



EASTERN KENTUCKY
UNIVERSITY
RICHMOND, KENTUCKY

BACHELOR IN ATHLETIC TRAINING DEGREE
STUDENT HANDBOOK
2017-2018

Table of Contents

I.	FACULTY AND STAFF	4
	<i>A. EKU Athletic Training Program Faculty</i>	4
II.	INTRODUCTION, MISSION, AND VISION OF THE AT PROGRAM	4
	<i>A. Program History and Heritage</i>	5
	<i>B. Program Objectives and Goals</i>	5
III.	THE BS IN ATHLETIC TRAINING PROGRAM	6
	<i>A. AT Program Admission Requirements</i>	6
	<i>B. Curriculum Requirements – Athletic Training Major</i>	6
	<i>C. Sample Athletic Training Major Curriculum Sequences</i>	7
	<i>D. Post-Acceptance Requirements</i>	7
	<i>E. Policies for Progression and Graduation</i>	7
	<i>F. Transfer Student Policy</i>	8
	<i>G. Dr. Mary Lloyd Ireland Scholarship</i>	8
	<i>H. Service Points</i>	9
IV.	BS in ATHLETIC TRAINING CURRICULUM	10
V.	GENERAL ACADEMIC POLICIES	11
	<i>A. Academic Advising</i>	11
	<i>B. Course Grades</i>	11
	<i>C. Weather Cancellation Policy</i>	11
	<i>D. Academic Integrity Policy</i>	12
	<i>E. Academic Probation</i>	12
	<i>F. Grievance and Grade Appeal Procedures</i>	12
VI.	SPECIFIC ACADEMIC POLICIES – DIDACTIC COURSES	13
	<i>A. Didactic Class Absence</i>	13
VII.	SPECIFIC ACADEMIC POLICIES – PRACTICUM COURSES	13
	<i>A. Employment and Extra-Curricular Activities</i>	13
	<i>B. Practicum Clinical Assignments</i>	14
	<i>C. Physical Exams, Immunizations, Etc.</i>	14
	<i>D. Transportation to Clinical Experiences</i>	15
	<i>E. Professional Attire</i>	15
	<i>F. Clinical Hours Policy</i>	16
	<i>G. Practicum Supervision</i>	16
	<i>H. Practicum Course Evaluations</i>	17
	<i>I. Practicum Absences</i>	17
	<i>J. Insurance</i>	17
	<i>K. Communicable Disease & Blood-borne Pathogen Policy</i>	18
	<i>L. Electronic Device Policy</i>	18
	<i>M. ATrack</i>	19
	<i>N. Media Interaction Policy</i>	19
	<i>O. Student Conference Reports</i>	19

VIII. CONFIDENTIALITY AND PRIVACY AGREEMENT21

IX. STUDENT AGREEMENT22

For additional information regarding the AT Program application process, admissions, retention, and graduation criteria, the transfer policy, clinical education guidelines and policies, or information on scholarship opportunities for students matriculating through the program, please also refer to the AT Program website (www.athletictraining.eku.edu).

I. BS IN AT PROGRAM FACULTY

A. EKV ATHLETIC TRAINING PROGRAM FACULTY

Matthew Sabin, PhD, LAT, ATC
Director, Athletic Training Program
Associate Professor
Moberly 108
OFF: (859) 622-8149
matthew.sabin@eku.edu

Tracy Spigelman, PhD, LAT, ATC
Clinical Education Coordinator
Associate Professor
Moberly 230
OFF: (859) 622-2134
tracy.spigelman@eku.edu

Autumn Whitson, MS, LAT, ATC
Clinical Faculty & Assistant Professor
Moberly 231
OFF: (859) 622-8173
autumn.whitson@eku.edu

Aaron Sciascia, MS, LAT, ATC, PES
Assistant Professor
Moberly 228
OFF: (859) 622-3495
aaron.sciascia@eku.edu

Eric Fuchs, DA, LAT, ATC, AEMT
Chair, Dept. Exercise and Sport Science
Associate Professor
Moberly 233
OFF: (859) 622-1889
eric.fuchs@eku.edu

Bobby Barton, DA, LAT, ATC
Professor Emeritus
Weaver 308
OFF: (859) 622-2259
bobby.barton@eku.edu

*A list of preceptors and contact information will be distributed to students enrolled in the MS in AT program at the start of the first semester.

