



Athletic Training Program

Student Handbook

2019-2020

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GLOSSARY OF ABBREVIATIONS

AT	Certified Athletic Trainer or athletic training
ATS	Athletic Training Student
ATP	Athletic Training Program
ATP Candidate	A pre-professional student who is pursuing acceptance into the ATP BOC Board of Certification, Inc.
CAATE	Commission on Accreditation of Athletic Training Education
CEC	Clinical Education Coordinator
DO	Directed Observation
Disciplinary Board	UMU ATP Faculty, Staff, Director of Student Conduct
FE	Field Experience
HC	UMU Health Center
UMU	University of Mount Union PD Program Director (ATP) Preceptor
Allied Health Professional	
Pre-Professional Year	The year or time an ATP Candidate is pursuing acceptance into the ATP

INTRODUCTION

This handbook outlines the requirements and expectations for students enrolled in the University of Mount Union Commission on Accreditation of Athletic Training Education (CAATE) Accredited Athletic Training Program (ATP). This handbook is revised annually and each new edition supersedes all previous editions. The most recent edition is available on the athletic training major page on the Mount Union website. <http://www.mountunion.edu/athletic-training-major>

The University of Mount Union's Mission Statement

The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work and responsible citizenship.

The University of Mount Union's Learning Goals

To accomplish the mission, the University faculty has established the following Undergraduate Learning Goals:

- I. Demonstrate Core Abilities
 - a. Demonstrate ability to acquire and assess information.
 - b. Demonstrate research skills (both quantitative and qualitative).
 - c. Develop ability to think critically.
 - d. Develop ability to think creatively.
 - e. Develop communication skills.
- II. Foundational Knowledge and Integration
 - a. Acquire knowledge in humanities, arts and sciences.
 - b. Demonstrate the use of concepts and methods in humanities, arts, and sciences.
 - c. Develop the ability to view the world from multiple disciplinary perspectives.
 - d. Integrate knowledge and techniques across multiple disciplines.
- III. Preparation for Fulfilling Lives
 - a. Acquire the tools for self-development in order to assess and improve physical, social, emotional, intellectual, and spiritual growth and wellness.
 - b. Find and cultivate intellectual pursuits.
 - c. Find and cultivate pursuits for personal enrichment.
- IV. Preparation for Meaningful Work
 - a. Acquire discipline specific knowledge and skills needed at a professional level.
 - b. Demonstrate use of discipline specific knowledge and skills.
 - c. Integrate discipline specific knowledge and abilities with multiple disciplinary perspectives.
 - d. Develop ability to collaborate with others to solve problems.
- V. Preparation for Responsible Citizenship
 - a. Develop knowledge and appreciation of the individual's culture and other cultures in a global context.
 - b. Understand and employ ethics within diverse cultural, social, professional, environmental and personal settings.
 - c. Demonstrate civic engagement by active involvement in and beyond the classroom.

Athletic Training Program Mission

The University of Mount Union Athletic Training Program prepares students to become ethical, competent, and responsible healthcare professionals who demonstrate community leadership and foster an environment of life-long learning through their use of current evidence-based practice.

Athletic Training Program Learning Outcomes

The University of Mount Union's undergraduate athletic training major prepares students to become athletic trainers who will be effective healthcare professionals in a variety of settings within the community after mastering the National Athletic Trainers' Association (NATA) competencies, attainment of the Bachelor of Science in Athletic Training degree and successful passage of the Board of Certification (BOC) examination.

The University of Mount Union Athletic Training program learning outcomes align with the mission and learning goals of the University of Mount Union. The program shall conform to, and wherever possible, exceed the standards set forth by the Commission on Accreditation of Athletic Training Education (CAATE). To ensure the program satisfies the level of competence required by entry-level athletic training professionals into the twenty-first century, all aspects of the program are re-evaluated regularly to ensure

compliance. Additionally, the program is reviewed regularly through an institutional academic program review process and required to demonstrate annual assessment of student learning outcomes.

Graduates of the Bachelor of Science in Athletic Training program will:

1. Demonstrate application of clinically relevant evidence-based practice through a systematic approach to maximize patient outcomes.
2. Optimize a patient's overall health through the development and implementation of strategies that prevent injury, illness and chronic diseases and promote maintenance of healthy lifestyle.
3. Demonstrate comprehensive examination skills predicated upon clinical-reasoning and a thorough systemic review to accurately formulate a differential diagnosis.
4. Apply evaluation and immediate management of acute injuries/illnesses.
5. Integrate a broad range of therapeutic interventions designed to maximize the patient's participation and quality of life.
6. Recognize and appropriately refer patients exhibiting abnormal social, emotional and mental health behaviors taking into consideration the impact of psychosocial factors and sociocultural influences.
7. Manage the multilayered administrative components within a complex health care system.
8. Work collaboratively and refer appropriately within the limits of state and national regulations while exercising moral and ethical judgement.

NATA 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.

1. MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELFARE, AND DIGNITY OF OTHERS

- 1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.
- 1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.
- 1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

2. MEMBERS SHALL COMPLY WITH THE LAWS AND REGULATIONS GOVERNING THE PRACTICE OF ATHLETIC TRAINING, NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA) MEMBERSHIP STANDARDS, AND THE NATA CODE OF ETHICS

- 2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.
- 2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.
- 2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.
- 2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.
- 2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.
- 2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

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 the applicable state athletic training practice acts and other applicable regulations for athletic trainers.
- 3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.
- 3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.
- 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 must maintain and promote ethical conduct in research and educational activities.

4. MEMBERS SHALL NOT ENGAGE IN CONDUCT THAT COULD BE CONSTRUED AS A CONFLICT OF INTEREST, REFLECTS NEGATIVELY ON THE ATHLETIC TRAINING PROFESSION, OR JEOPARDIZES A PATIENT’S HEALTH AND WELL-BEING.

- 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. All NATA members, whether current or past, 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 and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.
- 4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

September 2005, Revised 2016

Ohio Administrative Code of Ethics

**CHAPTER 4755-41
Code of Ethics**

4755-41-01 Code of ethical conduct.

The following basic principles make up the code of ethical conduct for the practice of athletic training in the state of Ohio. When a person becomes a licensed athletic trainer they assume certain ethical obligations and responsibilities. An athletic trainer whose conduct is not in accordance with the principles set forth in the following code of ethical conduct shall be considered in violation of the Revised Code.

- (A) Athletic trainers shall respect the rights, welfare, and dignity of all persons.
 - (1) Athletic trainers shall show no discrimination in their efforts while performing duties.
 - (2) Athletic trainers shall provide care on the basis of the needs of the person.
 - (3) Athletic trainers shall be committed to providing competent care consistent with both the requirements and limitations of their profession.
 - (4) Athletic trainers shall obtain informed consent from the patient.
 - (a) An athletic trainer, unless otherwise allowed by law, shall not provide patient care without disclosing to the patient or the patient's representative, the benefits, substantial risks, if any, or alternatives to the recommended examination or intervention.
 - (b) Information relating to the athletic trainer-patient relationship is confidential and may not be communicated to a third party not involved in that patient's care without the prior written consent of the patient or the patient's representative, or unless otherwise allowed by law. Information must be disclosed when required by law for the protection of the patient or the public.

(5) Athletic trainers shall respect the rights, knowledge, and skills of colleagues and other health care professionals.

(6) Athletic trainers shall not, by their conduct, publicly discredit or lower the dignity of the members of the profession.

(7) Athletic trainers shall not engage in conduct that constitutes harassment or verbal or physical abuse of, or unlawful discrimination against, clients, students, and/or colleagues.

(B) Athletic trainers shall comply with the laws and regulations governing the practice of athletic training.

(1) Athletic trainers shall comply with the laws and rules of the state of Ohio and any applicable local and federal laws governing the practice of athletic training.

(2) Athletic trainers shall protect the public and the profession by reporting any conduct that they consider unethical, illegal, or incompetent to the athletic trainers section of the Ohio occupational therapy, physical therapy, and athletic trainers board.

(3) Athletic trainers shall not practice athletic training while the ability to practice is impaired. With regard to its charge to protect the public, it is the policy of the athletic trainers section to discipline and/or restrict the practice of any licensed athletic trainer with an impairment that prevents the athletic trainer from practicing athletic training with reasonable skill. "Impaired practitioner" means, as defined in the "Professional Practice and Discipline Guidelines and Procedures 2017-2018" from the board of certification, inc., "a person with a physical or mental condition, including deterioration through aging, loss of motor skill, or excessive use or abuse of drugs including alcohol, that prevents one from practicing athletic with reasonable skill and safety to patients. Types of impairments may include, but are not limited to: substance abuse, personality disorders/disruptive behavior, physical impairments, and psychological impairments. If an athletic trainer's or an applicant's ability to practice is in question, the person shall submit to a physical or mental examination or drug/alcohol screen with a provider chosen by the athletic trainers section and at the athletic trainer's cost to determine whether the athletic trainer's abilities are impaired.

(C) Athletic trainers shall accept responsibility for the exercise of sound judgment in protecting the public and the profession of athletic training.

(1) Athletic trainers shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, title, identity, or services.

(2) Athletic trainers shall provide only those services for which they are qualified via education and/or experience.

(3) Athletic trainers shall not guarantee the results of any training, consultation, or therapeutic procedure. A reasonable statement of prognosis is not improper, but successful results are dependent upon many uncontrollable factors, hence, any warranty is deceptive and unethical.

(4) Athletic trainers shall not cheat or assist others in conspiring to cheat on the national certification examination or the state jurisprudence examination.

(D) Athletic trainers shall maintain and promote high standards in the provision of services.

(1) Athletic trainers shall strive to achieve the highest level of competence.

(2) Athletic trainers shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge in accordance with continuing education guidelines for the profession.

(3) Athletic trainers shall keep accurate records for all areas of injury management. These shall include, but are not limited to, written referrals, personal injury reports/initial evaluation, and daily care rendered/rehabilitation logs. These records shall be in paper or electronic format and secured according to legal statutes regarding confidentiality.

(4) Athletic trainers shall not document or bill for services not actually provided.

(5) Athletic trainers shall only seek compensation that is reasonable for the athletic training services delivered. Athletic trainers, regardless of the practice setting, shall safeguard the public from unethical and unlawful business practices.

(6) Athletic trainers shall not intentionally or knowingly offer to pay or agree to accept any compensation, directly or indirectly, overtly or covertly, in cash or in kind, to or from any person or entity for receiving or soliciting patients or patronage, regardless of the source of the compensation.

(7) Athletic trainers shall not influence a patient or the patient's family to utilize, purchase, or rent any product or equipment based on the direct or indirect financial interests of the athletic trainer. Recommendations of product or equipment must be based solely on the therapeutic value of that product or equipment to the patient. An athletic trainer who owns or has a direct financial interest in an equipment or supply company must disclose the financial interest to the patient if the athletic trainer sells or rents, or intends to sell or rent, to the patient.

(8) Athletic trainers shall ensure the patient's rights to participate fully in their care, including the patient's right to select the athletic training provider, regardless of the practice setting.

(9) Athletic trainers shall safeguard the public from underutilization or overutilization of athletic training services by providing only those services appropriate and prudent in the provision of care.

(10) Athletic trainers shall provide accurate and relevant information to patients about the patients' care within the scope of confidentiality statutes.

(11) Athletic trainers shall provide accurate and relevant information to the public about athletic training services.

(12) Athletic trainers shall report to the athletic trainers section any unprofessional, incompetent, unethical, or illegal behavior of an athletic trainer of which the person has knowledge. An obligation to report is inherent in the profession.

(13) Athletic trainers shall adhere to the minimal standards of acceptable prevailing practice. Failure to adhere to minimal standards of practice, whether or not actual injury to a patient occurred, includes, but is not limited to, practice or use of tasks, knowledge, and skills that are not valid with the current professional practice of athletic training. These tasks, knowledge, and skills should reflect current practice trends and supported in the literature as evidence-based practices.

(E) Athletic trainers shall not exploit persons served professionally.

(1) Athletic trainers shall not accept persons for treatment if benefit to the person cannot reasonably be expected.

(2) Athletic trainers shall not continue treatment without reasonable expectation of further benefit to the patient.

(3) Athletic trainers shall not place financial gain above the welfare of the patient and shall not participate in any arrangement that exploits the patient.

(4) Athletic trainers shall not have a romantic or dating relationship or engage in any sexual activity with any patient, or engage in any conduct that may reasonably be interpreted by the patient to be sexual, whether consensual or nonconsensual, while a practitioner/ patient relationship exists. In the case of minors, the practitioner/ patient relationship extends to the minor's parent or guardian.

(a) An athletic trainer shall not intentionally expose or view a completely or partially disrobed patient in the course of treatment if the exposure or viewing is not related to the patient diagnosis or treatment under current practice standards.

(b) An athletic trainer shall not engage in a conversation with a patient that is sexually explicit or tacitly imply sexually implicit intentions during the athletic training plan of care.

(5) An athletic trainer shall not engage explicitly or tacitly in harassment of patients, the parent/guardian of a minor patient, students, or colleagues. Harassment includes, but is not limited to, racial, political, ethnic, religious, gender and gender identification,

sexual orientation, age, disability, marital status, or veteran status. Harassment includes making unwelcome sexual advances, requesting sexual favors, engaging in other verbal or physical conduct of a sexual nature, intimidating words or actions, or words or actions that demean, threaten or offend a victim where such actions result in:

- (a) Withholding athletic training services to a patient ;
 - (b) Creating an intimidating, hostile, or offensive environment for the patient; or
 - (c) Interfering with the patient's ability to recover.
- (F) Cooperation.

Athletic trainers shall cooperate with an investigation by the athletic trainers section. Failure to cooperate is conduct detrimental to the best interest of the public and grounds for disciplinary action. Cooperation includes responding fully and promptly to any questions raised by the athletic trainers section and providing copies of the medical records and other documents requested by the athletic trainers section. Failure to comply with paragraphs (F)(1) to (F)(7) of this rule may be grounds for disciplinary action pursuant to section 4755.64 of the Revised Code and in accordance with Chapter 119. of the Revised Code.

- (1) A license holder shall respond fully and truthfully to a request for information from the athletic trainers section.
- (2) A license holder shall comply with a subpoena issued by the athletic trainers section.
- (3) A license holder shall provide information or documents within the time frame specified by the athletic trainers section.
- (4) A license holder shall appear and provide information at an interview requested by the athletic trainers section.
- (5) A license holder shall not deceive, or attempt to deceive, the athletic trainers section regarding any matter, including by altering or destroying any record or document.
- (6) A license holder shall not interfere with an investigation or disciplinary proceeding by willful misrepresentation of facts before the agency or the athletic trainers section, or by use of threats or harassment against any patient or witness to prevent the patient or witness from providing evidence in a disciplinary proceeding or any other legal action.
- (7) A license holder shall not refuse to provide testimony in an administrative hearing.

Effective:10/19/2018
FiveYearReview(FYR)Dates:8/2/2018and10/19/2023

UMU ATP CODE OF ETHICS

In addition to the NATA and Ohio Administrative Codes of Ethics, the following standards apply to those involved with the University of Mount Union ATP. Failure to abide by these standards can lead to permanent expulsion from the program.

- 1. Be honest with yourself and your ability. Admit if you lack the knowledge or skill, and do not attempt to bluff your way through.
- 2. Under no circumstance should you attempt to carry out a procedure or evaluate an injury/illness unless you have the knowledge and proficiency mastered.
- 3. Altering, copying, sharing, removing, or tampering with medical records is not tolerated and is a violation of the law.
- 4. Medical confidentiality is to be strictly maintained. Be wary of your surroundings when discussing an injury/illness, and be mindful when working on medical records. Colleagues and teammates do NOT have a right to know other's conditions; furthermore, it is illegal.
- 5. Use good judgment when discussing the events of the day, practice, occurrences in the athletic training facility, etc. Even though they may not be medical in nature, much of what you experience here is not for public knowledge.

6. Encourage and promote scholarship achievement in others. Strictly adhere to the Academic Integrity policies of UMU.
7. Use of non-therapeutic drugs for any purpose is not condoned.
8. Negative actions in or outside of the ATP may have a profound effect on your continuing in the program, especially if they affect patient safety or trust in you.
9. Be professional at all times while representing UMU. Your dress, your mannerisms, attitude, integrity, and character should reflect positively on the UMU ATP, while at home and away.
10. Unless given permission by your Preceptor, you are to strictly adhere to team rules while traveling. You are not to be in an athlete's or coach's room after curfew, nor are they allowed to be in your room.
11. Be cooperative, courteous, and considerate to staff, coaches, colleagues, student athletes, and visitors. Represent our program and the medical profession accordingly.
12. Avoid rude behavior, inappropriate language, discriminatory remarks or behaviors, and criticism of others.
13. Adhere to the honor code - do not lie, steal, or cheat.
14. You are to show respect for the preceptors affiliated with the UMU ATP. Any comments or actions interpreted as being disrespectful will not be tolerated.
15. Always be early, prepared, and professional.

Reference: ECU ATS Handbook 2007, Dr. Katie Walsh PD 66

At matriculation into the UMU ATP, students will be expected to sign agreement to comply with the NATA, Ohio Administrative, and UMU ATP Codes of Ethics (Appendix A) and the Confidentiality of Patient Health Information and Affidavit (Appendix B). Failure to uphold the NATA, Ohio Administrative, or UMU ATP Codes of Ethics may result in disciplinary action.

OHIO ADMINISTRATIVE CODE PERTAINING TO ATHLETIC TRAINERS

The University of Mount Union upholds the policies set forth in the Ohio Occupational Therapy, Physical Therapy and Athletic Training Board, Athletic Trainer's Section, of the Ohio Administrative Code 4755, section 46.

CHAPTER 4755-46

Delegation of Tasks

4755-46-01 Delegation of tasks to unlicensed persons.

(A) "Unlicensed personnel" means any person who is on the job trained and not holding a valid license to practice athletic training in Ohio under sections 4755.60 to 4755.65 of the Revised Code who supports the delivery of athletic training services by personally assisting the Ohio-licensed athletic trainer while the athletic trainer is concurrently providing services to the same individual.

