor courses. (8 credits) Recommended Total 15 cr.
Fifth Semester	Sixth Semester
PESS 308 Clinical Experience in Athletic Training II (1cr.) ** (++) PESS 314 Athletic Injury Assessment-Upper Extremity (3cr.) ** PESS 318 General Medical Conditions and Pharmacology for Athletic Trainers (3cr.)** HLTH 210 Principles of Nutrition (3cr.) PESS 349 Human Physiology (3cr.) Liberal education courses, University elective/ Minor courses. (2 credits) Recommended Total 15 cr.	PESS 309 Clinical Experience in Athletic Training III (1cr.) **(++) PESS 315. Therapeutic Modalities in Athletic Training (3cr.) ** PESS 448 Biomechanics (3cr.) PESS 449 Physiology of Exercise (3cr.) Liberal education courses, University elective/ Minor courses (5 credits) Recommended Total 15 cr.
Seventh Semester	Eighth Semester
PESS 310 Clinical Experience in Athletic Training IV (1cr.) ** (++) PESS 316 Rehab. Tech in Athletic Training (3cr.) ** PESS 406 Organization and Administration for Athletic Training (3cr.)** Liberal education courses, University elective/ Minor courses (8 credits) Recommended Total 15 cr.	PESS 311 Clinical Experience in Athletic Training V (1cr.) ** (++) PESS 405. Senior Seminar in Athletic Training (3cr.) ** HLTH 412 Advanced Nutrition (3cr.) Liberal education courses, University elective/ Minor courses. (8credits) Recommended Total 15 cr.

Notes: General Education Advising center, CH 366, 308-6075

Bold= Required major classes

*** Must be enrolled prior to application to Athletic Training Educational Program: Must complete for final acceptance.**

****Must be taken at SCSU (no course transfer, arranged class, independent study, assessment of prior learning or credit by examination acceptable**

(+) Course requires a minimum of 8 to 10 hours per week observation in the athletic training rooms

(++) Course requires a minimum of 15 hours to a maximum of 20 hours per week depending on sport assignments

Students are encouraged to acquire another major or minor to fulfill university graduation requirements (120 credits-45 credits above the 300 level)

Admission Criteria for the Professional Phase of the ATP

- Formal admission into SCSU
- Minimum College/University cumulative grade point average (GPA) of 2.5 on a four point scale.
- A minimum grade of “C-” or higher in all pre-requisite courses.
- A minimum score of 20 points on admission committee assessment criteria. (see below)

Application and Admission to the ATP

Each year the ATP will select students from the applicant pool for admission into the professional phase of the program. The number of students that will be admitted to the major will vary to assure compliance with the student to supervisor ratio required for accreditation. Students must apply for formal admission into the professional phase of the ATP during the fall semester. Prospective students can download admission materials from the website or they can request ATP admission materials from the ATP Director. All applicants, current students of SCSU or transfers, will be considered on an equal basis for admission.

Students seeking admission into ATP must complete all application materials and submit them to the Program Director by November 1st. A student’s application is considered complete when the Program Director has received a completed application form, academic transcripts from all colleges attended, three completed recommendation forms, admission essay, and a completed technical standard for admission form.

The ATP director will submit all completed applications of students that have meet the entry level requirements to the admission committee for consideration. The admission committee will consist of the ATP director, full time faculty members, and program preceptors. The admission committee will evaluate each application using five criteria scored using a weighted point system. The criteria and weighting system is as follows.

Assessment of the three written recommendations for acceptance:

Excellent support	4 points
Good support	3 points
Fair support	2 points
Poor support	1 point

Overall grade point

3.5 and higher	5 points
3.25 to 3.49	4 points
2.95 to 3.24	3 points
2.81 to 2.94	2 points
2.5 to 2.8	1 point

Prerequisites grade point		
3.5 and higher		10 points
3.25 to 3.49		7 points
3.0 to 3.24		5 points
2.8 to 2.99		2 points
2.66 to 2.79		1 point

Quality of the admission essay		
Excellent		5 points
Good		4 points
Fair		3 points
Poor		2 points
Reservations		0 to 1 point

Interview and observation		
Excellent		10 points
Good		7 points
Fair		5 points
Poor		2 points

Maximum points possible 34

Minimum requirement for consideration for admission 20 points

The admission committee will recommend admittance of the most qualified students who score greater than the minimum requirement. These students will be notified of their status following posting of fall semester final grade. Final acceptance into the program will be based upon completion of the Athletic Training Student Acceptance Contract, a physician physical reported on a SCSU Physician Physical Report form, and a SCSU Student Immunization Record. Forms are available from the ATP director.