II. INTRODUCTION, MISSION AND VISION OF THE BS IN AT PROGRAM

The Athletic Training (AT) Program at Eastern Kentucky University (EKU) prepares students to serve as competent, certified athletic training professionals in a variety of settings. The curriculum is designed to meet the knowledge, skills, and abilities (KSAs) necessary to be eligible for the Board of Certification (BOC) examination. Graduates of this accredited AT Program who pass the BOC examination and become certified athletic trainers will have taken the first step to seek entrance into graduate programs; such as advanced masters in athletic training, sports psychology, exercise physiology, and/or fitness among others; or pursue employment in professional sports, college/university, secondary schools, hospitals/clinics, industrial/occupational, military, performing arts, physician extender, and/or public safety settings. To obtain a more thorough understanding of the employment prospects, visit www.nata.org.

The primary mission of the EKV AT Program is to educate each student about the theoretical and clinical skills necessary to work effectively with the physiological and biomechanical aspects of injury and illness with regard to patients. Students are presented with didactic and clinical experiences that will allow them to be able to exercise sound ethical judgment, achieve satisfying careers, and make positive contributions to their communities and the athletic training profession. In addition, the AT program guides the student on the journey to become a lifelong learner through obligatory professional continuing education.

Though the primary aim of the AT Program is to yield skilled certified athletic trainers, the curriculum can be paired with additional coursework to prepare the student for the fields of physical therapy, physician assistant, medicine, and cardiac rehabilitation. These various curricula can prepare the student for graduate programs in physical therapy, occupational therapy, physician's assistant, and other allied health professions.

A. PROGRAM HISTORY & HERITAGE

The program at EKU has a long and proud history. EKU's AT Program began in 1971 and first received approval by the National Athletic Trainers' Association (NATA) in 1980. It received its initial accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in 1991 and was re-accredited in 1996 and in 2002. EKU was the first university in the Commonwealth of Kentucky with a nationally accredited AT Program, and until the fall of 2005, was the only accredited AT Program in the Commonwealth. Since July 1, 2006, EKU's AT Program has been accredited by the Commission on the Accreditation of Athletic Training Education (CAATE). Since inception, faculty, staff, and alumni of the program have received prestigious recognition such as entry into the NATA Hall of Fame and employment positions with professional athletic teams, reputable colleges and universities, and as directors of sports medicine clinics.

B. PROGRAM OBJECTIVES AND GOALS

As a professional-level academic program, the integration of research evidence into didactic and clinical instruction is a defining characteristic of the EKU AT Program. Rather than simply teaching students how to perform clinical procedures, the curriculum is designed to facilitate development of the critical thinking and clinical decision-making skills that characterize high-quality healthcare.

All aspects of the EKU AT program are designed to conform to the accreditation guidelines of the Commission on Accreditation of Athletic Training Education (CAATE). The development of foundational professional knowledge and clinical skills over a three-year period, including one summer session, prepares the student for successful completion of the Board of Certification (BOC) examination.

The program provides exposure to advanced clinical concepts and professional issues that facilitate further professional development into the future. A primary objective of the EKU AT program is to prepare athletic training students to ultimately become master clinicians and professional leaders. In practicum courses, students will integrate all of their knowledge, skills and abilities, immersing themselves in real clinical work experiences.

Specific student learning outcomes for the EKU AT Program include the following:

1. Development of critical thinking skills that will guide future clinical practice and foster commitment to lifelong continuing education.
2. Provision of classroom instruction that emphasizes scientific foundations for clinical theories and evidence-based clinical decision-making as they relate to entry-level competencies.
3. Provision of clinical education experiences that develop entry-level clinical knowledge, skills and abilities (KSA's) in AT.
4. Cultivation of a strong commitment to a high standard of ethical conduct and professional excellence.
5. Promotion of student professionalism in appearance, demeanor and clinical practice.
6. Development of the ability to effectively communicate with both written and oral presentations.
7. Development of the ability to effectively utilize technology in athletic training for injury surveillance.
8. Facilitation of student understanding of the athletic trainer's evolving role within the U.S. health care delivery system.

9. Empowerment of students to assume leadership roles while in the program to develop future athletic training professionals who are involved professional in the leadership of the profession.

III. THE BS IN ATHLETIC TRAINING PROGRAM

A. AT PROGRAM ADMISSION REQUIREMENTS

The EKU athletic training program has applied for a substantive change through the CAATE which will transition the BS in AT to a professional MS in AT degree. Because of this, the BS in AT is no longer accepting students. Students interested in becoming an athletic trainer are encouraged to consider a BS in Physical Education degree with a concentration in Pre-Athletic Training and Pre-Physical Therapy offered by the Department of Exercise and Sport Science as it contains all of the pre-requisites to the MS in AT application process. For more information regarding this option or others, please contact Dr. Matthew J. Sabin via email (matthew.sabin@eku.edu).