(B) The Ohio-licensed athletic trainer performs the following, none of which may be assigned to unlicensed personnel.

- (1) Interpreting available information concerning the referral.
- (2) Performing the initial evaluation.
- (3) Initiating or adjusting treatment procedures or activities.
- (4) Planning patient care.

(C) Unlicensed personnel may only be assigned routine duties and tasks that assist in the delivery of athletic training and operations, such as:

- (1) Maintenance and care of equipment and supplies.
- (2) Preparation, maintenance, and cleaning of treatment areas.
- (3) Personally assisting the athletic trainer while the athletic trainer is concurrently providing services to the same individual.

(D) Supervision of unlicensed personnel.

- (1) Direct supervision from the Ohio-licensed athletic trainer is required whenever unlicensed personnel are performing activities related to the delivery of athletic training services identified in paragraph (C) of this rule.
- (2) "Direct supervision" means at the same location and available to immediately respond to the needs of the individual.

Effective 5/1/14 Five Year Review (FYR) Date 4/1/19

4755-46-02 Athletic training students.

(A) A student is an unlicensed person. However, for purposes of the exemption from licensure contained in division (A)(3) of section 4755.65 of the Revised Code, a student need not be licensed if all the following requirements

are met.

- (1) The student is enrolled in:
 - (a) A professional (entry-level) education program accredited by the commission on accreditation of athletic training education (CAATE); or
 - (b) An international professional (entry-level) education program located in a country that has entered into a mutual recognition agreement with the board of certification (BOC) and enrolled as a student at a program identified in paragraph (A)(1)(a) of this rule.
- (2) The student has not met the requirements to sit for the examination;
- (3) The activities and services performed by the student constitute a part of an approved course of study in accordance with paragraphs (B) and (C) of this rule;
- (4) Students are designated by titles which clearly indicate their status as a student.

(B) A student shall be supervised by an Ohio licensed athletic trainer. The supervising athletic trainer is responsible for planning, directing, and evaluating the student's athletic training experience. Supervision involves daily visual and audible contact at all sites at which the student provides services.

(C) Any documentation written by a student, must be countersigned by the supervising athletic trainer.

Documentation shall include the student's signature and must be followed by a title which indicates student status.

(D) High school student are not "Students" for the purpose of the exemption from licensure provided by section 4755.65 of the Revised Code and this rule. High school students should be referred to as "student aides." High school student aides are unlicensed persons as defined in rules 4755-46-01.

Effective 7/1/15 Five Year Review (FYR) Date 7/1/20

Strategic Alliance Statement

Legal and Ethical Responsibility to Report Unregulated Practice

The leadership of the Strategic Alliance, which includes the Commission on Accreditation of Athletic Training Education (CAATE), the National Athletic Trainers' Association (NATA), the NATA Research and Education Foundation and the Board of Certification, Inc. (BOC), has concluded that it is necessary to issue a formal statement to remind institutions, employers, Athletic Trainers (ATs) and athletic training students that the practice of athletic training by unregulated individuals must be reported to the appropriate regulatory authorities. Just as unregulated practice is unethical and unprofessional, so is the failure to report this practice. Regulatory mechanisms exist to protect the public and to ensure safe and effective athletic training practice. ATs have both a legal and ethical responsibility to protect the public from those who engage in the practice of athletic training without a proper authorization from a state regulatory agency.

The Strategic Alliance has the responsibility to strongly advocate against the practice of athletic training without proper authorization from a state regulatory agency. The BOC notes a four-fold increase from 2011 to 2012 in the number of disciplinary cases against ATs who were found to have practiced without proper authorization from a state regulatory agency. Additionally, through the course of accreditation site visits, CAATE site visitors have observed the practice of athletic training by persons without a state credential and reported these individuals to the BOC and the appropriate state regulatory agency. Violations of state AT regulations are a breach of the *NATA Code of Ethics*. One of the fundamental characteristics of a healthcare profession is that practitioners are subject to regulatory control. ATs are responsible for the safety of their patients and to the profession. Adherence to legal and ethical standards is vital to the provision of safe and effective patient care and protects the credibility of ATs who practice legally.

An AT who has direct knowledge that an individual is practicing athletic training without state credentials, practicing outside of the scope of their state AT practice act, or is not adhering to the *BOC Standards of Professional Practice (BOC Standards)*, must report the violation to the appropriate state regulatory authority and the BOC via publicly available reporting mechanisms. The *BOC Code of Professional Responsibility 3.5* describes this responsibility as:

“The Athletic Trainer or applicant reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training, public health, patient care or education.”

This ethical duty to report is a common obligation for regulated healthcare professionals. Failure by an AT to report known violators represents a failure to protect the public and the profession. Furthermore, failure to report will result in disciplinary action by the state and/or the BOC. In addition, a program will be subject to disciplinary action if a person associated with a

CAATE accredited program fails to report illegal athletic training practice.

To report unlawful AT practice please file a complaint with the BOC. Information about filing a complaint is available at: <http://www.bocatc.org/file-a-complaint/new>.

CAATE

The Commission on Accreditation of Athletic Training Education (CAATE) is committed to ensuring safe and effective patient care by developing, maintaining, and promoting appropriate minimum education standards for quality athletic training programs. All personnel affiliated with CAATE-accredited professional and post-professional programs must adhere to specific accreditation standards that protect the public and ensure that the practice of athletic training is ONLY performed by Athletic Trainers (AT) credentialed by state regulatory agencies or students enrolled in accredited professional programs who are appropriately supervised by state credentialed ATs. Faculty and preceptors have an ethical obligation to model professional behaviors to their students. Part of this responsibility is to report the unregulated practice of athletic training to the appropriate regulatory authorities. Failure to do so is a violation of the Commission's accreditation standards and the Commission's Ethical Code of Conduct. Suspected violations should be reported to the CAATE and all reports will be investigated by the CAATE and reported to the BOC and state regulatory agencies for further investigation.

NATA

As the professional membership organization for Athletic Trainers, the National Athletic Trainers' Association (NATA) views patient care as paramount. As relevant and impactful healthcare professionals, Athletic Trainers and members of the NATA have an important responsibility to their patients and therefore to their profession. NATA members hold their membership by agreeing to a Code of Ethics. Integral to this Code of Ethics is the commitment to practice legally. Complying with all applicable laws and regulations is vital to patient care and also ensures the public trust in the great profession of athletic training. NATA members have the duty to ensure they are practicing legally and just as importantly, to report illegal or unethical practice. NATA strongly encourages its members to fulfill their responsibilities to the profession, to health care in general and to patients.

ACADEMIC PROGRAM

There is a growing demand in the United States and throughout the world for ATs who specialize in the prevention and care of injuries and illnesses relating to physically active individuals. In response to this demand, the University of Mount Union has developed a program to prepare qualified students for careers in athletic training.

The ATP is an academic major within the Department of Exercise, Sport, and Nutrition Sciences. It is among an elite group of programs throughout the United States that are accredited; Mount Union was re-accredited by the CAATE in 2010.

Graduates of the program are qualified to challenge the BOC examination as well as the state examination for a license to practice athletic training in Ohio. Students selected into the ATP serve and learn under the direct supervision of the University of Mount Union medical director, team orthopedic physician, and faculty and staff athletic trainers in the prevention, diagnosis, treatment, and rehabilitation of injuries and illnesses.

Upon graduation at Mount Union, ATs will have the fundamentals and training needed to pursue careers in or be accepted into higher education programs for athletic training, strength and conditioning, fitness, therapy and physiology, as well as many other fields associated with athletic training.

UMU ATP ROLE DELINEATION

The UMU ATP faculty and staff consist of the team physician, health center physician(s) and physician assistants, orthopedics and staff, ATP program director (PD), head athletic trainer, associate ATs, assistant ATs, graduate assistant AT, and ATs.

Medical care for the student athlete will be coordinated, primarily, by the team physician and ATs assigned to each sport. The ATP ATs work under the direction of the team physician, health center physicians and physician assistants, and any other related medical specialist.

Preceptors are responsible for the supervision of the ATs during all clinical rotations.

ATP Program Director

The ATP PD is responsible for the administration and enforcement of all academic and clinical policies and procedures, as well as

providing continued development and promotion of the ATP and clinical athletic training services providing as a part of the overall program.

The PD also serves as the AT for an intercollegiate team and is responsible for the prevention, care, and rehabilitation of athletic injuries, as well as assisting in the clinical supervision of ATs and teaching.

Clinical Education Coordinator

The Clinical Education Coordinator (CEC) will work and report to the ATP PD. The CEC is responsible for the administration of the clinical education component of the ATP. The CEC will work closely with all preceptors for on-site and off-campus supervision of athletic training students to ensure compliance with all CAATE standards involving the clinical education requirements of the ATP.

The CEC also serves as the AT for an intercollegiate team and is responsible for the prevention, care, and rehabilitation of athletic injuries, as well as assisting in the clinical supervision of athletic training students and teaching.

Head Athletic Trainer

The head AT is responsible for the organization and administration of the clinical athletic training services provided to the student-athletes of the University. The head AT will ensure compliance with all NCAA rules and regulations and federal, state, and local laws and regulations relevant to a medical facility while providing an environment conducive to student interaction and learning.

Associate Athletic Trainer

The associate ATs will assist the head AT with the organization and administration of the clinical athletic training services provided to the student-athletes of the University and will serve as the AT for intercollegiate teams. They are responsible for the prevention, care, and rehabilitation of athletic injuries, as well as assisting in the clinical supervision of ATs. The associate ATs will report to the head AT.

Assistant Athletic Trainers

The assistant ATs serve as the ATs for all intercollegiate teams. They are responsible for the prevention, care, and rehabilitation of athletic injuries, as well as assisting in the clinical supervision of ATs. The assistant ATs will work and report to the associate AT and head AT.

Graduate Assistant Athletic Trainers

The graduate assistant ATs serve as the ATs for all intercollegiate teams. They are responsible for the prevention, care, and rehabilitation of athletic injuries, as well as assisting in the clinical supervision of ATs. The graduate assistant ATs will work and report to the associate AT and head AT.

ACCREDITATION STATUS

The University of Mount Union has developed the athletic training major to prepare qualified students for careers in athletic training. Since 1987, the major has met the National Athletic Trainer's Association Professional Education Committee (NATAPEC) standards as an Approved Undergraduate Athletic Training Program. In 1998, it earned accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). In July 2006, the accreditation process changed to the CAATE in which the UMU ATP was fully accredited. The UMU ATP is currently accredited under a 10-year accreditation through the year 2020. As of February 19, 2016, the UMU ATP was placed on probation by the CAATE due to non-compliance to Standard 11. As of April 2018, the UMU ATP has voluntarily withdrawn their CAATE accreditation, ending the undergraduate program in the year 2021.

ADMISSION REQUIREMENTS

Entrance into the accredited ATP is by selective admission. A formal application process shall be initiated at the end of the pre-professional phase, Level 1 Student year, and the year in which the student is a candidate for the athletic training major (typically the first year) and after successful completion of the following prerequisites:

1. Academic Requirements

A minimum grade of C must be achieved in each of the following courses:

- ATP 115 Foundations of Athletic Training

- ATP 116 Orthopedic Applications in Athletic Training
- ATP 118 Medical Terminology
- ATP 120 Personal Health
- BIO 210 Anatomy & Physiology I

Further requirements of the selective admission process:

- Three supportive letters of recommendation; (two must be from off campus professionals)
- Written application and resume
- Written entrance examination (minimum score: 73 percent)
- Oral practical examination (minimum score: 73 percent)
- Cumulative GPA of at least a 2.5 at the time of application
- Average preceptor evaluation score of at least 73 percent;
- Formal interview with all athletic training faculty and staff
- Completed 75 clinical observation hours during fall and spring semesters prior to time of application for a total of 150 hours
- Meet all technical standards established for the program and the profession of athletic training. (See ATP Student Handbook for the complete policy on technical standards). **These are minimum requirements for admittance.** Competitive selection criteria will be employed if/when there are more qualified candidates than available positions. Each year approximately 12 candidates are matriculated into the ATP. A re-application process is available if a student is unsuccessful on the initial application to the program. It is the policy of the Mount Union ATP not to discriminate based on race, gender, religion, age, color, creed, national or ethnic origin, marital or parental status, or disability in the selection of students into the ATP.

2. Clinical Directed Observation Requirements

ATP candidates will be required to complete seventy-five clinical directed observation (DO) athletic training hours per fall and spring semesters prior to time of application for a total of 150 hours for admittance into the UMU ATP. The scheduling of the pre-professional level I student will be directly supervised by the UMU CEC. The pre-professional Level I student will work approximately six hours weekly plus any game/event with their assigned sport. During the fall semester each pre-professional level I student will have to observe hours with fall sports, such as football, soccer, volleyball, cross-country, etc. Additional opportunities will be available with fall lacrosse, fall baseball, fall softball, basketball, wrestling, indoor track, and swimming. The spring semester will consist of hours spent with basketball, outdoor track, baseball, softball, lacrosse, wrestling, and spring football.

Directed Observation: DO is an essential part of the selection process and requires a great deal of time commitment on behalf of the applicant. The word "Directed" implies that students applying to the program will receive direction from the preceptors and students in the ATP. Students taking a proactive approach (i.e., asking questions, offering assistance during day-to-day activities, seeking additional assignment hours, etc.) will undoubtedly have a stronger application than those who do not. Essentially, it is during the directed observation period where the preceptors and ATS have an opportunity to interact with candidates on a one-on-one basis, and the candidates have an opportunity to determine whether or not athletic training truly fits their career goals.

***General Hours Requirement:** Each candidate shall document at least 150 clock- hours of DO in the athletic training facility by the end of their pre-professional year. ALL HOURS MUST BE SIGNED OFF BY THE SUPERVISING PRECEPTOR. These clock-hours will be divided equally between the fall and spring semesters. Within these hours, students will learn the day-to-day operations of the facility and observe a variety of professional practices of a variety of health care professionals. Time in DO may also be utilized to practice skills acquired from athletic training coursework.

3. LEVEL I CANDIDATE GUIDELINES FOR OBSERVATION HOURS

Note the word *observation* – this means you are not permitted to touch an athlete. You will be observing and assisting the ATs in the professional phase of the ATP. All of the students in this program have gone through this experience and understand how valuable it is. Please ask questions, get involved, be positive and professional, and above all, enjoy learning!

1. First thing you need to do is check the sport rotation schedule, which can be found on D2L in the ATP Candidate folder.
2. Then you need to contact **an upperclassman** listed with that sport. Do not call the AT. You can email the student or another method of contacting the student is to leave a note in the assigned sport box in the Gorman ATF. Be sure to leave a phone number or email where they can contact you. If they do not contact you, here is a hint: most sports begin around

2:00pm daily. If an ATS has not contacted you in 2 days, show up at 2:00pm in the ATF (in uniform) and look/ask for him/her.

3. Make sure you are in uniform when you come to observe. Description can be found in the ATP handbook.
4. Make sure you have your nametag on when you are working with a sport or in the Gorman ATF.
5. Find your name in the hour log and sign in as soon as you begin your observation. Be sure to have the AT of your sport sign off on your hours **daily**. If working in the Gorman ATF please have an AT sign off your hours.
6. Wear a watch and bring a pen to the ATF daily! Bring a small notebook (that can fit in your pocket if you wish).

Activities allowed while observing

1. Help with pre-game/practice set up
2. Re-stock supplies as needed
3. Watch evaluation, rehabilitation, preventative techniques (ask questions!)
4. Record treatments in team notebook
5. You may make ice bags and get hydrocollator packs.
6. If you answer the phone in the AT facility, say: "Gorman Athletic Training Facility, this is _____" ask who is calling then ask if that person is available and wants to talk to the person on the phone. Otherwise, take a message (use your pen!) and put it in his/her box.
7. If an evaluation/rehabilitation/taping is being performed, you may observe if you do not have to leave your team to do so.
8. At practice, keep conversations professional. Ask questions about the program or treatment you observed. Consider quizzing the upper level students on competencies you will need to have checked off.

Activities not permitted as a Level I Candidate

1. Performing any assessment/rehabilitation/taping/wrapping on an athlete
2. Operating any modality; including taking off electrodes, hot packs, etc.
3. Stretching or helping with rehabilitation of any athlete
4. Treatment of any injury (this includes applying band aids)
5. Administering medications
6. Reviewing medical files
7. Fraternalization, or socializing in the ATF
8. Loud, disruptive, discriminatory, or negative talk
9. We can hear your talk about last night, next weekend, etc. so keep it out of the ATF.
10. If you are signed in, you should be with your sport. Do not show up an hour early and sit around, as these hours will not be approved towards your DO hours.

TRANSFER STUDENTS

Students transferring from other institutions are encouraged to apply to the ATP. Once accepted to the University, a transcript analysis will be made by the UMU Registrar in conjunction with the UMU ATP PD to determine acceptable transfer credit. Athletic training core courses are generally NOT accepted from other institutions unless all educational competencies from the originating institution can be precisely matched to the UMU course(s) in question. To be eligible for admission, transfer students must meet all of the pre-requisite requirements described above. Directed Observation (DO) clock-hours obtained at locations other than this institution may be accepted on the discretion of the ATP PD and counted towards the admission requirements.

PROGRAM FEES

As a part of the matriculation process, all students admitted to the program must:

- Complete formal OSHA training (which includes obtaining or declining the hepatitis B vaccination at no charge to the student);
- Student liability insurance (approximately \$15-30 annually)
- Complete the Basic Life Support for Healthcare Providers CPR/AED certification (approximately \$20 biennially)
- Successfully complete a medical pre-participation examination (cost incurred by student)
- Non-refundable (after the first week of classes) course fees are assessed for the following courses:

ATP 116	\$75
ATP 230	\$105

ATP 350	\$218
ATP 450	\$609

APPEALS and/or RE-APPLICATION PROCESS

Should an eligible student not be selected for admission to the ATP, he/she may appeal that decision to the ATP Selection Committee, which consists of the CEC, head AT, and associate ATs. Such appeal should be requested in writing to the ATP Selection Committee no later than two weeks after the deferment letter has been received. The recommendation of the Committee with regard to admission to the program will be given to the PD. The PD will make his/her decision on admittance and send the decision to the candidate in writing no later than one week after the ATP Selection Committee's recommendation is received. The decision of the PD is final. Eligible and/or ineligible students may re-apply the following calendar year. A student may re-apply once to the UMU ATP with the understanding that it may take longer than the average four years to graduate from the ATP.