Late applications will be considered for admission only if positions are not filled from the original applicant pool. Admission procedures and final acceptance into the program will follow the same admission guidelines and standards used for all applicants.

Technical Standards for Admission into the Professional Phase of the ATP

The ATP at SCSU is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the ATP establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency.

All students admitted to the ATP must meet the following abilities and expectations. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to the ATP at SCSU must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of clients.
3. The ability to communicate effectively and sensitively with clients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with clients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced. This includes reporting to campus on August 1st each year for orientation and to begin your clinical experience. The clinical experience may include work during early mornings, late evenings, weekends and time outside of the academic calendar.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Effective skills and appropriate demeanor and rapport that relate to professional education and quality client care.

Candidates for selection to the ATP will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The SCSU Health Center will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the ATP faculty will determine whether it agrees that the student can meet the technical standards with reasonable accommodation. This includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

ATP Meetings

In order to orientate, inform students of changes, and disseminate important information the ATP faculty will schedule meetings. Those students that cannot attend must inform their athletic training advisor of the conflict prior to the meeting. Following the meeting they must meet with their advisor to obtain the information presented. Records of students' attendance of these meetings or their meeting with their advisor will be kept to insure that the information is received by all students.

- **Orientation to the Professional Phase of the ATP**

Students accepted to the professional phase of the ATP are required to attend an orientation meeting. This meeting will take place within the first weeks of the Spring semester. Faculty will review the program's policies and procedures and students who have not already received a copy of the student handbook will be given one.

- **Blood Borne Pathogen, Mandatory Reporting, Health Information Portability Accountability Act (HIPAA), First Aid, and CPR.**

All students must maintain the required instruction and certifications in these areas. During the first three weeks of the spring semester a meeting will be held by the Athletic Training Program faculty to provide on Blood Borne Pathogens, Mandatory Reporting, and the Health Information Portability Accountability Act (HIPAA). Each clinic site may require additional training in these areas. Students will also be informed of the dates and times that they can receive First Aid and CPR training. All students must have and maintain current certification in First Aid and CPR.

Requirements for Academic Progression within the ATP

To continue to progress in the ATP there are several academic requirements that a student must achieve. The academic portion of the program requires the students to progress through courses in a designated sequence. Failure of the student to maintain course sequence with the class they were admitted into the ATP may result in removal from the program. Courses required for the major must be taken for a grade and failure to maintain a grade of “C-” or better in a required course will result in the student being removed from the program. All students must: (a) maintain a MINIMUM cumulative GPA of 2.5, and (b) maintain a 2.5 grade point average for all ATP require major courses. These requirements will be strictly enforced.

Required assignments and means of achieving required points or behavioral objectives are published in each course syllabus. Some essential behavioral objectives may be included in laboratory/clinical courses that reflect a satisfactory/non-satisfactory evaluation.

In the event that a student does not receive a grade of “C-” or higher in HLTH 210, 412/512, PESS 349, 448, and 449 within the designated semester on the degree map they may appeal to the admission committee to allow them to continue in the PESS 308, 309, 310, 311, 314, 315, 316, 317, 318, 405 or 406 for which these classes are prerequisites. If the appeal is granted the student must take the required course the next time it is offered and receive a “C-” or higher or be removed from the program. A student that does not receive a grade of “C-” or higher in 313, 314, 315, 316, 317, 318, or 406 will need to appeal to the admission committee to be allowed to continue within the ATP. A student will only be allowed to appeal to the committee one time for failure to obtain a “C-” or higher grade in any of these classes. If allowed to continue the student must take and receive a grade of “C-” or higher the next time the course is offered to continue in the program. Failure to obtain this level will result in removal from the ATP. Failure to receive a “C-” or higher in PESS 307, 308, 309, 310, or 311 will be discussed by the admission committee and may result in immediate removal of the student from ATP, or extend their education to repeat the clinical course. No two clinical courses (PESS 307, 308, 309, 310, or 311) may be taken during the same semester or during a summer session. A special case is made for the remediation of PESS 405 which is discussed in the section Requirements for Completion of the Athletic Training Degree.