B. CURRICULUM REQUIREMENTS – ATHLETIC TRAINING MAJOR

**Baccalaureate Degrees
Athletic Training (B.S.)
CIP Code: 51.0913**

University Graduation Requirements

- **General Education36 hours**
- **Student Success Seminar (HSO 100; waived for transfers with 30+ hours) 1 hour**
- **Wellness3 hours**
- **Writing Intensive Course (Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category)**
- **Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)**
- **ACCT – Athletic raining majors will fulfill ACCT with ATR 398. (Credit hours are incorporated into major requirements below.)**

Total Hours University Graduation Requirements.....40 hours

Major Requirements.....71 hours

ATR 100 (1), ATR 201, 202, 211 (4), 212 (4), 221 (1), 225, 301, 302, 311 (4), 312 (4), 322, 398, 401, 402, 411, 412, 421 (2), EMC 110 (6), PHE 212, 320, 325, and 407; current CPR-PR, first aid Certification or current EMT-B certification, and 75 service point requirement met at time of graduation.

Supporting Course Requirements..... 7 hours

BIO 171, 301, EMC 104(1), and PHE 180 (Wellness); STA 215 or 270.

Free Electives..... 2 hours

Total Curriculum Requirements.....120 hours

Please note that the EKU website (www.eku.edu) and the athletic training program website (www.athletictraining.eku.edu) will have the most current and up-to-date curriculum requirements as changes are made during the year.

C. SAMPLE ATHLETIC TRAINING MAJOR CURRICULUM SEQUENCES

Current students can attain copies of curriculum sequences from their advisors. Since students desiring this degree are no longer being accepted, the curriculum options for the following curriculum sequences have been removed from public access to limit confusion.

BS in Athletic Training

BS in Athletic Training / Pre-Physical Therapy

BS in Athletic Training / Pre-Physician Assistant

D. POST-ACCEPTANCE REQUIREMENTS

EKU's BS in AT program values professionalism and strives to instill these values in students associated with the program. Adherence to professional standards and professional involvement are key to professionalism and, therefore, following admission into the BS in AT Program and prior to the first courses, students will be required to become members of the National Athletic Trainers' Association (NATA). Students will be responsible for any associated costs with this process and will be required to provide proof of active membership as they matriculate through the program.

Students will also be required to participate in the EKU Student Athletic Training Association during their matriculation through the program. This club is a registered student organization and supported by the AT program faculty. It serves to enhance professionalism, develop leadership and further the student's educational development.

E. POLICIES FOR PROGRESSION AND GRADUATION

Each Athletic Training course (denoted as 'ATR' in the course catalog) must be completed with a grade of "C" or higher, with the exception of the six (6) practicum courses and one (1) summer practicum course which must be completed with a grade of "B" or higher, before the student may graduate. Students must pass each level of athletic training courses (i.e., 100, 200, etc.) before they may take courses at the next level. Students must also achieve a minimum grade of "C" in the following Major Core courses and allied field requirements that are part of the Athletic Training curriculum: BIO 171, 301, 378; EMC 104, 110; and PHE 180, 212, 320, 325, 407 in order to take courses in the required sequence and to graduate. While matriculating through the program students are required to maintain a GPA of 2.5 out of 4.0 cumulatively and in major classes. Students are monitored for satisfactory progression at regular intervals.

The student is responsible for fulfilling all requirements for graduation as outlined in the EKU catalog. Specific graduation criteria for completion of the Bachelor of Science degree in Athletic Training are as follows:

1. A minimum overall GPA of 2.75.
2. Complete a minimum of 120 credit hours
3. Achieve a minimum of "C" or higher in all Athletic Training curricular requirements.
4. Achieve a minimum letter grade of "B" or higher in all Athletic Training practicum courses to be eligible for BOC Certification Exam.
5. Completion of required clinical rotations, after acceptance into the AT Program, that are directly supervised by Eastern Kentucky University's AT Program preceptors

- who have meet all the requirements of the AT Program, College of Health Sciences, and CAATE requirements to be an affiliated site and preceptor.
6. Successful completion of all KSAs assigned to each of the seven practicum courses.
 7. Completion of service points as described in the current edition of the *Athletic Training Program Student Handbook* and EKU Catalog.
 8. Have current first aid or EMT-B credential and CPR-PR.

F. TRANSFER STUDENT POLICY

Due to the substantive change from the BS in AT degree to the professional MS in AT degree, only students transferring from an accredited athletic training program will be considered. Interested students must have completed all equivalent courses to those that have been phased out during the transition. Students transferring to Eastern Kentucky University from another institution who seek admission into the BS in Athletic Training (AT) Program must submit detailed syllabi and transcripts of grades to the Eastern Kentucky University Registrar's Office. Additional information regarding transferring to Eastern Kentucky University can be found online at <http://www.advising.eku.edu/transferstudents>. The Registrar determines which General Education and other non-required AT Program courses are accepted to meet the University's requirements. The Director of the AT Program will determine which Athletic Training courses/credits will transfer. Appeals of these decisions are to be made directly to the Registrar. In cases where the appeal involves required Athletic Training courses, the Chair of the Department of Exercise and Sport Science, and the Dean of the College of Health Sciences will be consulted.