ATP RETENTION

The ATP PD is charged with handling all issues associated with progression, retention, probation, and dismissal of ATSs. This is further explained in the UMU ATP disciplinary policy found in this handbook. The ATP PD, faculty, and staff will also serve as a source to help guide and direct the program towards fulfillment of its mission and goals. In the event of a discretionary case, the ATP Selection Committee will convene to discuss the pertinent issues involved.

ATP PROGRESSION

In order to be automatically retained and progress in the ATP each semester the ATS must:

- Make normal academic progress towards graduation
- Maintain a cumulative GPA of at least 2.50
- Complete all required ATP courses with a grade of "C" or higher
- Observe and practice all policies and procedures of the ATP
- Maintain Current OSHA Training
- Maintain current certification in Basic Life Support for the Healthcare Provider
- Uphold the University of Mount Union Technical Standards
- Attend mandatory ATP Meetings unless excused by the ATP PD
- Abide by the NATA, Ohio Administrative, and UMU ATP Codes of Ethics

PROBATION CRITERIA

Should a student fail to meet any of the criteria listed above, he/she will be notified, in writing, about being placed on probation. Students placed on probation will be given specific conditions, which must be met to remove their probationary status. An ATS on probation will be given **one semester** to rectify any deficiencies. Students who incur more than one cause for probation in the same semester or who incur an additional violation while on probation may be recommended for disenrollment from the ATP.

DISENROLLMENT CRITERIA

Should a student **blatantly** violate any ATP policy or procedure, the Code of Conduct Agreement, or any of the above progression criteria, he/she may be called before the ATP Disciplinary Board, which will consist of the CEC, head AT, and associate ATs, for potential disenrollment from the ATP. The Disciplinary Board will make a recommendation to the PD in regard to disenrollment from the ATP. The PD will make his/her decision on disenrollment within one week of receiving the Board's recommendation and notify the ATS of their decision. The decision of the PD is final.

Any ATS placed on probation that fails to meet the conditions set forth by the probation notification may also be called before the ATP Disciplinary Board for potential disenrollment. The same process as described in the previous paragraph will apply. Such appeal should be requested in writing to the ATP Selection Committee no later than two weeks after the deferment letter has been received. The recommendation of the committee with regard to admission to the program will be given to the PD. The PD will make his/her decision on admittance and send the decision to the candidate in writing no later than one week after the ATP Selection Committee's recommendation is received. The decision of the PD is final. Eligible and/or ineligible students may re-apply the following calendar year. A student may re-apply once to the UMU ATP with the understanding that it may take longer than the average four years to graduate from the ATP.

Policy Appeals: Students may appeal decisions if they feel they are not being treated fairly. Appeals of decisions should

include the following:

- 1) Written appeal to the ATP PD
- 2) Written appeal to the ATP Disciplinary Board
- 3) Written appeal to the Human Performance and Sports Business Department Chair
- 4) Written appeal to the Associate Academic Dean
- 5) Written appeal to the Vice President for Academic Affairs and Dean of the University

NOTE: Dismissal from the Athletic Training Program does not automatically lead to dismissal from UMU.

TECHNICAL STANDARDS

ATP Candidates must meet all Technical Standards established for the ATP and the profession of athletic training in order to participate in the UMU ATP. If at any time while in the ATP an ATP's status of health changes, an immediate written notification is required to the PD as soon as possible.

The Athletic Training Program at MOUNT UNION is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program.

According to the National Athletic Trainers' Association Education Council,

"an athletic trainer is a qualified health care professional educated and experienced in the management of health care problems associated with physical activity. In cooperation with physicians and other health care personnel, the athletic trainer functions as an integral member of the health care team in secondary schools, colleges and universities, professional sports programs, sports medicine clinics, and other health care settings. The athletic trainer functions in cooperation with medical personnel, athletic personnel, individuals involved in physical activity, parents, and guardians in the development and coordination of efficient and responsive athletic health care delivery systems.

The athletic trainer's professional preparation is directed toward the development of specified competencies in the following domains: risk management and injury prevention, pathology of injuries and illnesses, orthopedic clinical examination and diagnosis, medical conditions and disabilities, acute care of injury and illness, pharmacology, therapeutic modalities, conditioning and rehabilitative exercise, nutritional aspects of injury and illness, psychosocial intervention and referral, health care administration, professional development and responsibilities. Through a combination of formal classroom instruction and clinical experience, the athletic trainer is prepared to apply a wide variety of specific health care skills and knowledge within each of the domains".

Becoming a Certified Athletic Trainer requires the completion of a professional education program that is both intellectually and physically challenging. The purpose of this document is to articulate the demands of this program in a way that will allow students applying for admission into the program to compare their own capabilities against these demands. The Mount Union Athletic Training Program acknowledges the requirements outlined in Section 504 of the 1973 Vocational Rehabilitation Act and PL 103-336, the American Disabilities Act (ADA) of 2008.

All applicants to Mount Union's ATP must meet technical and academic standards for admission, as outlined in this statement. If a student believes that a disability has had an impact on the student's grades, course choice or standardized admission test scores, the student may request consideration of this in the admissions process. Prospective students may contact the Director of Student Accessibility Services to discuss disability-related issues and reasonable accommodation needs.

An objective of this program is to prepare graduates to enter a variety of employment settings and to render health care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to potentially achieve the knowledge, skills, and clinical competencies of an entry-level athletic trainer, as well as to potentially meet the expectations of **the program's accrediting agency, the Commission on Accreditation of Athletic Training Education (CAATE)**. The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program.

NOTE: Compliance with the program's technical standards does not guarantee a student's eligibility for matriculation into the Accredited Athletic Training Program and/or for the Athletic Trainer's Board of Certification (BOC) exam.

Applicants who are offered a position in the ATP will be asked to certify their ability to complete the essential tasks, with or without reasonable accommodations associated with performance as an athletic training student. Reasonable accommodations refer to ways in which Mount Union may assist students with disabilities to accomplish the essential tasks. A student may be administratively withdrawn, OR AN OFFER OF ADMISSION RESCINDED, IF IT BECOMES APPARENT that the student cannot complete the essential tasks with accommodations, if the accommodations fundamentally alter the program requirements, or fulfilling the functions would create risk of harm to the health and/or safety of others.

Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that the athletic training faculty and staff in coordination with Student Accessibility Services, will work with students with disabilities to determine reasonable accommodations to assist the student towards completion of the Program's essential tasks.

Upon admissions to the Athletic Training program, students may contact the Director of Student Accessibility Services to discuss accommodations.

Essential Tasks

1. Students must have the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and be able to distinguish deviations from the norm within the constraints of applicable national, state laws and/or accreditation standards governing the legal limits of authority of athletic training students;
 - Students must meet class standards for course completion throughout the curriculum;
 - Students must complete readings, assignments and other activities outside of class hours;
 - Students must be able to gather decision-making pieces of information during an injury/illness assessment activity in class or in the clinical setting without the use of an intermediary such as a classmate or preceptor;
 - Students must apply critical thinking processes to their work in the classroom and in the clinical setting, and must exercise sound judgment in the class and in the clinical setting and must follow safety procedures established for each class and clinical setting;
 - **Any documentation written by an Athletic Training Student must be countersigned by the supervising preceptor. Documentation written by an Athletic Training Student must be followed by a title, which indicates that he/she is a student.**
2. Students must demonstrate sufficient postural and neuromuscular control, ambulatory function, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment, treatment and rehabilitation of patients, **including, but not limited to the following:**
 - Students must perform treatment and rehabilitation activities in class or in the clinical setting by direct performance or by instruction and supervision of intermediaries;
 - Students typically sit for 2-10 hours daily in the classroom, stand for 1-4 hours at indoor and outdoor practices/contests and must be able to ambulate at least 20 yards at approximately 2.5 miles per hour indoor and/or outdoor, possibly over rough terrain;
 - Students frequently lift ten pounds or less and occasionally lift more than ten pounds overhead, i.e., ice coolers, water bottle caddies, first-aid kits.
 - Students frequently carry up to 25-35 pounds while walking up to one-hundred feet, possibly over rough terrain and/or up and down stairs;
 - Students frequently exert at least 25 pounds of push-pull forces to objects up to 50 feet.
 - Students frequently twist, turn, bend, stoop and kneel on the floor up to 15 minutes;
 - Students frequently move from place to place and position to position and must do so at a speed that permits safe handling of equipment, classmates and/or injured athletes;
 - Students frequently stand and walk while providing support and/or ambulatory assistance to classmates and/or injured athletes;

- Students frequently coordinate verbal and manual activities with gross motor activities;
 - Students frequently use verbal, auditory, tactile, and visual senses to give and/or receive classroom and/or clinical setting instruction and to evaluate and treat injured athletes;
 - Students often work within an electrical field;
 - Students often will need to have, corrected or uncorrected, 20/40 vision to correctly see activities across the field, court or mat;
 - Students frequently need basic neurological function to perceive hot, cold, change in contour of surface/body part and to maintain 10 pounds of grip strength for one minute or longer;
 - Students frequently need bladder, bowel, emotional control for 2-3 hours;
3. Students must possess the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate medical judgments, diagnostic and treatment information effectively. Students must be able to understand, read, write and speak the English language at a level consistent with successful course completion and competent professional clinical practice;
 - Students frequently require the ability to record the physical examination results and a treatment plan clearly and accurately;
 - Students need to possess the ability to understand and/or make and execute quick, appropriate and accurate decisions, sometimes in a stressful environment while maintaining composure and continuing to function effectively;
 4. Students must display the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;
 5. Students must have or develop the flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;
 6. Students must have or develop affective skills and appropriate poise, demeanor and professionalism that relate to athletic training education and quality patient care.
 - **Students must maintain a neat personal appearance and hygiene appropriate to the classroom and clinical setting;**
 7. Students must annually pass a cardiopulmonary resuscitation course at the health professional level;
 8. Students must annually complete OSHA-regulated Blood borne Pathogen Exposure training and complete the Hepatitis B Vaccine series or have a written declination form on file.
 9. Students must have or develop the capacity to maintain composure and continue to function well during periods of high stress;

Technical Standard Assessment

1. Students must have 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 within the constraints of applicable national, state laws and/or accreditation standards governing the legal limits of authority of athletic training students;

STANDARD ASSESSMENT:

 - Meet all academic criteria for ATP selective admission eligibility as delineated in the Mount Union Catalog and Athletic Training Student Handbook.
 - Students will be advised of and tested on their knowledge of the legal limits that define the role of an athletic training student.
 - Students must meet class standards for course completion throughout the curriculum;
 - A: Students are advised of Program Retention Criteria.
 - Students must complete readings, assignments and other activities outside of class hours;
 - A: Assessed by grading homework assignments.
 - Students must be able to gather decision-making pieces of information during an injury/illness assessment activity in class or in the clinical setting without the use of an intermediary such as a classmate or preceptor;

A: This standard will be formally assessed during supervised clinical education as well as during supervised clinical field experiences.

- Students must apply critical thinking processes to their work in the classroom and in the clinical setting, and must exercise sound judgment in the class and in the clinical setting and must follow safety procedures established for each class and clinical setting;

A: This standard will be formally assessed during supervised clinical education as well as during supervised clinical field experiences.

A: Students are informed that experiences NOT supervised by an approved Preceptor WILL NOT COUNT toward the required traditional athletic training field experience.

- Any documentation written by an ATS must be countersigned by the supervising preceptor. Documentation written by an athletic training student must be followed by a title, which indicates that he/she is a student.

A: This standard is assessed in didactic courses as well as during clinical education.

2. Sufficient postural and neuromuscular control, ambulatory function, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment, treatment and rehabilitation of patients; including, but not limited to the following:

- Students must perform treatment and rehabilitation activities in class or in the clinical setting by direct performance or by instruction and supervision of intermediaries;

A: Assessed in didactic classes, clinical education and field experience. Documentation is achieved on clinical proficiency skill-sheets after initial exposure to each skill has been accomplished, subsequent practice trials and finally after each skill has been mastered by the student.

- Students typically sit for 2-5 hours daily in the classroom, stand for 1-4 hours during indoor and outdoor practices/contests and must be able to ambulate at least 20 yards at approximately 2.5 miles per hour indoor and/or outdoor, possibly over rough terrain;

A: Assessed in didactic classes, clinical education and field experiences.

- Students frequently lift ten pounds or less and occasionally lift more than ten pounds overhead, i.e., ice coolers, water bottle caddies, first-aid kits.

A: Assessed during field experience directed observation when candidates for the program work with various sport teams.

- Students frequently carry up to 25-35 pounds while walking up to one-hundred feet, possibly over rough terrain and/or up and down stairs;

A: Assessed during clinical experience directed observation when candidates for the program work with various sport teams.

- Students frequently exert at least 25 pounds of push-pull forces to objects up to 50 feet.

A: Assessed during clinical experience directed observation when candidates for the program work with various sport teams.

- Students frequently twist, turn, bend, stoop and kneel on the floor up to 15 minutes;

A: Assessed during clinical experience directed observation when candidates for the program work with various sport teams.

- Students frequently move from place to place and position to position and must do so at a speed that permits safe handling of equipment, classmates and/or injured athletes;

A: Assessed during clinical experience directed observation when candidates for the program work with various sport teams.

- Students frequently stand and walk while providing support and/or ambulatory assistance to classmates and/or injured athletes;

A: Assessed during clinical experience directed observation when candidates for the program work with various sport teams.

- Students frequently coordinate verbal and manual activities with gross motor activities;

A: Assessed during clinical experience directed observation when candidates for the program work with various sport teams.

- Students frequently use verbal, auditory, tactile, and visual senses to give and/or receive classroom and/or clinical setting instruction and to evaluate and treat injured athletes;

A: Assessed in didactic classes, clinical education and field experiences.

- Students often work within an electrical field;

A: Taught, practiced, supervised and assessed in classroom, clinical education and field experience.

- Students often will need to have, corrected or uncorrected, 20/40 vision to correctly see activities across the field,

court or mat;

A: Documented on pre-matriculation physical exam.

- Students frequently need basic neurological function to perceive hot, cold, change in contour of surface/body part and to maintain 10 pounds of grip strength for one minute or longer;
A: Assessed in didactic classes, clinical education and field experiences.
- Students frequently need bladder, bowel, emotional control for 2-3 hours;
A: Assessed during clinical experience directed observation when candidates for the program work with various sport teams.

STANDARD ASSESSMENT:

- Successful completion of the psychomotor aspects of the selective admission eligibility criteria including 1) the achievement of at least a 73% score on the ATP 116 oral/practical and written final examination and 2) successful completion of all ATP 116 clinical proficiencies. Both assessment tools require the candidate to perform prophylactic and therapeutic taping, wrapping, special pad fabrication, lifting equipment, crutch use and various patient assessment and rehabilitation skills.

3. Students must possess the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate medical judgments, diagnostic and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;

- Students frequently require the ability to record the physical examination results and a treatment plan clearly and accurately;

A: Assessed in didactic classes, clinical education and clinical experiences. STANDARD ASSESSMENT:

- Assessed ATP 116 Orthopedic Applications in AT. Students will be assessed on their ability to correctly record the information, using standard medical SOAP/HOPS format, provided by an injury scenario.
- Students need to possess the ability to understand and/or make and execute quick, appropriate and accurate decisions, sometimes in a stressful environment while maintaining composure and continuing to function effectively;

STANDARD ASSESSMENT:

- Subjectively assessed during required directed observation hours in the athletic training facility as well as during team observation assignments (the Athletic Training Student Evaluations of ATP Candidates form and the Athletic Training Preceptor Evaluation of ATP Candidates are used to help identify potential communication problems).
- Regarding foreign students, each student must meet established admissions standards for English speaking ability that are used for matriculation into Mount Union.

4. Students must display the perseverance, diligence and commitment to complete the athletic training program as outlined and sequenced;

STANDARD ASSESSMENT:

- The exposure to and the potential for being able to successfully manage the time-intensive demands of the athletic training profession is assessed by each candidate's completion of the directed observation component of the ATP candidates Pre-Admission Program (see ATS Handbook for specific directed observation requirements).
- This issue is also addressed during formal classroom and informal discussions. Additionally, candidates are formally asked to address the time-intensive nature of the profession and their commitment to the profession as well as long term goals in their letter of application. They are also prompted to address their planned approach on how to manage the time-intensive issue during both their undergraduate years as well as beyond graduation.

5. Students must have or develop flexibility and the ability to adjust to changing situations and uncertainty in clinical situations; STANDARD ASSESSMENT:

- Again, the exposure to and the potential for being able to handle the time-intensive demands as well as the changing nature and uncertainty of clinical situations of the athletic training profession is assessed by virtue of each candidate's completion of or failure to complete the directed observation requirements of the program candidate Pre-Admission Program.
- Program candidates are not permitted to provide patient care; therefore, their capacity to demonstrate the ability

to adjust to changing situations and uncertainty in clinical situations cannot be fully assessed, especially during periods of high stress involving acute injury assessment. However, through the directed observation requirement, ATP Candidates are able to observe this phenomenon and gain an appreciation of what will be expected of them once accepted into the Program. Also, during the team observation requirement, which is a 20 hour commitment for one week, they are more likely to experience the changing nature of the profession.

6. Students must have or develop affective skills and appropriate poise, demeanor and professionalism that relate to athletic training and quality patient care.

STANDARD ASSESSMENT:

- Program candidates are not permitted to provide patient care; therefore, their capacity to fully demonstrate their affective skills and appropriate demeanor plus the rapport that relates to professional education and quality patient care in clinical situations is limited. However, through the directed observation requirement, ATP candidates are encouraged to interact with student-athletes as well as with athletic training students to gain an appreciation of what will be expected of them once accepted into the ATP. The Preceptor Evaluation of ATP Candidate form provides opportunity for comments in this area.