Academic performance is the primary responsibility of the student. The ATP appeals process for course grades follows the University’s process as described in the SCSU Student Handbook. The ATP director and the department’s Faculty Retention Promotion and Tenure Committee review appeals at the department level.

Requirements for Completion of the Athletic Training Degree

A student must complete all required AT major courses with a minimum Grade of “C-” and maintain a 2.5 grade point average for all AT required courses. In addition a student must have a minimum SCSU cumulative GPA of 2.5.

In order to complete PESS 405 and receive a grade for this course, a student must pass a cumulative examination with a score of 70% or higher in one of two attempts during the semester the student is enrolled. The cumulative examination will be offered three times during the semester that the student is enrolled in PESS 405. The cumulative examination will be given during the first complete week in February, the third complete week of March and the third complete week of April. Time and day of the examination to be determined by the athletic training faculty. Students will be allowed 150 minutes to complete the examination. No student will be certified by the Program Director to take the national BOC examination during their final semester unless they have passed the cumulative examination.

The successful completion of the cumulative examination is a non-weighted component in the calculation of the PESS 405 course grade. Students who fail in their attempts to pass the cumulative examination with a minimum of 70% will receive a grade of “Incomplete” for PESS 405. Students who receive a grade of “Incomplete” will be allowed to take the cumulative examination during the last week of September during the following Fall Semester. If the student successfully completes the examination with a score of 70% or higher, the grade of “Incomplete” will be changed to the grade that he or she would have received based on the course syllabus. Students who fail the examination in the fall will receive a grade of “F” for PESS 405. During the following Spring Semester, students will be allowed to retake PESS 405. This remediation will be offered regardless if the students have had prior remediation for other ATP course work. Students will have one chance to remediate PESS 405 and two chances during the semester to successfully pass the cumulative examination with a score of 70% or higher. If a student fails to successfully complete the remediation of PESS 405 during the Spring Semester, the student will be removed from the program and will not receive a degree in Athletic Training. The student will be advised on requirements to complete an alternative degree that will not allow him or her to sit for the national BOC examination based on the undergraduate degree received from Saint Cloud State University.

Probation or Dismissal

If a student does not maintain the required GPA of the ATP they will be placed on probation. The student will be given a written notice and meet with the Program Director to discuss his/her situation. A student on probation will be encouraged to obtain tutoring services and establish weekly meetings with their professors. If the academic performance (i.e., academic requirements are not met) does not improve after one semester of probation, the student will be withdrawn (dismissed or removed) from the ATP.

There are also non-academic reasons for a student to be subject to disciplinary action including being placed on probation or dismissed from the ATP. Failure of the student to act in accordance to the SCSU ATP Student Ethics Principles will be viewed as unprofessional behavior and subject to disciplinary action. Inappropriate use of ATP equipment, classroom, and/or laboratory areas will be viewed as unprofessional behavior

and subject to disciplinary action. Incidences of violation of medical confidentiality will result in immediate disciplinary action.

Record of Unprofessional Behavior

Cases of unprofessional behavior will be documented by faculty and clinical preceptors. Documentation will include the written response of the student and agreed upon corrective actions and will remain in the student's file until graduation. The purpose of completion of the Record of Unprofessional Behavior is to objectively and clearly identify student behavior that may hinder maximum professional growth and competency. Faculty members believe that students can benefit from immediate feedback related to performance. The Record of Unprofessional Behavior can provide this feedback, plus the opportunity to document data, and perceptions so that student and instructor may discuss the behavior. Faculty members hope this record can be an instrument to promote change and improvement in the student's performance. The nature of the unprofessional behavior or a pattern of reports may result in disciplinary action.

Grievance Procedure

Students who disagree with a decision made concerning their academic or professional behavior have the right to appeal the decision. Students are encouraged to discuss concerns or problems with their instructors. Advisors may also be contacted for help in processing concerns. If a student is unable to achieve closure regarding a concern with the involved faculty, he/she is encouraged to submit concerns in writing to the ATP director and meet with the director for further discussion and resolution. The ATP director and faculty along with members of the review, promotion, and tenure committee will review the appeal at the department level. The student does have the right to appeal at the college level if there is still disagreement following a departmental appeal. This process is outline in the SCSU Student Handbook.