A transfer student with an Athletic Training related background may have specific Pre-Athletic Training courses (i.e., ATR 100, 225; BIO 171; EMC 104,110; PHE 180, 212) waived if the outcomes and KSAs have been previously met as determined by AT Program Director. Additionally, the Director of the AT Program may grant conditional admission to specific candidates if the student meets all other AT Program admission requirements but is lacking in one supporting or core course. In this case, students may be admitted provisionally into the AT Program. These students will be given a maximum of four (4) semesters as a provisional admit to complete missing courses and fulfilling admission requirements. Provisional students who meet course requirements after this period will then be granted full admission status, while students who do not meet these requirements, will not be able to continue in the AT Program. However, if more than one Pre-Athletic Training courses has not been met or waived, the student will not be able to transfer into the program.

G. SCHOLARSHIPS

A limited number of scholarships are offered through EKU's Scholarship Office (<https://scholarships.eku.edu/>) to undergraduate students. In addition, the program offers the Dr. Mary Lloyd Ireland Scholarship on a competitive basis. This scholarship is part of the EKU Foundation student scholarship program, which annually provides scholarships to deserving EKU students. Eligibility requirements for this scholarship including the following:

1. Must be a student who has been admitted to the professional phase of the athletic training program.
2. Have a cumulative GPA of 2.75 or higher
3. Good standing in the AT Program

Two scholarships can be awarded each year in the amount of \$3,000.00. If you are interested in applying for this scholarship, please submit the following documents via email to Dr. Matthew Sabin, LAT, ATC (matthew.sabin@eku.edu):

1. Application letter
2. Resume

The scholarship applications will be due in the spring and deadlines will be posted on the Program's website annually. The AT Program faculty will review applications and Dr. Sabin and/or the scholarship office will notify winners.

H. SERVICE POINTS

All students enrolled in the Athletic Training Program must accumulate the below number of "service points" in order to graduate from our CAATE-accredited AT Program. This is a graduation requirement as approved by the council on academic affairs (CAA) effective for AT Program majors since 2008 and revised by CAA in 2011. This requirement has many purposes including impressing upon the student the importance of: continuing education, promoting the Athletic Training profession, the role the Athletic Trainer has in regard to educating the public, developing a quality resume to enhance meeting professional aspirations, and being involved in professional organizations. Additionally, this requirement can enhance the diversity and variety of experiences while the student is matriculating through the AT Program at ECU. All students enrolled in the Athletic Training major must attain **75** service points by the time of graduation. Service points can be earned as specified below:

A. Conferences	B. Memberships / Certifications (awarded with proof of enrollment & renewal)	C. Presentations (independent of classroom assignments)	D. Clinical Work (in addition to ~ 20 hr require as part of your practicum course)	E. Leadership (Officer pts awarded annually)
1. NATA (10 pt)	1. ACSM (5 pt)	1. Giving an oral presentation on campus (3 pt)	1. *Working camps as an AT student at an ECU affiliated clinical site(1pt/3hr)	1. Officer in SATA (2pt)
2. Student SEATA (10 pt)	2. First Aid Instructor (7 pt)	2. Giving an oral presentation off campus (5 pt)	2. *Working tournaments at an ECU affiliated clinical site (1pt/2hr)	2. Officer at state level (4pt)
3. SEATA (10 pt)	3. CPR Instructor (5 pt)	3. Oral Presentation at KATS meeting (5 pt)	3. *Volunteering at your practicum site (1pt/5hr)	3. Officer at national level (4pt)
4. KATS (5 pt)		4. Oral Presentation at NATA(10 pt)	4. Returning to a past clinical site to help an ECU preceptor with practice, game, or tournament (1pt/2hr)	4. Acting as a model for clinical exam^
5. ILEAD (5 pt)		5. Oral Presentation at SEATA (10 pt)	5. Half marathon coverage (7pts)	6. Helping teach clinical concept in ATR 100^
6. ACSM (5 pt)		6. Poster Presentation at NATA, KATS,		7. Helping with clinical checkoffs

		SEATA (9 pt)		in ATR 100 [^]
7. Wildcat Symposium (5 pt)		7. Case study published in a peer reviewed journal (15 pt)		8. Volunteering to participate in a University Approved research study (1pt/2hr)
		8. Article published in a peer reviewed journal (15 pt)		[^] Clinical skills points awarded at discretion of advisor.