- Students must maintain a neat personal appearance and hygiene appropriate to the classroom and clinical setting;

A: Assessed through daily adherence to the established dress code (ATS Handbook).

7. Students must annually pass the American Red Cross CPR/AED for the Professional Rescuer course.

A: Assessed by documentation of annual re-training.

8. Students must annually complete OSHA-regulated Blood borne Pathogen Exposure training and complete the Hepatitis B Vaccine series or have a written declination form on file.

A: Assessed by documentation of annual re-training.

9. Students must have or develop the capacity to maintain composure and continue to function well during periods of high stress;

STANDARD ASSESSMENT:

- Program candidates are not permitted to provide patient care; therefore, their capacity to maintain composure and continue to function well during periods of high stress involving injury assessment cannot be assessed. However, during very stressful oral/practical, mock injury examination conditions (ATP 115 and ATP 116 oral/practical examinations); ATP candidates must perform with a minimum level of proficiency as detailed in the Admissions Procedures found in the Mount Union catalog and the Athletic Training Student Handbook.

DIDACTIC EDUCATION

Requirements for the Major in Athletic Training

ATP 115 Foundations of Athletic Training	2
ATP 116 Orthopedic Applications in Athletic Training	4
ATP 118 Medical Terminology	2
ATP 120 Personal Health	2
ATP 216 Injury Recognition I	4
ATP 217 Injury Recognition II	4
ATP 230 Clinical Practicum I	1
ATP 232 Clinical Practicum II	1
ATP 316 Medical Aspects of Sport	4
ATP 350 Clinical Practicum III	1
ATP 355 Clinical Practicum IV	1
ATP 391 Therapeutic Modalities	4
ATP 392 Therapeutic Rehabilitation	4
ATP 450 Clinical Practicum V	1
ATP 455 Clinical Practicum VI	1
ATP 480 Senior Culminating Experience: Organization and Administration of AT	4
ATP 498 Professional Development in Athletic Training	2

Extra-Departmental Requirements:

BIO 210 Anatomy and Physiology I	4
BIO 211 Anatomy and Physiology II	4
EXS 110 Exercise Physiology I	4
EXS 220 Foundations of Human Movement	4
EXS 250 Strength and Conditioning	4
EXS 270 Foundation of Sports Nutrition and Ergogenic Aids	4
PSY 110S The Psychological Sciences	4

Elective Courses

ATP 400 Independent Study	1-4
ATP 494 Honors Thesis	4
ATP 499 Internship in Athletic Training/Sports Medicine	1-12

Total 70 Semester Hours

FOUR-YEAR CURRICULUM SUMMARY:

Integrative Core	40
Athletic Training Major	45
Extra Departmental Requirements	24
Minor/Electives	19
Total Projected Semester Hours	128

REQUIREMENTS FOR HONORS IN ATHLETIC TRAINING

To receive departmental honors in athletic training, a student must meet all criteria for graduating with honors in a major. Additionally, the student must complete an in-depth project in one of the content areas described in the BOC Role Delineation Study for Professional Practice of Athletic Trainers for a total of 4 semester hours and the completion of ATP 494.

COURSE DESCRIPTIONS:

ATP 115 Foundations of Athletic Training. An introduction to the multifaceted field of athletic training; includes the roles and responsibilities of various members of the global sports medicine team, basic components of a comprehensive athletic injury/illness prevention program (including the pre-participation physical examination), and environmental risk factors. The course also includes introduction to the injury/illness assessment process, including general injury classifications, medical-legal considerations, medical terminology and patient documentation skills. Students seeking admittance into the CAATE accredited athletic training major are required to take this course. Two class hours per week, should be taken concurrently with ATP 118. 2 Sem. Hrs. (typically offered fall semester)

ATP 116 Orthopedic Applications in Athletic Training. The purpose of this clinical course is to provide students with the anatomical basis and the technical aspects of applying clinical proficiencies relating to orthopedic applications used in the care and prevention of injuries in physically active individuals. Techniques taught include supportive taping, protective wrapping, special pad fabrication and other applications. In the second half of the course, students will also learn the basic principles and/or physiological effects of professional rescuer first aid and CPR, therapeutic modalities and interventions, and written and electronic clinical note documentation. Lab fee required. Students seeking admittance into the CAATE accredited athletic training major are required to take this course. Prerequisite: ATP 115 with a C or higher or with permission from ATP Program Director. 4 Semester Hours. (typically offered spring semester)

ATP 118 Medical Terminology. ONLINE An introduction to medical word structures, with emphasis on word roots, prefixes,

suffixes, and abbreviations while gaining an understanding of the rules for building and analyzing medical terms associated with body systems. Students will define and interpret terms relating to structure and function, pathology, diagnosis, and clinical procedures. Students seeking admittance into the CAATE accredited athletic training major are required to take this course. 2 Semester Hours (typically offered fall/spring semesters)

ATP 120 Personal Health. An investigation of personal health and wellness as students discuss various influencing factors including community health operations, addictive behaviors, and motivation. Other topics include obesity, fitness, cardiovascular health, sexuality, and infectious disease. Students seeking admittance into the CAATE accredited athletic training major are required to take this course. 2 Semester Hours (typically offered fall/spring/summer semesters)

ATP 216 Injury Recognition I. Clinical assessment of injuries and illnesses commonly sustained by the competitive athlete and/or physically active individual(s). Prepares students to recognize clinical signs and symptoms in order to effectively formulate a clinical impression of the nature and severity of injuries/illnesses relating to the thoracic spine, thorax, lumbar spine, abdomen, pelvis, hip, thigh, knee, ankle and foot for the primary purpose of making an accurate assessment and appropriate medical referrals. The course involves extensive application of anatomy, injury mechanics and an in-depth understanding of injury pathophysiology Prerequisite: ATP 115, ATP 116, ATP 118 and BIO 210/211. 4 Semester Hours. (typically offered fall semester)

ATP 217 Injury Recognition II. The continuation of ATP 216; clinical assessment of injuries and illnesses commonly sustained by the competitive athlete and/or physically active individual(s). Prepares students to recognize clinical signs and symptoms in order to effectively formulate clinical impressions about the nature and severity of injuries/illnesses relating to the face, head (intercranium), cervical/thoracic spine, shoulder, elbow, wrist and hand for the primary purpose of making an accurate assessment and appropriate medical referrals. The course involves extensive application of anatomy, injury mechanics and an in-depth understanding of injury pathophysiology. Prerequisites: ATP 216. 4 Semester Hours. (typically offered spring semester)

ATP 230 Clinical Practicum I. This course is a clinical field experience designed to expose first semester athletic training students to authentic situations relating to the evaluation and care of athletic injuries/illnesses that may occur in an interscholastic or intercollegiate setting within the context of professionally supervised, hands-on patient care. The course requires attendance at team practices, home contests and selected supervised travel to away contests for the duration of the regular season as assigned by their supervising preceptor. This course will include the initial exposure to selected educational competencies and clinical proficiencies focusing on emergency medical procedures (spine-board, splinting, environmental illness, shock, etc.) Prerequisite: ATP 115 and ATP 116. This required course is available only for students officially enrolled in the accredited athletic training major. (lab fee required) 1 Semester Hour. (offered every fall)

ATP 232 Clinical Practicum II. This course is a clinical field experience designed to expose second semester athletic training students to authentic situations relating to the evaluation and care of lower extremity, thorax, and abdominal athletic injuries/illnesses that may occur in an interscholastic or intercollegiate setting within the context of professionally supervised, hands-on patient care. The course requires attendance at team practices, home contests and selected supervised travel to away contests for the duration of the regular season as assigned by their supervising preceptor. This course will include a review of lower extremity, thoracic, and abdominal anatomy, clinical signs and symptoms and pathologies. Prerequisite: ATP 216 & ATP 230, or with permission of the athletic training program director. This required course is available only for students officially enrolled in the accredited athletic training major. 1 Sem. Hr. (offered every spring)

ATP 316 Medical Aspects of Sport. Students will comprehend the pathological basis for clinical presentation of injuries/illnesses commonly sustained by competitive athletes and/or physically active individuals. This course will explore various medical topics and pharmacological basics relevant for entry-level certified athletic trainers. The students will gain knowledge of orthopedic and general medical conditions related to physically active individuals, as well as prepare the student to formulate an impression of an injury/illness for the primary purpose of recognizing the nature, severity and subsequently formulate an effective treatment plan. Students will be exposed to the therapeutic drug classifications, indications, contraindications, and regulations to the injuries/illnesses discussed in this course, as well as drug testing in sport. Prerequisite: At least junior standing or permission of

the athletic training program director. 4 Sem. Hrs. (typically offered fall semester)

ATP 350 Clinical Practicum III. This course is a clinical field experience designed to expose third semester athletic training students to authentic situations relating to the evaluation and care of lower extremity, face, and head athletic injuries/illnesses that may occur in an interscholastic or intercollegiate setting within the context of professionally supervised, hands-on patient care. The course requires attendance at all team practices, home contests and selected supervised travel to away contests for the duration of the regular season as assigned by their supervising preceptor. This course will include a review of upper extremity, face, and head anatomy, clinical signs and symptoms and pathologies. Prerequisite: ATP 217 & ATP 232, or with permission of the athletic training program director.

This required course is available only for students officially enrolled in the accredited athletic training major. (Lab fee required) 1 Sem. Hr. (offered every fall)

ATP 355 Clinical Practicum IV. This course is a clinical field experience designed to expose fourth semester athletic training students to authentic situations relating to the evaluation and care of hip and spinal athletic injuries/illnesses that may occur in an interscholastic or intercollegiate setting within the context of professionally supervised, hands-on patient care. The course requires attendance at team practices, home contests and selected supervised travel to away contests for the duration of the regular season as assigned by their supervising preceptor. This course will review hip and spinal anatomy and pathologies. Prerequisite: ATP 350, or with permission of the athletic training program director. This required course is available only for students officially enrolled in the accredited athletic training major. 1 Sem. Hr. (offered every spring)

ATP 391 Therapeutic Modalities. The student will demonstrate the ability to plan, implement, document, and evaluate the efficacy of therapeutic modalities and basic components of a comprehensive rehabilitation and treatment plan. Lecture and lab emphasis will be placed upon the physiological response of the body to trauma/injury, pain modulation, infrared modalities, electrical stimulation modalities, therapeutic ultrasound, mechanical modalities, massage and other manual treatment techniques. Other areas of focus will include indications, contraindications, safety precautions, set-up and standard operating procedures of contemporary therapeutic modalities commonly used in athletic therapy. Prerequisite: ATP 116. 4 Semester Hours. (typically offered fall semester)

ATP 392 Therapeutic Rehabilitation. Basic components of a comprehensive rehabilitation program for the upper and lower quadrants are introduced including anatomical, physiological and psychological basis of a rehabilitation prescription, determination of therapeutic goals, objectives and the need for psycho-social intervention and referral. Students will demonstrate selection and use of various rehabilitation techniques plus the development of criteria for progression to full active participation in upper and lower extremity intensive activities. Selected topics will include range of motion techniques, strengthening, proprioception, aquatic therapy, plyometric, open and closed kinetic chain exercises and functional progressions. Prerequisite: ATP 391. 4 Semester Hours. (typically offered spring semester)

ATP 400 Independent Study (elective). The student, in consultation with the instructor, will select a topic, project or problem for in-depth research. Prerequisite: A 2.8 GPA in major and at least junior standing. 1-4 Semester Hours. (typically offered every semester)

ATP 450 Clinical Practicum V. This course is a clinical field experience designed to expose fifth semester athletic training students to authentic situations relating to the rehabilitative care of athletic injuries/illnesses that may occur in an interscholastic or intercollegiate setting within the context of professionally supervised, hands-on patient care. The course requires attendance at team practices, home contests and selected supervised travel to away contests for the duration of the regular season as assigned by their supervising preceptor. This course will review current rehabilitation techniques, the anatomical, psychological, and physiological basis for a rehabilitation program, and modality theories and procedures. Students will also be assigned to an off-campus healthcare provider

for a rotation of a minimum 30 clinical hours. Prerequisite: ATP 355, or with permission of the athletic training program director. This required course is available only for students officially enrolled in the accredited athletic training major. (lab fee required) 1

Sem. Hr. (offered every fall)

ATP 455 Clinical Practicum VI. This course is a clinical field experience designed to expose sixth semester athletic training students to authentic situations relating to the evaluation and care of general medical diseases and disorders and pharmacological issues that may occur in an interscholastic or intercollegiate setting within the context of professionally supervised, hands-on patient care. The course requires attendance at team practices, home contests and selected supervised travel to away contests for the duration of the regular season as assigned by their supervising preceptor. This course will review medical conditions/illnesses, formulation of impressions of medical conditions, recognizing the nature and severity of the condition, when to refer to the proper healthcare professional, and pharmacological basics. Students will also be assigned to an off-campus site for a rotation of a minimum 30 clinical hours. Prerequisite: ATP 450, or with permission of the program director. This required course is available only for students officially enrolled in the accredited athletic training major. 1 Sem. Hr.(offered every spring)

ATP 480 Senior Culminating Experience: Organization and Administration of Athletic Training. This course provides information in the organization and the administration aspects of comprehensive athletic training programs, including law, ethics, facility design, management, budget development, inventory control and therapeutic concepts. Students will complete various collaborative and individual projects to facilitate learning and comprehension of topics. Research design of a selected athletic training topic will be included. This course will include current issues in athletic training and will conclude with a culminating project for athletic training majors. 4 Semester Hours.

ATP 494 Honors Thesis/Project. A research project/course designed to meet the needs of the individual student seeking honors in the athletic training education major at graduation. Prerequisites: Senior standing and approval of the instructor, the department chair and the Honors Review Board. Credit variable, 4 Semester Hours.

ATP 498 Professional Development in Athletic Training. This course is designed to assist students in developing as a professional in the field of Athletic Training. Focus will be placed on preparation of students for the Board of Certification (BOC) examination by completing a comprehensive review of competencies and BOC practice examinations. Preparation for life after graduation will also be addressed with resume development, interview skills, licensure requirements, the continuing education process for both certification and licensure maintenance, and career placement strategies. Prerequisite: ATP 480 or permission from the program director. 2 Semester Hours. (typically offered spring semester)

ATP 499 Internship in Sports Medicine/Athletic Training. An elective, off-campus field experience learning and serving in a medical or allied health setting. The student intern will gain a hands-on, professionally supervised clinical experience and a broader perspective of the athletic training/sports medicine field. The course provides practical application of theoretical knowledge gained in the classroom. The experience is provided by the cooperating organization and the University. Prerequisites: at least junior standing. Departmental approval is required prior to registration for this course. 1-12 Semester Hours. (typically offered every semester)

BIO 210 Anatomy and Physiology I. This course is an integrated study of the structure and function of various organ systems of the human body such as the Integumentary, Skeletal, Muscular, and Nervous systems. An extensive presentation of the anatomy of these systems will be given at the macroscopic and microscopic levels. The functions of these systems will be addressed through the study of each system's homeostatic mechanisms as well as their response to homeostatic imbalances in the body. Two lectures and one lab per week. A lab fee is charged for the course. BIO 210 is a prerequisite for BIO 211. 4 Semester Hours.

BIO 211 Anatomy and Physiology II. This course is an integrated study of the structure and function of various organ systems of the human body such as the Endocrine, Cardiovascular, Lymphatic, Immune, Respiratory, Digestive, Urinary, and Reproductive systems. An extensive presentation of the anatomy of these systems will be given at the macroscopic and microscopic levels. The functions of these systems will be addressed through the study of each system's homeostatic mechanisms as well as their response to homeostatic imbalances in the body. Two lectures and one lab per week. A lab fee is charged for the course. Prerequisite: BIO 210. 4 Semester Hours.

EXS 110 Exercise Physiology. The goal of this course is to gain an understanding of system physiology and the effects of physical activity on the human body. Cardiovascular, pulmonary, musculoskeletal function, energetics and training for human

performance will be the areas of focus in this class. This course is designed to introduce exercise science and athletic training majors to the skills needed to complete certification standards established by the American College of Sports Medicine and the National Athletic Trainers Association, respectively. 4 Semester Hours

EXS 220 Foundations of Human Movement. A study of the science of human movement with emphasis on the structure and functioning of the movement mechanism, mechanical principles underlying human motion, and an analysis of basic motor skills. Prerequisite or concurrently: BIO 105 or BIO 210 or EXS 110. 4 Semester Hours

EXS 250 Strength Training and Conditioning. This is a four hour lecture/laboratory course covering the physiological basis of strength and cardiovascular conditioning along with the fundamentals of designing comprehensive training programs for improving human performance. Students learn the kinesiological aspects of training, cardiovascular training, plyometrics, flexibility training and sport specific training for injury prevention. Prerequisite: EXS 220. 4 Semester Hours.

EXS 270 Foundation of Sports Nutrition and Ergogenic Aids. The objective of this course is to begin a discussion of what sports nutrition is and proceed to an in-depth review of some of the major concepts within the field of sports nutrition and examine some of the most popular sports supplements currently available on the market. Prerequisites: EXS 110. 4 Semester Hours.