Advising

Students have the right to receive advisement, academic counseling, and assistance in identifying and meeting learning goals. Each athletic training student is assigned an academic advisor who is a faculty member of the program. Students are encouraged to use his/her advisor as a resource person a minimum of once per semester. Faculty advisors will track their students and are responsible for informing both the student and the program director when and if there are concerns about the academic, clinical, and/or professional performance. Faculty office hours are posted outside their offices. Numerous SCSU resources, identified in the SCSU Undergraduate Bulletin and in the Academic and Career Planning Portfolio, are available to support students.

General Responsibilities

All students are responsible for compliance with rules and regulations printed in the current undergraduate catalog. All students are responsible for the observance of official notices posted through faculty and interdepartmental email. Official notices will also be conveyed to students through announcements made in athletic training classes.

The following requirements reflect expectations in all athletic training courses within the program. Additional requirements may be communicated via faculty in specific courses. The student is expected to:

1. Communicate using correct terminology, word choice, spelling and pronunciation.
2. Utilize word processing and computer technology; write in a neat, legible manner.
3. Report to all site based experiences on time unless prior arrangements have been made with the instructor.
4. Submit assignments in a timely manner.
5. Seek guidance when necessary.
6. Actively participate in the teaching-learning process.
7. Identify own learning needs and seek experiences to meet these needs.
8. Attend class.
9. Participate in collegial learning through communication and sharing with peers.
10. Evaluate self-according to course and program outcomes.
11. Assume responsibility for the content of each class, as well as materials and announcements.

Student use of the Athletic Training classroom

Students accepted to the Athletic Training major may have access to the Athletic Training classroom during none class time for studying and laboratory skill practice during regular building hours. Access to the classroom will only be provided by a faculty member of the Athletic Training Program or a program Clinical Preceptor employed by Saint Cloud State University. Students who wish to use the room for these purposes must designate in writing one individual who will be responsible for damages and loss of equipment if any occur. Any use of the Athletic Training classroom for any other reason not directly related to the Athletic Training Program of study, is considered unprofessional behavior and will result in disciplinary action.

Readmission to ATP

Students seeking readmission to the ATP must demonstrate evidence that reasons for their dismissal have been addressed. Evidence may include, but is not limited to transcripts, reports of professional counseling, certifications regarding health status and any other appropriate documentation that supports the request for readmission.

The student must take initiative in the process and, in their own words, describe factors contributing to their lack of success and actions taken to resolve these issues. Also, those

examining readmission issues must see evidence of activities since the dismissal have contributed in a positive way to student growth. The student should provide a Plan of Action that addresses how the individual will set goals, structure their studies, and work with a mentor to enhance the probability of success. Readmission is dependent on successful completion of the readmission process.

Readmission Process:

1. Submit an application form, evidence, and documentation one semester prior to the requested semester of readmission.
2. Provide all additional requested evidence and documentation in a timely manner.
3. Participate in an interview process with designated faculty members.
4. The ATP director and faculty review the request along with all documentation and interview results.
5. The ATP director informs the student of the department's decision in writing.

Criminal Background Checks

Clinical experiences are an integral part of the Athletic Training Program. The university contracts with local health facilities to provide these experiences. If it is the policy of these facilities to have criminal background checks performed on their employees it is their right to request such a check on a SCSU athletic training student who will receive clinical education at their facility.

Health Insurance

Health insurance is recommended for all athletic training students. This cost is not covered by SCSU nor included in student fees.

Professional Liability Insurance/CPR

Professional liability is required for all athletic training students. This cost is not covered by SCSU nor included in student fees. Copies of insurance verification must be provided to the ATP director. Failure to provide documentation of professional liability insurance will remove the student from clinical courses until it is provided to the program director. Time missed from clinical course assignments can result in a lower grade or failure of the course.

All students must maintain and provide record of current CPR certification (health care provider level minimum) to the ATP director. This cost is not covered by SCSU nor included in student fees. Failure to provide documentation of current CPR certification will remove the student from clinical courses until it is provided to the program director. Time missed from clinical course assignments can result in a lower grade or failure of the course.

Student Supplies/Course Materials

Supplies and equipment are required for use in the ATP classes and clinical education. Each student is responsible for the personal purchase of supplies as necessary. Some courses within the athletic training program may require a lab fee. These fees will fund additional supplies and equipment.

Alcohol, Chemical Use and/or Abuse

The ATP is dedicated to ensuring client safety and early intervention, and treatment for professionals with chemical dependency. The following policies reflect this dedication.