** Overtime work at clinical sites for practicum course is capped at 3 service points /semester. Camps and tournament hours are capped at 5 service points/semester each.*

***After completion of each of these experiences a "Service Point Reporting Form", which can be picked up from any AT Program faculty, must be completed by the student, signed by the appropriate preceptor, and submitted to the AT Program Clinical Coordinator. Service Point forms must be completed and submitted by the end of each semester for activities completed each semester. It is recommended that students maintain these records in the event that verification of service points is needed.*

****Service points for the following will automatically be added without submission of a reporting form: NATA/KATS membership (3pts), SATA membership (1pt), and CPR certification (5pts).*

IV. BS IN AT CURRICULUM

Course descriptions for AT Program courses can be found in the EKU Student Catalog on-line at <http://www.undergradstudies.eku.edu/catalog/>. The course number and titles are listed to allow you to reference them when looking in the online catalog. Please note any and all pre-requisite courses and the catalog year you are reviewing as the courses below reflect current AT Program curricular requirements. Since this degree is no longer accepting new students, this degree was last listed in the 2015-16 Undergraduate Catalog.

<u>ATR Courses</u>
ATR 100: Introduction to Athletic Training (1) I,II 1 Lec/2 Lab.
ATR 225 Applied Palpation Anatomy (3) 3 Lec / 1 Lab
EMC 110: Introduction to Emergency Medical Care (6)
ATR 201: Practicum I. (3)
ATR 202: Practicum II. (3)
ATR 211: Evaluation of Lower Extremity Injuries. (4) 3 Lec/2 Lab
ATR 212: Evaluation of Upper Extremity Injuries. (4) 3 Lec/2 Lab
ATR 301: Practicum III. (3)
ATR 302: Practicum IV. (3)
ATR 311: Therapeutic Modalities. (4) 3 Lec/2 Lab
ATR 312: Therapeutic Exercise. (3)
ATR 322: Therapeutic Interventions. (3)
ATR 398: Pre-Season Practicum (3)
ATR 401: Practicum V. (3)
ATR 402: Practicum VI. (3)
ATR 411: General Medical Concerns. (3)
ATR 412: Organization and Administration. (3)

ATR 421: Senior Seminar. (2)
Supporting Courses
BIO 171: Human Anatomy. (3) 2Lec/2 Lab.
BIO 301: Human Physiology. (3)
EMC 104: Basic Life Support. (1)
PHE 180: Lifetime Wellness (3) 2 Lec 1 Lab
PHE 212: Care and Prevention of Athletic and Exercise Injuries. (3)
PHE 320: Biomechanics. (3)
PHE 325: Physiology of Activity. (3)
PHE 407: Strength & Conditioning. (3)
STA 215 or 270: Statistics. (3)

General Education Courses
Element 3B - PHI 130: Beginning Ethics. (3)
Element 5B - PSY 200. (3)

V. GENERAL ACADEMIC POLICIES

A. ACADEMIC ADVISING

Each student enrolled in the BS in AT program will be assigned an academic advisor, which will be listed on the student’s DegreeWorks. Though each student is encouraged to meet with his/her advisor multiple times throughout the semester to discuss course sequencing, personal issues that may affect performance, and career options/advice, each student is required to meet with the advisor only once. Prior to course registration, each student must set an appointment with his/her advisor to obtain his/her RAC# for the next semester. This number is required to register for classes online.

When scheduling classes, remember that since the vast majority of the student’s clinical experiences are conducted in the afternoon and evening, it is important to try and schedule your classes so they are completed no later than 1:00 p.m. However, due to some science labs and other major courses, which have only one section, students may schedule afternoon labs and or evening class if there are no other options in the schedule. Unavoidable exceptions can be discussed with the Director of the AT Program and/or the Coordinator of Clinical Education.

B. COURSE GRADES

The specific details of how a student is to earn a certain grade in his/her classes, will be explained by the instructor at the beginning of each semester, and outlined in each course syllabus per university and department policies. It is the students’ responsibility to read and know the syllabus.

C. WEATHER CANCELLATION POLICY

If EKU classes are cancelled or the University is closed, classes and therefore your clinical experiences are also cancelled for that day. Students should remain home and not risk his/her health or safety by attempting to travel to campus and/or to your clinical assignment. The University is closed for a reason. Please listen to local radio, watch local television

stations, or visit the EKU website [inclement weather](#) to find out if the weather has caused a cancellation of Eastern Kentucky University classes. This policy means that no preceptor or coach can call you into their facility or venue when EKU classes are cancelled.