PSY 110S The Psychological Sciences. This course examines the scientific study of behavior and mental processes using current issues and research as the framework for exploring the discipline of psychology. In this course you will learn that psychology is a science that attempts to answer some of the age-old questions about the human experience by using rigorous empirical methods. Students will become familiar with the concepts, general theories, and specific approaches and applications used in the field of psychology as well as how they relate to the work done by other social scientists. The following subfields in psychology will be explored: research methodology, biological bases of behavior, development, sensation and perception, consciousness, learning, memory and cognition, motivation and emotion, personality, social behavior, abnormal psychology, and the treatment of psychological disorders. Prerequisites: None. 4 Semester Hours

PROPOSED COURSE SEQUENCE

Students Matriculating Fall 2018

Year	Course	FALL	Credit	
1	FYS 100	<i>Integrative Core - First-Year Seminar</i>	4	
		<i>Integrative Core - Foundation</i>	4	
	ATP 115	Foundations of Athletic Training	2	
	ATP 118	Medical Terminology	2	
		Elective, Math, or Foreign Language (if needed)	2/4	
		Total	16	

Course	SPRING	Credit	
PSY 110S	<i>The Psychological Sciences (Required) Foundation</i>	4	
ATP 116	Orthopedic Applications in Athletic Training	4	
ATP 120	Personal Health	2	
BIO 210	Anatomy & Physiology I	4	
	Elective, Math, or Foreign Language (if needed)	4	
		Total	18

Year	Course	FALL	Hours	Earned
2		<i>Integrative Core - Foundation</i>	4	
	ATP 216	Injury Recognition I: Lumbar Spine, Core & Lower Extremity	4	
	ATP 230	Clinical Practicum I	1	
	BIO 211	Anatomy & Physiology II	4	
	EXS 220	Foundations of Human Movement	4	
		Total	17	

Number	SPRING	Hours	Earned
	<i>Integrative Core - Foundation</i>	4	
ATP 217	Injury Recognition II: Head, Cervical Spine & Upper Extremity	4	
ATP 232	Clinical Practicum II	1	
EXS 110	Exercise Physiology I	4	
	Elective or Minor Elective	4	
		Total	17

Year	Course	FALL	Hours	Earned
3		<i>Integrative Core - Theme</i>	4	
	ATP 350	Clinical Practicum III	1	
	ATP 391	Therapeutic Modalities	4	
	EXS 270	Foundation of Sports Nutrition & Ergogenic Aids	4	
		Elective or Minor Elective	4	
		Total	17	

Number	SPRING	Hours	Earned
	<i>Integrative Core - Theme</i>	4	
ATP 316	Medical Aspects of Sport	4	
ATP 355	Clinical Practicum IV	1	
ATP 392	Therapeutic Rehabilitation	4	
	Elective or Minor Elective	4	
		Total	17

Year	Course	FALL	Hours	Earned
4	ATP 450	Clinical Practicum V	1	
	ATP 480	SCE: Organization & Administration of Athletic Training	4	
		Minor Elective	4	
		Elective	4	
Total			13	

Number	SPRING	Hours	Earned
	<i>Integrative Core - Capstone</i>	4	
ATP 455	Clinical Practicum VI	1	
ATP 498	Professional Development in Athletic Training	2	
EXS 250	Strength Training and Conditioning	4	
	Elective or Minor Elective	4	
Total		15	
Total Credit Hours		128	

REQUIRED DEPARTMENTAL COURSES:

ATP 115	Foundations of Athletic Training	2
ATP 116	Orthopedic Applications in Athletic Training	4
ATP 118	Medical Terminology	2
ATP 120	Personal Health	2
ATP 216	Injury Recognition I: Spine, Core & Lower Extremity	4
ATP 217	Injury Recognition II: Head, Cervical Spine & Upper Extremity	4
APT 230	Clinical Practicum I	1
APT 232	Clinical Practicum II	1
ATP 316	Medical Aspects of Sport	4
ATP 350	Clinical Practicum III	1
ATP 355	Clinical Practicum IV	1
ATP 391	Therapeutic Modalities	4
ATP 392	Therapeutic Rehabilitation	4
ATP 450	Clinical Practicum V	1
ATP 455	Clinical Practicum VI	1
ATP 480	SCE: Organization & Administration of Athletic Training	4
ATP 498	Professional Development in Athletic Training	2

ATP 450 (150 hours) and ATP 455 (150 hours). Please see your advisor

REQUIRED EXTRA-DEPARTMENTAL COURSES:

BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
EXS 110	Exercise Physiology I	4
EXS 220	Foundations of Human Movement	4
EXS 250	Strength Training and Conditioning	4
EXS 270	Foundation of Sports Nutrition & Ergogenic Aids	4
PSY 110	The Psychological Sciences	4
ELECTIVE COURSES:		
ATP 400	Independent Study	1-4
ATP 494	Honors Thesis	4
ATP 499	Internship in Athletic Training/Sports Medicine	1-12

Six semesters (800 clinical hours) of directly supervised ATP clinical field experience is required for graduation. The clinical education hours must be completed under the direct supervision of qualified clinical instructors (preceptors), in an approved clinical setting; the clinical education hours are required and available only for students into the CAATE Accredited ATP. The required clinical education hours must be distributed over at least six semesters, coinciding with ATP 230 (100 hours), ATP 232 (100 hours), ATP 350 (150 hours), ATP 355 (150 hours), for additional field experience requirements.

Courses listed in *ITALICS* are required for the Integrative Core Program. This document is a template for degree tracking purposes. For specific information on courses, prerequisites, University regulations or Departmental policies, consult the University Catalogue.

CLINICAL EXPERIENCE AND EDUCATION

OVERVIEW & PHILOSOPHY

Clinical field experiences are an integral part of any athletic training curriculum and the importance of these clinical field experiences should be viewed on the same level as the didactic (classroom) portion. For this reason, all clinical field experiences occur as a part of the Clinical Practicum Experience in Athletic Training course sequence and academic credit is earned for them. These courses include both clinical education, in the form of in-class application of integrated care, as well as authentic clinical experiences where students engage in supervised clinical practice and gain experience. In order to be well prepared as ATs, students must work diligently in the classroom to understand the material presented and they must also work diligently in the clinical setting to apply their knowledge to real-world clinical situations and to develop a high level of clinical competence. Clinical field experiences are not “work” experiences. Instead, they are educational experiences where classroom knowledge is applied in authentic settings, supervised by allied health care professionals.

EDUCATIONAL COMPETENCIES

Educational competencies are assigned to each course in the ATP including BIO 210, BIO 211, EXS 110, EXS 220, EXS 250, EXS 270, and PSY 110. All educational competencies assigned to each athletic training course must be evaluated and passed as competent for the ATS to progress to the next semester. Failure to complete and pass assigned clinical course educational competencies may result in clinical suspension, until those clinically assigned course educational competencies are evaluated and passed. It is the ATSs responsibility to develop a plan to complete the course requirements. ***Should an ATS fail to complete any assigned educational competencies for that semester, the ATS will not be permitted to continue the clinical field experience course progression, and therefore, will be unable to progress in the ATP.***

CLINICAL FIELD EXPERIENCE

At all times ATSs will be completing clinical field experiences with sites that have affiliation agreements with the University of Mount Union ATP as per the CAATE; please see below:

CAATE Standard 3: Please note that ALL sites must have affiliation agreements or MOU's. Any experience the student completes as part of their education as an AT student MUST have an agreement. Both for credit and non-credit experiences, including internships, in Athletic Training must have agreements.

Six semesters of directly supervised clinical field experience are required for graduation. These clinical practicum courses must be completed under the direct supervision of qualified preceptors, in an approved clinical setting; they are required and available only for students selected into the CAATE Accredited ATP. The required clinical field experience courses must be distributed over at least six semesters, coinciding with ATP 230, ATP 232, ATP 350, ATP 355, ATP 450 and ATP 455.

Additionally, at least one high school experience, one general medical rotation, and one allied health care rotation will be incorporated into the required clinical field experience rotations as well as exposure to at least one opposite gender sport, varying levels of risk, protective equipment and general medical experiences that address the continuum of care that would prepare a student to function in a variety of settings and meet the domains of practice delineated for a certified athletic trainer in the profession.

Additionally, this curriculum is competency-based. Successful completion at the “master level” (a score of 80% or higher) of all educational competencies established by the NATA are required for BOC eligibility and for graduation. These educational competencies are distributed appropriately throughout the required didactic course work and clinical field experiences.

The general clinical education plan over the student’s four years progresses as follows:

Level I (Typically Freshman Year):	Minimum 75 hours, maximum 200 hours per fall and spring academic semesters
Level II (Typically Sophomore year):	Minimum 100 hours, maximum 600 hours per fall and spring academic semesters
Level III (Typically Junior year):	Minimum 200 hours, maximum 600 hours per fall and spring academic semesters
Level IV (Typically Senior Year):	Minimum 250 hours, maximum 600 hours per fall and spring academic semesters
Graduation	Students will need a minimum of 1250 hours, maximum 3000 hours to graduate from the Mount Union Athletic Training Program.

Level I:

Seventy-five hours per semester are required for a total of 150 hours for admittance into the UMU ATP. The scheduling of the pre-professional level I student will be directly supervised by the CEC. The pre-professional level I student will work approximately six hours per week plus any game observation time. During the fall semester each pre-professional level I student will have to observe hours with fall sports, such as football, soccer, volleyball, cross-country, etc. Additional opportunities will be available with fall lacrosse, fall baseball, fall softball, basketball, wrestling, indoor track, and swimming. The spring semester will consist of hours spent with basketball, outdoor track, baseball, softball, lacrosse, wrestling, and spring football. All students will observe hours with at least seven different sports teams during their pre-professional level I year.

Level II:

The level II year will consist of the students working a minimum of 100 hours in the fall and spring semesters at their clinical assignments as scheduled by their preceptor. The students will rotate between clinical assignments and preceptors with the clinical education coordinator being responsible for the scheduling of students to specific clinical assignments. Each academic year will consist of two rotations, with the first rotation in the fall semester and the second rotation in the spring semester.

Level III:

The level III year will consist of the students working a minimum of 200 hours in the fall and spring semesters at their clinical assignments as scheduled by their preceptor. The students will rotate between clinical assignments and preceptors with the clinical education coordinator being responsible for the scheduling of students to specific clinical assignments. Each academic year will consist of various UMU preceptor rotations, including a local high school rotation.

Level IV:

The level IV year will consist of the students working a minimum of 250 hours in the fall and spring semesters at their clinical assignments as scheduled by their preceptor. In addition to a UMU preceptor rotation, the ATS must complete a general medical rotation of 30 hours and an additional allied healthcare rotation of 30 hours as assigned by the CEC.

CLINICAL EXPERIENCE SUPERVISION

Although one of the major goals of a clinical field experience is for students to become autonomous in their skills and decision-making, students should never confuse autonomy with unsupervised practice. Students will always practice athletic training under the supervision of a UMU preceptor. Autonomy in practice by students refers to students becoming proficient to the extent that they collaborate in making and implementing decisions regarding the care of their patients. Students should work to become competent and comfortable in decision-making, but all care related decisions made by students must be reviewed with their supervisors prior to implementation. Clinical field experiences will frequently involve student autonomy in activity and collaboration in decision-making, but students are never the primary care provider for a patient or team. To this end, it is wholly incorrect for a student to see themselves as “the athletic trainer” for a team or to look at his/her time in clinical experience as “covering” a practice or a game. Instead, clinical experiences must be seen from an educational perspective and the students must see themselves as being there to learn and to increase in skill and to develop an understanding for and appreciation of all aspects of the profession.

The UMU ATP clinical field experience education is a vital part of the ATSs complete learning goals. Clinical field experience integrates the didactic knowledge from the classroom with the practical application of athletic training skills and critical decision making, under direct supervision, to develop the confidence and real-world experience while adhering to the standards of supervision of clinical field experience education set forth by the CAATE. At no time should ATSs work independently of their assigned preceptor, or make decisions without the collaboration of their preceptor, nor should supervision of an ATS be transferred to any person other than the assigned preceptor without the express written approval of the UMU ATP PD or CEC. At no time will the ATS be viewed as a replacement of an AT, See Below:

Ohio Revised Code 4755-46-02 Athletic training students.

(A) A student is an unlicensed person. However, for purposes of the exemption from licensure contained in division (A)(3) of section 4755.65 of the Revised Code, a student need not be licensed if all the following requirements are met.

(1) The student is enrolled in:

(a) A professional (entry-level) education program accredited by the commission on accreditation of athletic training education (CAATE); or

(b) An international professional (entry-level) education program located in a country that has entered into a mutual recognition agreement with the board of certification (BOC) and enrolled as a student at a program identified in paragraph (A)(1)(a) of this rule.

- (2) The student has not met the requirements to sit for the examination;
- (3) The activities and services performed by the student constitute a part of an approved course of study in accordance with paragraphs (B) and (C) of this rule;
- (4) Students are designated by titles which clearly indicate their status as a student.

(B) A student shall be supervised by an Ohio licensed athletic trainer. The supervising athletic trainer is responsible for planning, directing, and evaluating the student's athletic training experience. Supervision involves daily visual and audible contact at all sites at which the student provides services.

(C) Any documentation written by a student, must be countersigned by the supervising athletic trainer.

Documentation shall include the student's signature and must be followed by a title which indicates student status.

(D) High school student are not "Students" for the purpose of the exemption from licensure provided by section 4755.65 of the Revised Code and this rule. High school students should be referred to as "student aides." High school student aides are unlicensed persons as defined in rules 4755-46-01.

Effective 7/1/15 Five Year Review (FYR) Date 7/1/20

CAATE SUPERVISION STANDARDS AND GUIDELINES

Clinical education must follow a logical progression that allows for increasing amounts of clinically supervised responsibility leading to autonomous practice upon graduation. The clinical education plan must reinforce the sequence of formal instruction of athletic training knowledge, skills, and clinical abilities, including clinical-decision making.

Clinical education must provide students with authentic, real-time opportunities to practice and integrate athletic training knowledge, skills, and clinical abilities, including decision-making and professional behaviors required of the profession in order to develop proficiency as an athletic trainer.

Clinical education must allow students opportunities to practice with different patient populations, care providers, and in various allied health care settings relative to the program's mission statement.

Clinical education assignments cannot discriminate based on sex, ethnicity, religious affiliation, or sexual orientation.

UMU CLINICAL EXPERIENCE SUPERVISION POLICY

The UMU ATP does not support unsupervised clinical field experiences nor are they considered part of the ATSs clinical educational experience. ATSs may not represent themselves as an AT or perform athletic training duties outside of their clinical experience. However, there may be unplanned times that an ATS is briefly unsupervised. During these uncommon times, ATS will not engage in athletic training activities. At any time, should an ATS find him/herself in an unsupervised situation he/she understands that he/she has the opportunity to act as a voluntary first aid provider, and can only provide first aid services, which will be viewed as non-compulsory. This voluntary opportunity may be refused by the ATS at any time. This refusal will have no detrimental effect on the athletic training student's clinical education. As part of the matriculation process, all ATS will read, understand and sign the Code of Conduct agreement (Appendix C), which includes unsupervised situations, prior to being allowed to perform athletic training clinical field experiences.

GUIDELINES FOR STUDENTS IN UMU ATP AND CLINICAL FIELD EXPERIENCES

What follows are some general guidelines and expectations for clinical experiences. At the commencement of each clinical rotation, it is the responsibility of the ATS to clarify all guidelines and expectations with their specific clinical preceptor.

CONDUCT

Practice Conduct

The athletic training student should arrive on time and stay the length of the entire practice, including pre- and post-practice treatments and clean-up. The proper equipment (athletic training kit, water, ice, emergency equipment, etc.) should be in the proper locations and in working order by the start of practice. An advantageous position should be chosen where the athletic training student will be close to the action, be able to see all of the athletes and not be in the way of practice. First aid should be administered as necessary. Athletic training students should always pay attention to the activities going on and always have scissors, band-aids, tape, gloves, gauze pads, etc. in a fanny pack or in their pockets. The athletic training student should be aware of the emergency action plan for the facility where the practice is taking place. The athletic training student is always under the supervision of a staff athletic trainer and he/she can be called on whenever necessary.

Event Conduct

The athletic training student should arrive on time and in uniform. At home contests, the athletic training student should introduce

himself/herself to the visiting team's athletic trainer and offer available services. When at away contests, athletic training students should locate the athletic training room and introduce themselves to the athletic trainer. All athletic training equipment, emergency equipment, water, ice and other supplies should be in the proper position by the beginning of the game. Athletic training students should not cheer or make critical comments towards or about any athlete or official during an event. Encouraging or positive comments may be made toward the athletes. The athletic training student should know the emergency action plan for the facility where the event is taking place. Athletic training students should act professionally at all times and be aware and attentive to the event taking place.

Injured Athletes from Visiting Teams

When an athlete from a visiting team is injured while participating in an event at the campus of the University of Mount Union, the athlete will be given the same medical attention and services as a Mount Union athlete. If a visiting team has a staff athletic trainer, athletic training student and/or team physician traveling with them, they will be allowed to handle the injury or illness according to their own policies. They shall be allowed to use the athletic training and medical facilities of the University of Mount Union and they shall be treated with courtesy and respect. Treatments and use of modalities for visiting injured athletes that are not accompanied by their staff athletic trainer, athletic training students or team physician, must have a note from their team physician or staff athletic trainer to receive treatment.

Preseason/Holiday/Postseason Requirements

Athletic training students assigned to a fall sport with a preseason that starts before classes begin may be required to return to school 3-5 days before the practices start. Individuals should attempt to make arrangements for housing during this period. If a problem arises, the supervising staff athletic trainer should be notified and may assist in providing housing. Athletic training students may be able to eat meals with the team or receive the same amount of per diem meal money as the athletes. All arrangements should be discussed with the student's supervising athletic trainer. Athletic training students assigned to a sport in season during a holiday break may be required to stay at the University with their assigned team. Meals or per diem meal money may be provided, and arrangements should be made for housing. All plans should be discussed with the student's supervising athletic trainer. If an athletic training student is assigned to a spring sport with a season that continues past the end of spring semester, the student is encouraged to continue providing athletic training services with that sport. It is not required due to summer school and employment responsibilities. Athletic training students should discuss their plans with their supervising athletic trainer early in the semester. If an athletic training student chooses to continue training past the end of spring semester, he/she will be provided with meals or per diem meal money.

Reference: Michigan State University AT Student Handbook

PROFESSIONAL APPEARANCE, ATTIRE, AND GROOMING

Good grooming and personal hygiene are essential for health care providers and usually is the basis for your patients' first impression of you. Along these lines, ATs should maintain a neat and professional appearance at all times during clinical field experiences. Their appearance should not distract from the professional image they are trying to develop. Any jewelry should be minimal, professionally tasteful, and should not interfere with the performance of any clinical procedures or tasks. Extremes of appearance are to be avoided during clinical field experiences. Facial hair should be professional and kept neat and tidy. Shaping facial hair to a particular style is not permitted.