1. The use, possession or distribution of any controlled substance or drugs and/or drug paraphernalia on university premises (including off-campus and clinical sites) is prohibited.
2. No student shall come to class or clinical settings under the influence of alcohol, marijuana, controlled substances, or other drugs that affect his/her alertness, coordination, reaction, response, decision-making ability, judgment, or safety.
3. When a student is taking medically prescribed medications that may alter clinical judgments or performance, the student has the responsibility to notify the clinical preceptor of the potential or actual alteration prior to the clinical.
4. Students will be asked to sign a chemical free contract prior to clinical experience.
5. Students in violation of these policies will face disciplinary action for unprofessional behavior which can result in dismissal from the ATP.

Disabilities Accommodation

There are conditions for which accommodations may be appropriate under the American with Disabilities Act. The ATP will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, you must contact Student Disability Services (SDS) with appropriate documentation of your disability. SDS is located in Atwood Memorial Center, Room B111.

Transportation

Students are responsible for transportation to and from clinical sites. This cost is not covered by SCSU nor included in student fees.

Clinical Education General Policies

Each clinical site will provide you with information specific to their facility. The following are general policies of the ATP for its students concerning clinical education participation. All clinical education or fieldwork experiences must be approved by the ATP director and in facilities that have signed clinical affiliation agreements with SCSU.

Dress Code

Students must follow policies and the appropriate dress code of their clinical site, including official SCSU ATP identification badges. The cost for an official SCSU ATP name badge is not covered by SCSU nor included in student fees. Nonprofessional dress and appearance is unacceptable and will be determined by the clinical preceptor or site supervisor. Minimal dress code standards for SCSU Athletic Training Students will parallel the accepted standards of the profession of Athletic Training.

- Clothing: shirts must be long enough to tuck in, not faded, not revealing, and without holes or fringe. T-shirts with "alcohol", "Tobacco", "sexual" material or "promotion of brands" are not permitted. No head wear is allowed inside buildings or training facilities. Socks and laced shoes should be worn at all times. Sandals are not permitted due to safety.
- Professional dress consists of clothing that is appropriately sized and will allow you to perform your duties. Pants; cotton "docker style" pants, or wind pants. Jeans are not allowed. Tops can be "logo" sweatshirts, polo shirts, T-shirts, sweaters, or blouses. Athletic, team, or University themes are preferred. Shorts must be mid-thigh or longer, "docker style" is preferred. "Gym" style shorts or cutoffs are not permitted.
- OUTSIDE attire should be as professional as possible and appropriate for the weather; "logo" jacket or sweatshirt, wind pants, rainwear, hats, gloves, boots.
- Indoor game clothing includes: Cotton "docker" style pants, dress shirts/sweaters, and "logo" wear as appropriate.
- ALL SCSU ATHLETIC TRAINING LOGO apparel may ONLY be worn during class, clinical and game experiences.
- A supervising preceptor may use his/her discretion and ask you to amend your attire, change your attire or if necessary restrict you from your clinical experience that day because of your attire.

Personal Appearance Guidelines:

- Hair and facial hair must be clean and well groomed.
- Body odor, cigarette odor, an odor of alcohol, or perfumes and aftershaves are not acceptable. Your supervising preceptor will use his/her discretion and may restrict you from your clinical experiences that day.
- Necklaces must be placed inside clothing and not allowed to dangle freely. Earrings should be discrete and not dangling freely from the ear. Wearing jewelry while working with athletes is not recommended. Your supervising preceptor may instruct you to remove jewelry at their discretion.
- Any cuts, burns, abrasions or skin ulcerations MUST be covered at ALL times.
- Tattoos and body piercings must be covered or removed while performing clinical hours.
- While traveling and working with a team, ATP students must also follow team guidelines.

Clinical Education Conduct

- ALL of the opportunities available during your clinical educational experience are valuable ones. It is expected that you will remain focused on performing your duties and not concentrate on personal relationships or socializing.
- It is expected that you work within the scope of your knowledge, abilities, and Minnesota State Registration Act which requires an athletic training student to be directly supervised by a certified athletic trainer during clinical experiences or other healthcare preceptor as designated by the ATP. Any performance of athletic training duties by a student without direct supervision of a certified athletic trainer or designated health care provider will be considered unprofessional behavior and will result in immediate disciplinary action.
- It is expected that you will perform all duties assigned in an organized manner that will not cause unnecessary disruption to a coach or a team.
- It is expected that you will communicate professionally and respectfully with fellow members of the sports medicine team, school officials, coaching staff, parents, and athletes.
- It is expected that you will maintain confidentiality. ALL information accessed in the athletic training room is confidential; do not discuss this information with anyone unless this is approved by the supervising clinical instructor. Incidences of violation of medical confidentiality will result in immediate disciplinary action.