D. *ACADEMIC INTEGRITY POLICY*

Students in the BS in AT program will be held accountable to EKU's Academic Integrity Policy in all courses, regardless of whether or not it appears in the course syllabus. The Academic Integrity policy is available at <http://studentrights.eku.edu/academic-integrity-policy>. Faculty of the Athletic Training Program will follow the procedures outlined in the policy if cases of academic dishonesty arise.

E. *ACADEMIC PROBATION*

As a result of the rigor of the didactic coursework, the intensity of the clinical education program, and meeting the requirements for graduation from the AT Program (which *exceed* University requirements), the Athletic Training Program has initiated a separate, formal Academic Probation Policy. The academic probation policy is designed to address overall academic success through maintenance of an acceptable GPA. Students, who do not meet the grade point average (GPA) standards or any of the other curriculum requirements as stated in this Handbook, will be placed on "*AT Program Academic Probation*". If a student is placed on probation, a written plan and accompanying recommendation will be given to him/her by the AT Program Director.

Some examples of a written probation plan could consist of decreasing the number of credit hours during a particular semester, not enrolling in a practicum course during a particular semester, and/or not proceeding in the established curriculum sequence of the AT Program. Any of these alterations could prevent the student from graduating from the EKU AT Program in eight semesters; however, this individual plan will help assist the student in successfully meeting the requirements of the AT Program for graduation.

Given below is the minimum GPA criterion which must be met during each year to avoid being placed on academic probation:

Freshman – 2.5
Sophomore – 2.5
Junior – 2.5
Senior – 2.75

F. *GRIEVANCE AND APPEAL PROCEDURES*

The Athletic Training Program and its faculty and staff recognizes the rights of students enrolled in the AT Program to express grievances and attempts to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between student, faculty, staff, or administration. In all instances, students are encouraged to immediately discuss misunderstandings and problems that arise with their instructor, preceptor, and/or program administration. Formal grievances regarding the program or clinical education should be submitted to the Program Director or Clinical Education Coordinator. Formal grievances regarding a specific class or instructor should be submitted to the instructor of record and/or the Program Director. Other grievances may be submitted to any of the above mentioned and/or the Chair of the Department of

Exercise and Sport Science. All formal grievances must be submitted in writing by letter or email within 7 days of the incident by the student. All details including involved parties, time, date, location of occurrence, and a detailed description of the grievance must be included. The grievance will be reviewed and discussed with all necessary parties prior to a final resolution which will be rendered by the Program Director and/or the Clinical Education Coordinator when appropriate.

In the case of grade appeals, the BS in AT program adheres to ECU's policy on grade appeals (http://policies.ecu.edu/sites/policies.ecu.edu/files/policies/4.1.15_grade_appeals1.pdf).

VI. SPECIFIC ACADEMIC POLICIES – DIDACTIC COURSES

Any course in BS in AT curriculum that is not a practicum course or a field experience course is considered didactic in nature.

A. DIDACTIC CLASS ABSENCE

Though attendance to all class sessions is recommended for optimal learning, didactic classes in the BS in AT follow the attendance policy set forth by the Department of Exercise and Sport Science which is consistent with ECU's Regulation 4.16R (Attendance (Student) found at <http://policies.ecu.edu/policies>). In addition, this policy states "students whose total of unexcused absences exceeds 10% of the regular class meetings will result in a grade of 'FN' in the course". Please refer to Regulation 4.1.6R for an understanding of what constitutes an excused absence.

VII. SPECIFIC ACADEMIC POLICIES – PRACTICUM COURSES

Students enrolled in the BS in AT Program will be enrolled in either a practicum or field experience course in all but a few of the summer sessions. These clinical experiences are part of the course and attendance, assignments and performance are linked to the course grade. Students will be assigned to work with a specific preceptor. Preceptors affiliated with the BS in AT program at ECU work in a variety of different settings, including but not limited to: various university/college levels, secondary schools, hospitals, industrial, and other allied health clinical settings. The number of clinical hours needed to fulfill the requirements of each course will be outlined in the course syllabus and will be based on the course and the number of credit hours of that course.

A. EMPLOYMENT AND EXTRA-CURRICULAR ACTIVITIES

Due to the nature of the various employment settings that employ the affiliated preceptors, clinical education times are often inflexible. The setting and opportunities are often dictated by preceptor availability, practice/game times, and/or the "open hours of the clinical site, thus, making employment and extra-curricular activities extremely difficult to impossible. Though these activities are not restricted, students must realize their top priority is the educational preparation necessary for the field of Athletic Training. Therefore, we will maintain that clinical time scheduling in laboratory/clinical experiences to be the primary consideration when you are developing your schedule each semester.

Students wishing to participate in intercollegiate athletics will need to adhere to the following guidelines and considerations.