Students should be aware that clinical field experiences require specific professional attire. ATs are issued and have the opportunity to purchase UMU athletic training uniform shirts and other gear. Only clothing that is UMU athletic training oriented and pre-approved will be acceptable for clinical field experiences. Certain clinical field experiences (games, events, travel, etc.) will require a specific dress code that may vary from other clinical field experiences. ATs should clarify the dress code for each specific clinical field experience with their clinical preceptor on or before the first day of the clinical field experience. ATs who do not comply with the dress code for their clinical field experience may be excused from the experience for the day and subject to disciplinary action. An ongoing pattern of inappropriate dress may be grounds for dismissal from the experience and/or ATP. Be sure to clarify appearance expectations with your clinical preceptor prior to beginning each clinical experience.

Name badges to identify ATs as students and not ATs should be worn at all clinical field experiences, both home and away, practices and games. Name badges are to worn above the waist and are not to be obstructed by clothing, hair, etc. Name badges are purchased for newly entering ATs and extra or replacement name badges must be purchased by the AT. If a preceptor or any member of the ATP faculty or staff observe an AT not wearing their name badge, the AT may be sent home from the clinical field experience for the day and may be subject to disciplinary action.

On occasion, there will be opportunities for the AT to participate in extra events (e.g. Conference championships, tournaments, HS events, etc.). When these events are organized by UMU athletics, you will be supervised by a UMU preceptor and the event is

considered part of your clinical field experience. In these situations, the usual dress code will be in effect. In the event that these extra events are not associated with a clinical field experience (i.e. you are not being supervised by a UMU preceptor then you are not functioning as a component of the UMU ATP, nor are you functioning as an ATS. In these situations, you should not wear any UMU athletic training uniform attire or any clothing that would identify you as an ATS.

DRESS CODE FOR ATS and LEVEL ONE CANDIDATES

1. Name tags must be worn above the waist at all times!
2. NO JEANS! NO COTTON SWEATS! (No exceptions!)
3. Khaki, black, Navy-blue, grey pants/shorts (solid color), non-athletic shorts.
 - a. "Skinny" pants are not deemed professional and are up to the discretion of the Preceptor
4. If shorts are worn they must be the appropriate professional length.
5. UMU or neutral raingear is acceptable during inclement weather
6. Clean UMU, Raider, or UMU colored (purple, grey, black, white) hats only; worn with the bill pointing forward only. No other hats are to be worn. The wearing of hats indoors is up to each individual preceptor.
7. Uniform t-shirt, polo shirt, sweat shirts and jacket
 - a. The uniform shirts, sweatshirts and jackets should be the outer-most, visible garment worn whenever possible. However, during inclement weather (rain, cold, etc.), the most protective, appropriate outerwear is acceptable. A UMU garment is always preferred.
 - b. Uniform shirts must be tucked in at all times!
 - c. Some sport events require shirt-tie and/ or dress/skirt always (TBA).
 - d. Candidates may wear UMU ATP issued Candidate shirts, UMU t-shirts, or white polos.
8. Tennis shoes for most field experience activities. Exceptions may be made for inclement weather, indoor events, etc. Dress shoes are acceptable.
 - a. No construction-type boots or rain boots are to be worn indoors
 - b. No sandals
 - c. All shoes must be closed-toe.
9. It is expected that students will have their shirt tucked in, be wearing a belt, a watch, and have a pen available when applicable or required by the preceptor.

If a preceptor or any member of the ATP faculty or staff observe a candidate not wearing their name badge, the student may be sent home from the clinical field experience for the day and may be subject to disciplinary action.

PATIENT CARE POLICY

The application of therapeutic modalities, although potentially therapeutic, can pose a threat to the safety of patients (athletes) being treated if performed improperly. Therefore, it is forbidden for any ATS to apply any electrical modality treatment to a real patient (athlete) in an authentic situation prior to that ATS having been formally instructed and assessed by the instructor of ATP 391 Therapeutic Modalities and ATP 392 Therapeutic Rehabilitation.

Additionally, it is forbidden for an ATS to perform any electrical modality treatment to a patient (athlete) in a real situation without the direct supervision of a preceptor who is physically present and able to intervene on behalf of the athlete being treated if needed. This rule applies until the ATS becomes a BOC certified and Ohio licensed athletic trainer.

ATS TRAVEL POLICY

As part of the clinical experience, ATS's will travel with their preceptors as representatives of the UMU ATP. ATSs are expected to conduct themselves with the highest level of professionalism. On a professional level, you are held to a legal standard of care that involves acting in the manner that would be expected of a reasonable and prudent person with similar training. There are two situations that a student may travel:

1. Supervised athletic team travel opportunities

Supervised is defined as traveling off-campus with a UMU preceptor to an event, practice or competition. All ATSs are required to participate in supervised travel as a part of the clinical education requirement for the ATP as assigned by the supervising preceptor.

2. Academic related travel

ATSs will also occasionally travel with a UMU ATP faculty and staff members to academic conferences and other educational events.

All ATSs who travel with an athletic team as a partial requirement for a clinical assignment must agree to the following terms:

1. ATSS must remain with the traveling team and under the supervision of the preceptor or coach at all times.
2. ATSS are not permitted to receive transportation from any individual other than a parent or guardian (with written permission) during a university
3. At the beginning of each academic semester every ATSS will complete and sign the UMU Student Travel Agreement (Appendix J), the UMU Release, Hold Harmless, & Indemnification Agreement (Appendix K) and UMU Emergency Medical Form (Appendix L). These forms will be completed in ATP 230, ATP 232, ATP 350, ATP 355, ATP 450, and ATP 455. An ATSS will not be able to travel unless these forms are completed, signed, and turned in to the PD.

Off campus clinical field experiences:

1. ATSS will have a variety of clinical field experiences off campus. It is the responsibility of the student to secure appropriate methods of transportation to get to and from those clinical assignments (i.e. personal car, campus security).

CARE OF FACILITIES AND EQUIPMENT

All clinical field experience locations have nice facilities and equipment for student use during classes, laboratories, and clinical field experiences. These will remain nice only if EVERY ATSS takes personal responsibility for their care and upkeep. If you do not take pride in maintaining what you have, you will not have it. For example: No cooler (or lid) should never be put away without being washed and disinfected. All patient care areas should be kept meticulously clean at all times. Gators, golf carts, etc. should be driven far more carefully than you drive your own car. All ATFs should be treated like a hospital and not like a locker room. Supplies are expensive and should never be wasted. Access to our facilities and equipment should be closely monitored and problems reported immediately. You are not to take equipment off site without consent of your supervising preceptor (i.e. coolers for home use).

General Guidelines:

1. If it needs to be done....YOU do it and do not assume someone else will.
2. If you take it out....put it away when you are done.
3. If you make it dirty....clean it up.
4. If you used the last one....re-stock or tell your supervisor if we are out.
5. If someone should not be using something....don't let him or her have it.
6. If you broke it....fix it or accept responsibility and tell your supervisor. We realize accidents happen.
7. If you have not been trained to do it....don't do it without your supervisor's assistance.
8. If you are unsure....ask your supervisor.

CELL PHONE USAGE

Cell phones should be used in a professional capacity, keeping in mind that as an ATSS you are working as an allied healthcare professional. It is expected that each ATSS will discuss with his/her preceptor what he/she deems appropriate usage to be. However **cell phone usage within the Athletic Training Facility is prohibited.** An ATSS who is found to have excessive usage of his/her cell phone as determined by a preceptor will be grounds for disciplinary action. Faculty, staff, and students' cell phone numbers may be distributed to necessary personnel for communication purposes. Students have the ability to allow or not allow their phone numbers to be released by signing the Emergency Medical Form, Appendix L.

HEALTH AND SAFETY

Per the 2012 CAATE standards: Health and Safety (Standards 78-80)

- 78.** All sites must have a venue-specific written Emergency Action Plan (EAP) that is based on well-established national standards or institutional offices charged with institution-wide safety (e.g. position statements, occupational/environmental safety offices, police, fire, and rescue)
- 79.** The program must have a process for site-specific training and review of EAP with the student before they begin patient care at that site.
- 80.** Students must have immediate access to the EAP in an emergency situation.

It is important that each ATSS be familiar with each venue that he/she is working and receive site specific training and review the emergency action plan for each sport he/she is working. At the beginning of each clinical rotation, site-specific training and review of the emergency action plan will take place and be documented using Appendix D and be placed in his/her ATP file.

IMMUNIZATIONS

ATSS may be required to get certain immunizations to participate in clinical field experiences at off campus sites. These typical immunizations include, but are not limited to:

- 2 Step TB skin test
- Evidence of Tdap booster
- Evidence of 2 doses of MMR vaccine or immunity by titer
- Evidence of 2 doses of Varicella (chicken pox) vaccine or Varicella immunity evidence by titer or history of illness
- Hepatitis B vaccination
- Influenza vaccination

RECORDING CLINICAL HOURS FOR STUDENTS MATRICULATED INTO THE ATP

All athletic training clinical field experience hours must be recorded on ATrack even if you are at a high school rotation or a medical rotation. It is expected that hours will be turned in weekly. It is expected that when an ATS signs in/out for clinical field experience hours it will be rounded to the nearest quarter of an hour. For example, if a student arrives at 1:01pm the hours should be recorded as 1:00pm, but if the student arrives at 1:12pm the hours should be recorded as 1:15pm.

When recording hours it is expected that students will record which clinical assignment he/she is working with:

VB volleyball	FB football
WSC women's soccer	MSC men's soccer
XC cross country	IDT indoor track
WBK women's basketball	MBK men's basketball
WSM women's swim	MSM men's swim
SB softball	WR wrestling
ODT outdoor track	BSB baseball
WLAX women's lacrosse	MTN men's tennis
WTN women's tennis	MLAX men's lacrosse
ATF athletic training facility	MVB men's volleyball
CCD Competitive Cheer and Dance	
HS high school-school where your rotation is	
PT physical therapy clinic	DOC physician's office

When logging which sport please note if you are working a practice or a game. ATrack hours will then be electronically signed by the preceptor on a weekly basis. Any questions regarding your hours should be presented to ATP PD as soon as possible.

RECORDING CLINICAL HOURS FOR A LEVEL ONE CANDIDATE

An ATP candidate is expected to record his/her hours in the level one candidate logbook in the Gorman ATF. It is expected that a level one candidate will record their hours as listed above for matriculated students. It is also expected that the candidate will have his/her hours signed daily by the preceptor he/she is working with. ATS Candidate Directed Observation Log can be found in Appendix G.

If a UMU ATP ATS has been found to have lied on his or her hour log the hours will be null and void and the student will be suspended the remaining of the week from his/her clinical assignment and this may also be grounds for further disciplinary action.

EVALUATIONS

Throughout the course of the ATP, all aspects will be regularly evaluated to determine the effectiveness and quality of the educational delivery of the clinical field experience program. ATS will be evaluated on their performance at the mid-term and completion of each semester to determine their readiness to progress in the program. Both the mid-term evaluation and end of the semester evaluation will be done via ATrack.

The supervising preceptor, as well as the clinical site will be evaluated by the ATS mid-semester and end-semester. These evaluations are used to determine the overall quality of the education delivered by the preceptor as well as the appropriateness and quality of the clinical site as perceived by the ATS assigned to that preceptor and site.

Upon completion of the ATP, graduating students will have the opportunity to evaluate the ATP as a whole. The quality of both the didactic and clinical portions will be assessed to determine their perception of the overall effectiveness in preparing them for the successful completion of the BOC exam and for entry-level practice as a certified athletic trainer.

Following each graduate's first year of employment after graduation, both the graduate and the graduate's employer will have the opportunity to evaluate the UMU ATP in terms of its ability to prepare the graduate for successful employment, graduate school and/or practice as an AT.

PROFESSIONAL DEVELOPMENT

The UMU ATP feels that it is important for all students to stay up to date with the changes that are constantly occurring within the field of athletic training, the UMU ATP faculty and staff will invite experts in various fields to come and present on current topics. These educational opportunities will be scheduled and announced well in advance so as to prevent any conflict with other academic commitments.

All professional phase ATSS **MUST** attend **two (2)** CEU events (on two separate dates) per semester in order to continue clinical field experiences. **One (1) MUST** be a BOC Approved Provider CEU event. These may include, but are not limited to the monthly guest speakers, OATA, GLATA, NATA, OAC Symposiums, etc.

PROCEDURE FOR BEING EXCUSED FROM A CLINICAL ASSIGNMENT

If a student cannot make an assigned hour, practice, game or any other ATP function, the following procedure must be used:

1. The ATS must fill out a time off request form (see Appendix I). This includes the date required for time off and must be signed by the supervising preceptor for approval at least two (2) weeks in advance. Once the form is signed, it must be turned in to the ATP PD. Off-site clinical rotations take precedence over Mount Union sport clinical rotations.
2. Try to contact another ATS to replace you. If you find a replacement, you must:
 - A. Inform your replacement of what time to be there.
 - B. Inform them of the duties and responsibilities they need to cover.
 - C. Inform them of any athletes that need to be taped and special taping that you do.
 - D. Inform them of any athletes that need to be treated and what they need to have done to them.
 - E. Inform your preceptor of the date of your absence and who your replacement is through a completed absence notification form.
3. If you cannot find a replacement, you must call your preceptor at least 24 hours in advance; to inform them you will not be there. The only exception will be in the case of an emergency when notice time may be less. Any conflicts that are known about in advance must be taken care of in advance. **EXCUSES WILL NOT BE ACCEPTED.**
4. If you are sick, you must go to UMU health center in order to be properly excused. **NO** excuses for being sick will be valid unless the athletic training faculty/staff receives notice from the health center.

Failure to adhere to the above guidelines will result in disciplinary action.

Reference: Mr. Trevor Bates, Heidelberg University ATP Director, AT Student Handbook 22

REMOVAL/SUSPENSION FROM CLINICAL FIELD EXPERIENCE

Preceptors have a primary responsibility to ensure the safety of and provide care for their patients. To this end, a preceptor may remove an ATS from his/her clinical assignment at any time for conduct that compromises the safety or care of the patient or others at the clinical field experience site. Behaviors that are grounds for temporary removal from the clinical assignment include but are not limited to confidentiality breeches, harassment, absenteeism or tardiness, malpractice / negligence, failure to fulfill responsibilities, or other activities that the supervisor deems as unsafe or inappropriate. Ongoing patterns of unsafe/ unprofessional behavior are grounds for disciplinary action.

UMU ATP DISCIPLINARY POLICY

The UMU ATP will operate on a “three strikes and you’re out” policy for the enforcement of the policy on professional conduct. If not initiated by the ATP PD, the supervising Preceptor will contact the ATP PD in the event disciplinary action is warranted. Appendix E and Appendix F will be completed and placed in the student’s file.

- | | |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1st Offense - | will result in a verbal and written warning that will be placed in the ATSS file. |
| 2nd Offense - | will result in a second verbal and written warning that will be placed in the ATSS file, along with a meeting with the preceptor, PD, and ATS. |
| 3rd Offense - | will result in expulsion letter from the ATP PD. An offense warranting disciplinary action may be defined, but is not limited to the examples below: |

Violation of the UMU ATP Policy on Professional Conduct

- For example: Failure to attend a clinical assignment without an approved leave of absence form completed prior to the absence or a valid excusable reason for absence.

Display of unprofessional behavior during a clinical rotation or ATP function

- For example: Use of inappropriate language and or behavior during clinical hours.

Violations of any UMU Academic or Institutional policies

- For example being found guilty of Academic Dishonesty in any course

ALCOHOL, TOBACCO, AND DRUG POLICY

Disciplinary Action

Any violation of federal, state, local, university or program policy with regard to alcohol, drugs, and tobacco will be considered a violation and means for expulsion from the ATP.

Link to UMU Student Handbook – [Alcohol and Other Drug Use/Abuse Policies and Programs – http://www.mountunion.edu/Content/u/Student-Handbook-Bookmarks-3156.pdf](http://www.mountunion.edu/Content/u/Student-Handbook-Bookmarks-3156.pdf)

Path – iRaider -> Student Life -> Student Handbook -> Student Rights and Responsibilities

The following policies specific to the Athletic Training Program are in addition to federal, state, local and University policies.

- Alcohol
 - Alcohol use is not permitted while wearing any athletic training apparel.
 - If 21 or over, there will be no alcohol consumption **during or 12 hours prior** to any athletic training duties or responsibilities.
 - At no time should alcohol be consumed while wearing athletic training apparel.
 - All policies apply during away travel.
 - Athletic Training Students are expected at all times to behave in a professional and responsible manner.
- Tobacco
 - Tobacco use is not permitted while wearing any athletic training apparel.
 - An ATS reporting for clinical experience and smelling of a tobacco product (as determined by any preceptor), may be sent home to change and counted absent for that clinical experience.
- Drug Use
 - Use of any illicit drug at any time will be considered a violation and means for dismissal from the ATP.

USE OF ALCOHOL, TOBACCO, AND/OR DRUG USE AT OFF SITE CLINICAL ASSIGNMENT

If an ATS appears to be under the influence of any illegal substance, the ATS will be dismissed from the clinical site for that day **and transportation will be obtained by the preceptor for the student** in the form of calling the University of Mount Union Security - or by another form of transportation.

UNETHICAL AND CRIMINAL ACTIVITY

ATS are expected to abide by the University's Student Code of Conduct and by all laws of the State of Ohio. Student conduct violations may result in severe penalties including expulsion from the University. Violation of state laws can potentially result in a student becoming ineligible to obtain BOC certification to practice athletic training. Any criminal activity may be grounds for disciplinary action, including those incorrectly perceived as "minor violations" by an ATS. Violations such as drug/alcohol/tobacco violations, theft, and more severe crimes are all potential grounds for disciplinary action.

VIOLATION RESULTING IN A CHARGE OF A SERIOUS CRIME

Per Section 5 of the Board of Certification Professional Practice and Discipline Guidelines and Procedures, any person who is or will become a BOC applicant has a duty to notify the BOC of any charge of serious crime within ten days.

Serious Crime as defined by section 5.3.1 is:

- 1) any felony
- 2) a misdemeanor related to public health, patient care, athletics or education.
This includes but is not limited to: rape; sexual or physical abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an athletic trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity; and/or an attempt, conspiracy, aiding and abetting, or solicitation of another to commit such an offense.