Clinical Assignments

- ATP students will be assigned to clinical experiences that will be at various hours throughout the day, on the weekends, and during University breaks. Any conflicts must be discussed prior to your assignment with the ATP director, clinical education coordinator, and preceptor. Once a student is assigned to a clinical site, all concerns involving scheduling and site responsibilities must be first discussed with the site clinical preceptor prior to discussion with the ATP director or clinical education coordinator.
- You are expected to contact your clinical preceptor as soon as possible to discuss any conflicts with your clinical assignment. You may not "switch" assignments with other ATP students. The supervising clinical preceptor will work with you to resolve any conflicts.
- You will notify your supervising clinical preceptor immediately of any emergency situations that restrict you from attending your clinical assignment or that cause you to be late. You are expected meet all clinical assignments.
- The supervising clinical preceptor will report any conflicts or problems with your clinical education to the ATP director or clinical education coordinator and complete a Record of Unprofessional Behavior form. Reports of unprofessional behavior will be handled as outline in the Probation or Dismissal section of the ATP Student Handbook.

Clinical Responsibilities

- ATP students are responsible for reporting all injuries to the supervising clinical preceptor and completing all documentation required by the site supervisor.
- ATP students are responsible for following all rules and regulations of the site, site supervisor, and preceptor.
- You are expected that you work within the scope of your knowledge and abilities under the direct supervision of your clinical preceptor or other designated health care provider.
- ATP students are responsible for recording their clinical education experiences, completing clinical education proficiencies, and meeting with the clinical preceptor as requested and for formal evaluations.

Unsupervised Clinical Experiences

Your clinical experiences will be supervised by a certified athletic trainer or other ATP designated health care provider.

Medical Illness

- An ATP student who contracts an infectious disease during the period of time that they are assigned to or participating in a clinical experience must report the fact to the clinical preceptor (and/or supervisor) and the ATP director or clinical education coordinator. Before returning to the clinical site the student must submit proof of recovery from a medical professional if requested.
- Any ATP student who is injured or becomes ill while at a clinical site shall immediately report the illness or injury to their clinical preceptor or appropriate individual identified by the facility. Costs associated for the treatment received at the clinical site or other medical facility shall be the sole responsibility of the athletic training student and/or their health insurance provider.

Grading of Clinical Experiences

Grading of the clinical experience will be established within each course syllabus. The student should discuss with their preceptor expectations of the student during the field experience.

Clinical Experiences and Sport Participation

The ATP will allow students to participate in varsity sports at Saint Cloud State University. The ATP will work with students to arrange clinical hours around their sport schedule as it is able. The student is still responsible for completion of all clinical hours required by the program. In the event that the students sport schedule interferes with clinical assignments so that the requirements cannot be completed during the semester, students will have to complete the clinical by extending the length of the ATP program

one semester for each clinical not completed secondary to sport participation. No clinical education experience will be offered during summer class schedules.

“Days-off” policy

Weekly schedules will be developed by your supervising preceptor for Athletic training room and sport assignments at the beginning of the semester. Changes may be made to this schedule due to changes in practice schedules made by teams. You may be notified of changes to your schedule secondary to changes made by coaching staff within 24 hours of the purposed change.

As a student you must log your hours and have them confirmed by the supervising preceptor on the ATP semester log form. Preceptors are responsible if changes occur to the student schedule to assure that each student has a minimum of one day of during the week. A week is considered Sunday to the following Saturday.

Work Study and employment

If a student is eligible for work study as determined by the Financial Aid Office they may be employed in any available position within the University. If an ATP student is employed by the Athletic Department they are limited to the duties and responsibilities of the posted job position.

An ATP student employed by the Athletic Department, or any other department on campus, may not perform or be required to perform any activities pertaining to Athletic Training Clinical Education. Time acquired by a student through employment may not be count as fulfilling requirements for any clinical education course (PESS 303, 307, 308, 309, 310, and 311).