If the BOC rules that the ATS will not be eligible to take the BOC exam, immediate expulsion from the University of Mount Union ATP

will result.

If the BOC ruling is in favor of student eligibility, then disciplinary actions for “other violations” as outlined below will still apply.

Other Violations not resulting in charges:

First Violation will result in a written warning and may require appropriate counseling services.

Second Violation could include suspension from the ATP for a period of time and may result in expulsion from the ATP.

Further Violations could include suspension from the ATP for a period of time up to a year and may result in expulsion from the ATP.

All incidents and disciplinary actions of the ATP are subject to review at the discretion of UMU ATP Disciplinary Board and UMU administration.

Dismissal from the UMU ATP does not automatically lead to dismissal from the University of Mount Union.

Sound Judgment

As a healthcare provider, your ability to make sound judgments while under pressure is absolutely vital to your success and to your professional credibility. Anything that would cause the soundness of your judgment to be questioned will weaken your reputation. This is true of both your professional and personal judgment.

On a professional level, you are held to a legal standard of care that involves acting in the manner that would be expected of a reasonable and prudent person with similar training. Part of this is practicing within the bounds of a student and not overstepping your bounds by engaging in unsupervised practice.

On a personal level, your judgment will be a significant factor in your ability to garner favorable recommendations, to open doors to new opportunities, and to earn the respect of your peers, patients, and supervisors. Do not make the mistake of thinking that your actions in your private life will not influence your professional life. The two are far more interrelated than many students realize. Your actions outside of your duties as an ATS can and do affect your future. Lapses in judgment such as alcohol or controlled substance law violations, poor conduct at professional meetings or alumni functions, inappropriate voicemail greetings or email addresses, posting embarrassing (or illegal activity) photos or information on publicly accessible websites (*Myspace, Facebook, Twitter, Instagram, Vine, Snapchat, Pinterest, etc.*) will cause your judgment to be questioned by your peers, your supervisors, your patients and your potential employers. If you demonstrate questionable judgment, you should not expect to receive favorable recommendations from your faculty and staff nor should you expect the faculty and staff to put their personal reputation or this program’s reputation in jeopardy by creating special opportunities for you. If you want access to the kinds of opportunities this program is known for creating, then earn them through your judgment and your work ethic.

Social Media Policy

Link to UMU Social Media Policy –

<http://www.mountunion.edu/Content/u/Social-Media-Policy-4372.pdf>

Path – iRaider -> Marketing -> Social Media Policy

Punctuality

Students are expected to be punctual for their classes and clinical field experiences. Tardiness is not acceptable for practicing professionals and it is therefore not acceptable for ATS. Any instance of tardiness should be accompanied by an appropriate, documented excuse. Outside jobs and student organization obligations are not an appropriate excuse for tardiness or absenteeism. An ongoing pattern of tardiness or absenteeism is ground for disciplinary action, removal from a clinical field experience assignment, and potentially dismissal from the ATP.

RELATIONS WITH OTHER MEDICAL PROFESSIONALS

Students should be very professional when interacting with physicians and other medical professionals. These interactions are very important to the clinical education of the ATS and they are to be actively pursued. Students are encouraged to ask questions when appropriate and to use appropriate professional jargon. Avoid the use of laymen’s terms with professionals and avoid using jargon with patients.

RELATIONS WITH ATHLETIC PERSONNEL (i.e. Coaches, Managers, Scouts, Sports Information):

It is important that ATS learn to develop professional relationships with the coaches of teams with whom they are completing clinical field experiences. Generally, your clinical preceptor will provide status reports to coaches although students will be required to do this on occasion as part of their education. You should discuss how to handle coaches' questions with your clinical preceptor.

Generally, students' interactions with coaches should increase with each clinical field experience. Occasionally, such interactions can present difficulties. If an ATS has difficulty with a coach or athlete, he/she should make this known to the clinical preceptor immediately. Most problems can be easily resolved if approached early. Delay in dealing with a problem makes it more difficult to resolve. No dating or personal relationships with coaches are permitted.

RELATIONS WITH ATHLETES

The student-athletes and patients at UMU and any of our affiliated clinical sites are patients. They are not your peers, not your social group, and not your dating pool. They can sometimes be your friends, but you must maintain the boundaries of such friendships so that you do not compromise your professional relationship. You must earn the respect of your patients in order to be effective care providers to them. The person who is your drinking friend or date will almost never trust you to be the person who takes care of their serious healthcare needs. Understand that the nature of your relationship with your patients is a professional one first and a friendship second. You are not in their chain of contact for emergencies and you are not permitted to provide them care outside of your supervised role as a student. If a student athlete calls you personally to request care for a problem (whether it occurs in athletics or outside of athletics) you should advise them to seek care in an ATF or in the emergency and you should also notify your preceptor at the first opportunity to do so. You should never provide private "after hours" or "off the books" care that circumvents the healthcare plan that we have put in place for our student-athletes and patients. Doing so is both unethical and illegal. A student will not be given a clinical assignment if they are in a relationship with a student-athlete on that team. If an ATS begins a relationship with a student-athlete during the season the ATS is working, the ATS must inform their preceptor and CEC immediately. If a relationship begins prior to the clinical assignment, it is the ATSs responsibility to notify the CEC immediately.

RELATIONS WITH OTHER ATHLETIC TRAINING STUDENTS

Romantic relationships with other ATSs are discouraged. The breakup of relationships can create a hostile atmosphere in clinical facilities and/or clinical field experience settings where the students are assigned. Such an atmosphere is detrimental to the learning of students and delivery of patient care in the facility. Students creating a hostile environment will be removed from their clinical field experience assignment for the duration of the experience and disciplinary action may be taken.

PROFESSIONAL RESPECT AND DIFFERENCES OF OPINION

It is foreseeable that ATSs will have differences of opinion with other students or supervisors regarding patient care. In such cases, students should never express to the student-athlete/patient their disagreement with the plan of care or decisions of their peers, their supervisors or physicians. Instead, students should discuss disagreements privately with the other ATS, preceptors, or physician. Never argue in the presence of the patient – it only serves to undermine the patient's confidence in both you and the other person. Likewise, ATS should show appropriate professional respect for their instructors, supervisors, physicians, coaches, patients, etc. Disrespectful behavior is unprofessional as it compromises the care of the patient. It may be grounds for removal from a clinical experience assignment. An ongoing pattern of disrespectful behavior may be grounds for disciplinary action.

HARASSMENT AND DISCRIMINATION

Harassment of other students, student-athletes, staff, etc. is a severe breach of professional ethics. Harassment and discrimination can take many forms including but not limited to sexual harassment (including sexual preference discrimination), gender discrimination, racial/ethnic discrimination, religious discrimination, sport-based discrimination, socioeconomic discrimination, etc. Athletic training must be a colorblind and gender blind profession in terms of the quality of care provided. No form of harassment or discrimination will be tolerated and ATS engaging in such discrimination in classes or clinical experiences will be immediately removed from the experience. An ongoing pattern of harassment / discrimination may be grounds for disciplinary action. If an ATS observes any form of sexual misconduct, he/she has the duty to inform the Title IX Co-Coordinators.

UNIVERSITY CANCELLATIONS/INCLEMENT WEATHER

If the University is closed this does not mean practices or games will be cancelled. Student safety is of utmost importance. Should a student be out of the city of Alliance the student should use sound judgement when determining to come to an athletic event. Each student is responsible for communicating with his or her preceptor 1 hour prior to his or her scheduled arrival time so everyone is informed. Should a student choose to drive to campus to attend an athletic event and is involved in an accident, Mount Union will not be held responsible.

UMU ATP STUDENT PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

Many prospective students who express interest in UMU's ATP are also interested in participating in intercollegiate athletics. We have had many alumni in our ATP who were successful in balancing both the demanding curriculum of the ATP and intercollegiate athletics. The ATP does have a significant clinical component that requires a strong commitment on behalf of the student. This involves a weekly average of 10-15 hours that includes a combination of morning, afternoon, evening and weekend time commitments. Time conflicts between sport demands and clinical requirements may occur if careful planning is not taken into consideration. The athletic training faculty and staff are committed to encouraging students and assisting them in taking advantage of the many opportunities afforded to them at Mount Union. We are also dedicated to guiding the student and the student-athlete so he/she fulfills the graduation requirements of the athletic training major, has diverse and quality clinical field experiences, and graduates within the four-year plan.

The following guidelines are designed to help accomplish these goals:

- The intention on the part of a prospective student to participate in intercollegiate athletics shall not factor into the admissions decision for the ATP.
- ATs shall limit their participation to one intercollegiate team.
- Participation in the student-athlete's non-traditional season is subject to the availability of his/her schedule only after fulfillment of clinical field experience responsibilities.
- ATs who participate in intercollegiate athletics must, like all students, fulfill all the didactic and clinical program requirements before he/she may graduate. All such students are strongly encouraged to consult with the ATP PD for effective planning to ensure on-time graduation.
- All students are required to have at least one "equipment-intensive" clinical field experience (e.g., football, men's lacrosse).

Those participating in collegiate athletics with scheduling conflicts will need to meet with the PD and CEC to resolve these conflicts.

Reference: Mr. Trevor Bates, Heidelberg University ATP Director, AT Student Handbook 25

EXTRACURRICULAR ACTIVITIES

At the University of Mount Union, students in the ATP are often involved in a number of extracurricular activities, such as jobs, varsity sports, intermural sports, Greek Life or many other UMU organizations. ATs must remember that his/her education should come first when considering joining extracurricular activities.

ON CAMPUS & OFF CAMPUS EMPLOYMENT

THE UMU ATP faculty and staff understand that a student may need to seek outside employment to help pay for schooling. ATs must understand that it is expected that he/she will schedule these hours around his/her athletic training responsibilities. Having an on campus or off campus job (including student coaching) is not an acceptable excuse for missing a clinical assignment and will result in disciplinary action.

LETTERS OF RECOMMENDATION REQUESTS

Due to the high volume of requests received by faculty and staff, and the varied nature of letter of recommendation requests, ATs are required to utilize the "Letter of Recommendation Request Form" (Appendix M) to help faculty and staff write strong, meaningful letters of recommendation on behalf of students in the ATP. The "Letter of Recommendation Request Form" must be turned in a minimum of two (2) weeks prior to when the ATs needs the letter of recommendation.

APPENDIX A
UMU Athletic Training Program
Code of Ethics

In addition to the OATA Code of Ethics and the NATA Code of Ethics, the following standards apply to those involved with the University of Mount Union Athletic Training Program. Failure to abide by these standards can lead to permanent expulsion from the program.

1. Be honest with yourself and your ability. Admit if you lack the knowledge or skill, and do not attempt to bluff your way through.
2. Under no circumstance should you attempt to carry out a procedure or evaluate an injury/illness unless you have the knowledge and proficiency mastered.
3. Altering, copying, sharing, removing, or tampering with medical records is not tolerated and is a violation of the law.
4. Medical confidentiality is to be strictly maintained. Be wary of your surroundings when discussing an injury/illness, and be mindful when working on medical records. Colleagues and teammates do NOT have a right to know other's conditions; furthermore, it is illegal.
5. Use good judgment when discussing the events of the day-practice, occurrences in the athletic training facility, etc. Even though they may not be medical in nature, much of what you experience here is not for public knowledge.
6. Encourage and promote scholarship achievement in others. Strictly adhere to the Academic Integrity policies of UMU.
7. Use of non-therapeutic drugs for any purpose is not condoned.
8. Negative actions in or outside of the ATP may have a profound effect on your continuing in the program, especially if they affect patient safety or trust in you.
9. Be professional at all times while representing UMU. Your dress, your mannerisms, attitude, integrity and character should reflect positively on the UMU ATP, while at home and away.
10. Unless given permission by your Preceptor, you are to strictly adhere to team rules while traveling. You are not to be in athletes or coaches rooms after curfew, nor are they allowed to be in your room.
11. Be cooperative, courteous, and considerate to staff, coaches, colleagues, student athletes, and visitors. Represent our program and the medical profession accordingly.
12. Avoid rude behavior, inappropriate language, discriminatory remarks or behaviors, and criticism of others.
13. Adhere to the Honor code= do not lie, steal, or cheat.
14. You are to show respect for the Preceptors affiliated with the UMU ATP. Any comments or actions interpreted as being disrespectful will not be tolerated.
15. Always be early, prepared, and professional.

Reference: ECU ATS Handbook 2007, Dr. Katie Walsh PD 66

I agree to comply with the OATA, NATA and UMU ATP Code of Ethics. I understand failure to uphold the OATA, NATA or UMU ATP Code of Ethics may result in disciplinary action.

Printed name

Date

Signed name

APPENDIX B
MOUNT UNION ATHLETIC TRAINING PROGRAM
CONFIDENTIALITY OF PATIENT HEALTH INFORMATION

In the performance of your duties as a student member of the Mount Union Accredited Athletic Training Program (ATP), and/or as a candidate for said program, you have access to privileged medical information regarding UMU student-athletes. This access is essential for the proper care and disposition of athletic injuries. This access also presents a great responsibility. Medical information which you may become knowledgeable of is subject to the physician/patient privilege as well as by the federal laws established by the Health Insurance Portability and Accountability Act (HIPPA) and must be considered confidential.

In any health care facility, CONFIDENTIALITY is not a choice of life; it is a way of life, essential to the best in patient care. Each Certified Athletic Trainer (AT) and athletic training student (ATS) and program candidate (Pre-Professional Level 1) in the ATP is responsible for upholding the code of ethics relating to medical confidentiality when involved in patient care to patients (UMU student-athletes), which includes:

All information gathered regarding a patient (student-athlete), the patient's personal life and the care rendered to the patient must be treated confidentially. Each member of the ATP, faculty, staff, students and candidates has both a moral and legal obligation to guard against inappropriate release of confidential, private information.

Patients and their families must have assurance that their medical information as well as any personal idiosyncrasies will not be passed on to others unless the patient specifically requests that the information may be released. The permission to release confidential information MUST be in writing!

"Think before you speak." Members of the ATP must be aware of where, to whom and what about they are speaking. Carelessness can lead to breach of patient's privacy. There is never a right way to say the wrong thing.

Members of the ATP must guard against inappropriate viewing of a medical record. Not all ATP members are engaged in the treatment of any given patient and therefore, must have a legitimate reason to view any particular record. Viewing of medical record charts must be coordinated and approved through the supervising preceptor.

"When in doubt, don't give it out." It is always better to not release information when there is a doubt. Members of the ATP and patients are better protected by refusing to give information than they are if they breach confidentiality.

Your signature on the Confidentiality Statement is a requirement for ANY participation in, and admission to the ATP. This form will be kept in your personal file for the duration of your involvement in the program. Any breach of this affidavit may result in your dismissal from the ATP and possible legal action.



APPENDIX C
CONFIDENTIALITY AFFIDAVIT
For Athletic Training Students
at Mount Union

The Ohio Supreme Court has created the tort of breach of confidentiality. The purpose of this tort is to transfer the risk of mismanagement of confidential information to the appropriate party. Thus, it applies to the disclosure of medical information, which is limited to employees, students, subcontractor, agents, licensees or invitees. In the case of off-campus clinical field experience agreements, the athletic training student from Mount Union is the “student invitee”.

By virtue of my signature below, I understand and agree that, in performance of my duties a program athletic training student or candidate thereof, the possibility may exist for exposure to confidential patient health and medical records information (“confidential information”).

I hereby agree to maintain the highest level of confidentiality of any confidential information. I will not directly or indirectly disclose, discuss or otherwise impart any confidential information to anyone, with the exception of UMU Sports Medicine and/or Athletic Training personnel and/or coaching staff (only on a need-to-know basis). I will abide by this agreement at all times and will not disclose such information at any time to any other person(s). I also understand that my intentional or involuntary failure to maintain the confidential or private medical information is a violation of the confidentiality requirement and may be cause for premature termination from the ATP and possible legal action.

Student Signature

Date

Printed Name

Student ID #

APPENDIX D
UNIVERSITY OF MOUNT UNION ACCREDITED ATHLETIC TRAINING PROGRAM
CODE OF CONDUCT AGREEMENT

By virtue of my signature below, I hereby agree to the following policies and procedures as set forth and approved by the Athletic Training Program Director, Athletic Training Staff and the faculty of Mount Union. Athletic Training Students (ATS) are representing the athletic training profession, the UMU Athletic Training Program (ATP) and Mount Union at all times, even during unsanctioned activities. UMU is a Methodist affiliated institution; therefore, those representing the University are expected to act in a moral, legal and professional manner. Each ATS is expected to conduct his or herself in an ethical manner which is a positive reflection on the ATP and AT profession. This conduct will require the ATS to exemplify high moral standards and excellent reasoning and judgment at all times. In particular;

1. As an ATS, I will abide by the NATA CODE OF ETHICS/UMU ATP Code of Ethics (see www.nata.org and/or ATP Student Handbook). I understand that any violation of the COE, may constitute grounds for disciplinary action, depending on the severity of the infraction, as determined by the ATP disciplinary board. A formal hearing/appeal process will be implemented if such an event should occur.
2. I will abide by the UMU ATP RETENTION AND PROMOTION CRITERIA (see UMU ATP Student Handbook). If I fall below these standards, I understand that I will be placed on probationary status. During this period, my athletic training field experience assignment may be suspended or limited at the discretion of the ATP Director and/or Clinical Education Coordinator(s). Following the designated probationary period, if I have not rectified the deficiencies, then I realize that dismissal from the ATP may be eminent.
3. I understand that prior to graduation, all CAATE Educational Competencies and Clinical Proficiencies must be successfully completed/documentated at the "Entry-level Master Level". I must also be in good academic standing at the time of my application for the BOC examination. Furthermore, I understand that my endorsement for the BOC exam is at the complete discretion of the ATP Director.
4. I agree that, to insure a well-rounded clinical education and to successfully meet BOC, Inc. requirements, Ohio licensure requirements and/or UMU graduation requirements, I must successfully complete the following:

REQUIRED: at least six semesters of clinical field experience under the direct supervision of Preceptors (AT, PT, MD, PA, etc.). The required clinical hours must be spread over at least four full semesters, coinciding with the following field experience courses:

ATP 230 Clinical Practicum
ATP 232 Clinical Practicum
ATP 350 Clinical Practicum
ATP 355 Clinical Practicum
ATP450 Clinical Practicum
ATP 455 Clinical Practicum

REQUIRED: at least one opposite-gender field experience assignment;
REQUIRED: at least one upper extremity dominant field experience assignment;
REQUIRED: at least one lower extremity dominant field experience assignment;
REQUIRED: at least one equipment-intensive field experience assignment;
REQUIRED: at least one field experience assignment at an Approved Affiliated High School venue;
REQUIRED: at least one field experience assignment at a general medicine venue;
REQUIRED: at least one field experience assignment at an allied healthcare facility.

Transportation to and from all off-campus field experience venues is my responsibility.

5. I understand that ATS are not allowed to be utilized as staff or to be paid to perform unsupervised athletic training services. I understand that ATS are not qualified or prepared to perform independently and that ATS can only perform athletic training skills under the direct supervision of a Preceptor while enrolled in a field experience class for academic credit. I further understand that no unsupervised athletic training activity (including traveling with teams) is permitted as a formal part of a field experience course.

6. I realize that my responsibility to my assigned team(s) must be my first priority and that I may have to compromise some part of my pre-season or post-season, if I am involved in athletics or any other extracurricular activities, in order to fulfill my obligation to my athletic training assignment.
7. Typical hours of work for an athletic training student is from 2:30 - 6:30pm plus approximately one hour prior and after athletic contests and may not exceed twenty hours per week. To the best of my ability, I will arrange my academic schedule to insure my availability during these required lab hours. Also, if I have to be absent from field experience lab time or other classes because of an athletic event, it is my responsibility to be excused by all instructors and to make up any missed work.
8. I realize that my team assignments are in effect for the entire duration of a given sport season (pre-season physicals through the conference championships shall usually constitute the duration of my responsibility), which might mean diminished vacations in August, over intercessions, in May, or during semester breaks. However, field experience conducted outside of the regular semester calendar is non-compulsory, which means I am not obligated to participate when academic semesters are not in session. When my assigned team has a practice and/or contest, it is my ethical obligation to be there, just as if I were a member of the ATP staff.
9. I understand that, as in any health care profession, there exists a risk of being exposed to potentially dangerous body fluids (i.e., blood). I therefore agree to attend required annual blood-borne pathogen seminars and to abide by all OSHA standards regarding universal precautions as they apply to the practices of athletic training. I further agree to accept or formally decline the hepatitis B vaccine, which is provided by the Mount Union Student Health Center.
10. I realize that being an ATS involves a high level of responsibility that coaches, athletes, my fellow ATS and the AT staff depends upon. I realize that unexcused absences, tardiness and being out of uniform will not be tolerated. The following is a summary of disciplinary action to be taken in the event of an attendance and/or dress code indiscretion:
 - A. Unexcused absence=Disciplinary Action per the ATP Policy for Disciplinary Actions
 - B. Three-Strike-Rule: = you're OUT; possible dismissal from the ATP or a reassignment on probationary status.
 - C. Missed CONTEST without your supervising Preceptor/PD prior permission:
 - ATP Policy for Disciplinary Actions is invoked
 - You may be dismissed from your sport for the duration of the season.
 - You may receive a reassignment with probationary status.

NOTE: Permission for an excused absence is only given by the Program Director and/or your supervising Preceptor. Medical excuses and/or emergency leave must be documented by the UMU Health Center and/or by the Dean of Students. In the event of any absence, it is your responsibility to insure adequate replacement coverage.
 - D. DRESS CODE: attending a contest and/or practice session while not in acceptable uniform may affect your over-all evaluation and possibly the grade you receive for the field experience course in which you are enrolled.

NOTE: A copy of ATP Dress Code can be found in the ATP Student Handbook.
11. Although I will have input by way of request, the field experience assignment in which I am placed will be at the sole discretion of the ATP Clinical Education Coordinator for ATS assignments.
12. I understand the professional importance of joining the OATA and NATA, Inc. as a student member and that membership is required for program admittance. OATA and NATA student membership may be applied for online at www.nata.org
13. The UMU ATP has adopted a web-based tracking program called ATrack. This program will more accurately monitor your field experience clock-hours as well as your progress toward completing required educational competencies and clinical proficiencies. **ENROLLMENT IN THE ATRACK PROGRAM IS REQUIRED** and is included in the cost of my NATA membership.

14. After you are issued an NATA membership number, go to www.ATRACKonline.com to register.
15. The uniform items that will be issued to me are mine to keep as long as I am an active athletic training student in good standing, or having graduated in good standing. If I leave the ATP prematurely for any reason prior to graduation, the issued uniforms become ATP property and must be returned. I agree to purchase additional uniform articles as I or the staff deems necessary to supplement ATP issued uniforms in order to comply to uniform dress code standards. Furthermore, I understand that the wearing of ATP issued uniform items outside of athletic training related activities is not in good taste and should be avoided diligently.
16. I agree to abide by the laws governing medical confidentiality in all aspects of my exposure to medically sensitive information.
17. I understand that the purchase and maintenance of personal student liability insurance, at my own expense, through the University, is required. Furthermore, I cannot participate in any field experiences unless my policy is current.
18. I understand that maintaining current certifications in BLS CPR and AED are required. Furthermore, I cannot participate in any field experiences unless these certifications are current.
19. I have read, understand and am willing to abide by the policies set forth in the UMU ATP Student Handbook.
20. I shall strive to treat all individuals as equals and with respect and dignity.
21. I shall refrain from using profanity and vulgarity while performing duties of an athletic trainer.
22. Intimate personal relationships between ATS and team members (coaches and/or athletes) may cause a conflict of interest when making health care decisions of those involved. Plus, it is unprofessional behavior and is therefore discouraged. Public displays of affection, however, will not be tolerated and will be treated as a violation of the OATA Code of Ethics/NATA Code of Ethics/UMU ATP Code of Ethics referred to above (No.1).

Athletic Training Student Signature

Date

Athletic Training Student Printed Name

Student ID #

APPENDIX E
UNIVERSITY OF MOUNT UNION
ACKNOWLEDGEMENT OF SITE SPECIFIC TRAINING AND EMERGENCY ACTION PLAN

I, an employee/student in the Athletic Training Program at the University of Mount Union (employer), received site specific training and reviewed the emergency action plan for the following sports with the following preceptors.

During the Athletic Training Program, I received information and training regarding site specific locations and emergency action plans for the locations where I will be working as an athletic training student. During this training important numbers to know, personnel, roles and responsibilities to be delegated, emergency medical staff access, communication, important information to provide to emergency medical staff, and people to notify, were reviewed. I acknowledge that I can locate the emergency action plan if it was needed to be put into effect. The location of the equipment available and the following script were also reviewed:

Script

1. Remain Calm
2. Dial 911
3. My name is: _____
4. I need paramedics at: ***Peterson Field House***
University of Mount Union: McPherson Academic and Athletic Complex (The MAAC).
5. My exact address is: ***1972 Clark Ave***
Athlete is located: Ex. In pole vault pit, In long jump area
On (north, east, south, west) of field house
6. Assign someone to meet EMS
7. Ambulance will be met at (what entrance, door, side of building): ***S Rockhill to W Hartshorn into Fieldhouse***
8. I am calling from (phone): _____
9. Allow the operator to hang up first _____

APPENDIX G
UMU Athletic Training Program
Disciplinary Warning

Student's Name: _____ Issue Date: _____

You are being issued a disciplinary warning. You are required to attend a meeting with your preceptor and the program director on:

_____ at _____ in _____.
Date Time Place

Issued By Date

Program Director Date

Disciplinary Warning Explanation

Disciplinary action has been taken for the following reason(s):

Student Response:

As a result, the following action has been taken:

This is this student's _____ strike of the three strike policy that the UMU ATP has in place. This will be part of the student's official ATP file.

Student Signature Date

Program Director Date

APPENDIX H
UMU Athletic Training Program
Clinical Rule Violation Reprimand Sheet

Student Name _____ Date _____ Time _____

Preceptor Name _____ Clinical Assignment _____

Violation

Check all that apply:

- Tardiness (10pts)
- Dress code (10pts)
- Profanity/Unprofessionalism (10pts)
- ATS role infraction (10 pts)
- Insubordination (10pts)
- Appropriating equipment and supplies for personal use (15 pts)
- Missing a clinical assignment (25pts)
- HIPAA/FERPA violation (30 pts)
- Other _____ (____)

Preceptor's Comments:

Athletic Training Student's Comments:

I, _____, understand that I am receiving this written reprimand for being in violation of the above indicated rule. I have reviewed the violation and subsequent reprimand with my supervising preceptor (here undersigned), and understand the subsequent consequence on my grade in my clinical practicum course. Further, I understand that a copy of this reprimand will be kept in my permanent file. I also understand my rights of appeal to both the clinical education coordinator and the program director.

Athletic Training Student Signature _____ Date _____

Supervising Preceptor Signature _____ Date _____

Clinical Education Coordinator _____ Date _____

Program Director _____ Date _____

APPENDIX K



ATHLETIC TRAINING PROGRAM

Time Off Request

Name: _____ Date: _____

Date(s) requested for time off: _____

Reason for requesting time off from clinical rotation: _____

ATS Signature: _____

For Office Use Only (Check One Left & One Right Column Item)

_____ Excused absence

_____ Academics

_____ Unexcused absence

_____ Personal

Supervising Preceptor Signature _____ Date _____

Clinical Education Coordinator Signature _____ Date _____

Program Director Signature _____ Date _____

APPENDIX L
University of Mount Union
Student Travel Agreement

I understand that, as a condition of my participation in _____
(insert activity/trip name), I am responsible for the following:

1. Fully preparing to participate in this activity/trip, including payment of any necessary fees in a timely manner.
2. Reading, carefully considering, and complying with all materials provided to me by activity/trip coordinators and advisors, including those that relate to health, safety, emergency procedures and behavioral expectations.
3. Following the schedule of events as provided by the activity/trip coordinators and advisors, and participating as outlined in the activity/trip expectations.
4. Consulting with my health care provider(s) with regard to any and all medical/mental health matters relating to my participation in the activity/trip.
5. Obtaining and maintaining appropriate health insurance coverage, which provides coverage for illnesses or injuries I may experience or sustain while participating in the activity/trip.
6. Informing activity/trip coordinators and advisors of any medical conditions that might adversely affect my safety, or the safety of other persons participating in the program, including any medical conditions that might require emergency assistance.
7. Informing my parents/guardian/family and any others who may need to know about my participation in the activity/trip, providing them with emergency contact information, and keeping them informed of my whereabouts and activities.
8. Keeping coordinators and advisors informed of my whereabouts and well-being for the duration of the activity/trip.
9. Obeying all federal, state and local laws for the activity/trip location.
10. Complying with University of Mount Union policies, including those related to the use of alcoholic beverages, and any additional behavioral expectations established by the activity/trip coordinators and advisors.
11. Accepting responsibility for my own decisions and actions, behaving in a manner that is respectful of the rights and well-being of others, and encouraging others to behave in a similar manner.

I understand that failure to adhere to the stated behavioral expectations may result in my dismissal from the activity/trip. I know that, if I am dismissed from the trip/activity, I will be responsible for costs associated with my transportation back to campus and, if applicable, for reimbursing the University for any expenses incurred for my participation in the activity/trip. In addition, I am aware that disciplinary charges may be placed against me in accordance with the Student Code of Conduct.

Printed Student Name _____

Student Signature _____

Date _____

Student: Return this form to your activity/trip coordinator or advisor.
Activity/Trip Coordinator or Advisor: Make 2 copies and send 1 to the appropriate administrator for your area and 1 to the Dean of Students.
Take the originals with you.

APPENDIX M
UNIVERSITY OF MOUNT UNION
RELEASE, HOLD HARMLESS & INDEMNIFICATION AGREEMENT

The undersigned, _____ (hereinafter the "Participant"), or, if the Participant is a minor under the age of 18 years, the parent(s) and natural guardian(s) or legal guardian(s) of the Participant, does hereby acknowledge the following:

- (1) The Participant will be participating in (hereinafter the "Activity"):

(Name of event)

to be sponsored or provided by or otherwise affiliated with University of Mount Union (hereinafter the "University") during the period of (hereinafter the "Activity Term"):

(Date(s) of event)

(2) The University, its agents or employees may offer transportation to and from locations outside of the University's campus in conjunction with the Activity;

(3) The Participant's participation in the Activity and/or access to, use of or participation with the transportation offered by the University, its agents or employees exposes the Participant to certain dangers, hazards, and risks of harm to the Participant's person and property, of which the undersigned has knowledge, awareness and understanding and, by participating in the Activity, the Participant voluntarily assumes such risks of injury or personal property loss and is responsible for exercising care for the Participant's own safety and personal property protection;

(4) The University owes the Participant no duty whatsoever, including, without limitation, to warn of dangers present on the University's campus or in its facilities or at the location or in the facilities in which the Activity shall be located, to make the University's campus or its facilities or the location or facilities in which the Activity shall be located reasonably safe, or to take any other action or to refrain from any action to enable the Participant to avoid injury or other losses.

IN CONSIDERATION of being permitted to participate in the Activity, the Participant or, if the Participant is a minor under the age of 18 years, the parent(s) and natural guardian(s) or legal guardian(s) of the Participant, does for the Participant, his/her heirs and personal representatives hereby agree to the following:

(a) Release, discharge and forgive the University, its trustees, officers, agents, and employees and all sponsors and its/their shareholders, directors, officers, employees and agents (including instructors and counselors of the Activity) including, but not limited to:

(Specifically name sponsors)

and to indemnify and hold harmless each such individual and entity from and defend against any and all claim, demand or cause of action whatsoever, including attorneys' fees and court costs, arising out of any personal injury, property damage or death to the Participant or any other person or entity arising out of and/or resulting from the participation of the Participant in the Activity and/or the Participant's access to, use of, or participation with the transportation offered by the University, its agents or employees;

(b) Waive the protection afforded by any statute or law in any jurisdiction whose purpose, substance, and/or effect is to provide that a general release shall not extend to claims, material or otherwise, which the Participant or, if the Participant is a minor under the age of 18 years, the parent(s) and natural guardian(s) or legal guardian(s) of the Participant, do not know of or suspect to exist at the time of executing this Release;

(c) Agree that if the Participant or the Participant's heirs or personal representatives file a lawsuit or otherwise present claims due to injuries or losses resultant, or any way connected with, the Participant's participation in or involvement with the Activity and/ or the Participant's access to, use of, or participation with the transportation offered by the University, its agents or employees, that such claims shall be immediately dismissed upon the presentation of this Release to the court.

(d) Acknowledge that the use or possession of any personal property is at the sole risk of the Participant and neither the University nor its insurer shall have any liability for the loss, theft, or damage of personal property.

If executing on behalf of a minor Participant, the undersigned represents and acknowledges that he/she has full authority to enter into the within agreement and to bind the undersigned and the minor Participant.

The undersigned attests that the Participant has no physical condition that would in any way limit the ability of the participant to engage in the Activity and anything involved in the Activity. The undersigned further attests that it has disclosed, in writing, to the University any and all medical conditions or limitations afflicting the Participant, recognizing that (i) the University and/or the sponsor of the Activity reserves the right to reject the Participant in appropriate situations; and (ii) regardless of whether the University and/or the sponsor so rejects the Participant, neither the University nor the Sponsor has any responsibility to determine whether the Participant has any medical condition or limitation that would in any way limit the ability of the Participant to engage in the Activity and/or to determine whether any disclosed medical condition or limitation would limit the ability of the Participant to engage in the Activity or would present a risk of serious physical harm or death to the Participant.

By signing this Release, the undersigned hereby certifies that he/she has read the foregoing Release, that he/she have been fully advised by his/her legal counsel with respect to this release (or having been advised of his/her right to counsel, have knowingly waived his/her right to counsel), that he/she knows and understands the contents thereof, and that he/she has signed the same as his/her free act and deed.

Signed at _____, _____ [city, state], this _____ day of _
_____. Signed in the presence of:

[witness signature]

[type or print name]

[signature]

[type or print]

APPENDIX N

UNIVERSITY OF MOUNT UNION EMERGENCY MEDICAL FORM

Name: _____ **Date:** _____

Student ID: _____ **Clinical Assignments:** _____

Date of Birth: _____ **Age:** _____ **Sex:** _____ **Race:** _____

Local Address: _____

Local Phone: () _____ **Cell Phone Number:** () _____

Allergies (medical, food, environmental):

Medical Conditions: _____

Current Medications: _____

Doctor Name and Phone Number: _____

Dentist Name and Phone Number: _____

Insurance Information: Provider _____ **Phone:** _____

Emergency Contact Person:

Name _____ **Relationship** _____

Home Phone _____ **Cell Phone** _____

Emergency Contact Person:

Name _____ **Relationship** _____

Home Phone _____ **Cell Phone** _____

By signing below, I authorize the distribution of my personal information listed above to the faculty, staff and athletic training students/candidates of the Mount Union Athletic Training Program and Department of Exercise, Sport, and Nutrition Sciences Administrators and for the information to be placed on a secure database for emergency purposes for the 2019-20 academic year. Should any of the above information change at any time or if I do not want my personal information shared, I understand it is my responsibility to promptly notify the Program Director.

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

APPENDIX O

Letter of Recommendation Request Form

Your Name: _____

Due Date (must be at least 2 weeks away): _____

If not 2 weeks away why? _____

Institution/Employer: _____

Program and/or Position: _____

What are your prospective responsibilities with your desired position? For example, if you are applying for a GA position, what sports would you be working with. If it is a TA position, what courses would you be teaching? _____

Name of person to whom the letter should be addressed (with credentials): _____

Mailing or Email Address for Submission: _____

BEFORE SUBMITTING THIS FORM

- Did you ask your reference if he/she would be willing to provide a letter on your behalf?
- Attach a CURRENT, UPDATED resume with this form?
- Did you provide the additional forms that your prospective institution/employer requires, if any?



I _____ have read, and understand the policies, procedures and instructions outlined in the University of Mount Union Athletic Training Program 2019-2020 Athletic Training Student Handbook.

Signature

Date

Printed Name