1. Once a student is in the AT program, he/she can only participate in one sport per academic year (i.e. multi-season sports (e.g. fall and spring baseball) will only be permitted for one season).
2. Sport participation cannot interfere with clinical experiences. Due to the condensed nature of the curriculum, clinical experiences cannot be re-arranged or completed outside of the academic year.
3. Though athletic participation is discouraged, AT students who are also athletes *must* submit their schedules to the Clinical Coordinator *prior to* the start of classes each semester. Additionally, the student-athlete must sign the AT Program "Student-Athlete Participation Form", along with his/her specific head coach, and return it to the Clinical Coordinator ***no later than the start of semester (or summer session) in which the conflict will exist.***

B. *PRACTICUM CLINICAL ASSIGNMENTS*

Students will be assigned to a different preceptor during each practicum or field experience course. These changes will allow each student to learn about various settings and gain a variety of different experiences. Upon graduation, students will have experience working in settings with various emphases: modalities, equipment intensive, upper vs. lower extremity, general medical, etc. The AT Program will make every attempt to give clinical rotation assignments to each ATS at least one month prior to the start of the semester in which the student is enrolled in a practicum or field experience course. These clinical rotations, however, can be subject to change due to loss of affiliate clinical sites, unqualified personnel employed at the site, or other factors beyond the control of the AT Program. If and when this is the case and the ATS clinical rotation needs to be changed, then the ATS will be notified as soon as possible.

All clinical assignments will be made by the Clinical Coordinator in consultation with the Director of the AT Program and with feedback from the current preceptors used by the AT Program.

Once the student receives notification of his/her clinical assignment, he/she is expected to make contact with the new preceptor prior to the next semester to make introductions, become oriented to the facility and personnel and if needed locate the site.

The required range of hours to be completed for each practicum will be listed in each course's syllabi and in the undergraduate catalog's course listing and may vary based on the course and the number of credits received for the course.

C. *PHYSICAL EXAMS, IMMUNIZATIONS, ETC.*

Refer to the *EKU University Catalog* for departmental policy regarding student requirements for physical examinations, immunizations, etc. prior to being accepted into the AT Program. Essentially, students desiring entrance to the AT Program must complete a physical examination by a physician (MD or DO), PA, or NP using the AT Program Physical Examination Form. Additionally, students must provide written verification of all immunizations as reviewed by the health care practitioner conducting their physical and the immunization including Hepatitis B or declination form for hepatitis B vaccination. The influenza vaccine is required by many of our clinical sites and students will also be required to provide proof of current influenza vaccination annually. A vaccine declination form will

be available to sign for students that are allergic or have other valid medical reasons for being unable to attain the vaccine. All students (incoming and current) will be required to upload these forms and records to the Verified Credentials website.

D. TRANSPORTATION TO CLINICAL EXPERIENCES

Students are expected to assume responsibility for their own transportation to the various clinical assignments that are off-campus. Off-campus clinical experiences may occur at any time during a student's six semesters and/or one summer practicum matriculating through the AT Program. Please note that **the student has the ultimate responsibility to make sure he/she arrives to his/her clinical assignment on time.** Whenever possible, car-pooling is strongly encouraged and recommended, however students cannot use this as an excuse for being late or unable to attend a clinical site should something happened to the individual or vehicles availability for carpooling. Please note that directions to the clinical sites can be obtained off the AT Program website www.athletictraining.eku.edu under the "Directions to Clinical Site" tab.

E. PROFESSIONAL ATTIRE

All students enrolled in the MS in AT program will be representing the program and ECU while at the affiliated clinical sites. Therefore, each student is required to maintain a professional dress code. An initial order of appropriate clothing items must be purchased prior to the start of clinical rotations (i.e. practicum courses). These items, either printed or embroidered, with the ECU Athletic Training logo must be purchased through the Program Director. Costs may vary slightly per individual order but average initial cost is approximately \$600.00 dollars for the minimum requirements which include: a fanny pack, full rain gear, 6 game day polo's (2 white, 2 maroon, 2 black), and a sweat shirt. Please note, additional items; such as t-shirts, shorts, etc. are available at the time of the order to purchase for an additional cost. Orders will be taken during the first 1-2 weeks of the Summer I session. Orders must be paid in full prior to the order placement. **(NOTE - students cannot begin their assigned clinical rotations until they are dressed appropriately.)**

Students must adhere to the following dress guidelines during clinical rotations and in class as required by the syllabus:

1. Shirts must be collared and have the ECU Athletic Training logo. They should remain tucked in at all times and appropriately match the pants/shorts. Two exceptions to this rule exist. During pre-season practicums, non-collared shirts may be worn if they have the ECU Athletic Training logo and the preceptor gives permission to wear this clothing. Additionally, if the clinical site provides clothing and requests that the student wears the school specific clothing, the student may wear provided shirts/sweatshirts/etc. at the discretion of the preceptor.
2. No jeans/denim, sweats, leggings, or tights allowed at any clinical setting. Other items may be prohibited at specific clinical sites at the discretion of the preceptor; possibly including but not limited to track outfits or athletic shorts.
3. Pants/shorts must be neat and clean, no short shorts, no psychedelic colors, and appropriately matched to the shirt.
4. All students must wear socks and shoes that are clean with the shoelaces tied. (No sandals or open-toe or open-heel shoes are permitted!)
5. Name badges, given upon enrollment into the program, should be worn at all times when working at a site that is indoors or at any location you are not known or

recognized for your background/knowledge (e.g. tournaments, championship events, etc.). If you have questions regarding when to wear a name badge, please consult the Program Director or Clinical Education Coordinator. Lost or damaged name badges are the responsibility of the ATS and he/she will incur all replacements costs.

6. All students are to have a fanny pack and scissors.
7. When working with any team, students are to only represent EKU or the affiliated site's team at the discretion of the preceptor.
8. Game attire will be under the discretion of the preceptor. In general, for outdoor sports, ATS students should coordinate with other students/preceptor at that site and for indoor sports students should dress up in "Business Professional" attire or other designated uniform as assigned by the preceptor.
9. Whenever there is a discrepancy between the EKU AT Program dress code policy and an affiliate site's dress code, the more stringent of the two policies shall apply until the Clinical Coordinator and the Affiliate site have reached an agreement on an acceptable policy (i.e. high school preceptor states an ATS may wear jeans; this is not in accordance with the AT Program policy; therefore, the AT Program policy would be enforced until otherwise noted).

F. CLINICAL HOURS POLICY

Students will be required complete clinical hours according to the following ranges assigned to their levels in the program.

Freshman Complete 100 Hours Observation Requirements to apply to AT Program and ATR 100 clinical skills	
Sophomore (Practicum I and II).....	20-25 hrs/week
Sophomore or Junior Year (Pre-Season Practicum)	30-60 hrs/week
Junior (Clinical rotations as part of Practicum III)	15-30 hrs/week
Junior (Clinical rotations as part of Practicum IV)	15-35 hrs/week
Senior (Clinical rotations as part of Practicum V)	15-35 hrs/week
Senior (Practicum VI)	10-30 hrs/week

**NOTE: no students are to work less than the minimum or more than the maximum hours per week. The number of hours worked per week will be assigned by the preceptor. Every student is to receive a minimum of one day off in every seven-day period from all clinical assignments. Students are NOT required to work during times outside of the traditional academic year. However clinical hours and their scheduling must take precedence over work, extracurricular, or other activities.*

(NOTE: all KSAs and required clinical experiences for each specific practicum course must be successfully met before the student can enroll in the subsequent practicum course and the student can continue in the AT Program.)

G. PRACTICUM SUPERVISION

All ATS completing clinical experiences are required to do so under supervision. This supervision can occur at various levels of autonomy and is up to the discretion of the preceptor. However, no ATS should be in a situation of direct patient care without the ability to directly communicate with the preceptor. If a student is put in this situation, they should immediately contact the Clinical Education Coordinator.

H. PRACTICUM COURSE EVALUATIONS

All students enrolled in the BS in AT Program must schedule a conference with their assigned preceptor at the mid-point and end of each clinical rotation. The purpose of the conference is to discuss clinical strengths/weakness of each specific student, and satisfactory completion of practicum course KSAs. At the end of this conference, students will sign the evaluation that has been completed by their preceptor, using ATrack, and to acknowledge that they have reviewed the evaluation form.

I. PRACTICUM ABSENCES

Experiential learning is a key element of the BS in AT program and a valuable opportunity to build and demonstrate professionalism. In essence, these experiences are a demonstration of how you would handle a job situation. Due to this, an absence during a clinical rotation associated with a practicum or field experience course reflects differently and is, therefore, processed differently. (*Absences during classroom meetings associated with these courses will follow university and department attendance policies as outlined by the course syllabus.) Preceptors will be responsible for documenting unexcused absences, including excusable absences without prior notice, in writing via text message, email, letter, or via ATrack to either the Program Director, Clinical Education Coordinator, and/or the course instructor. The first unexcused absence, or excusable absences without prior notice, will be discussed between the student and the preceptor and may result in minor schedule adjustments as needed to ensure attendance compliance. The second unexcused absence or excused absence without notification will result in a meeting with your preceptor and either the clinical education coordinator or the program director as well as a probationary period. During the probationary period, the student will be required to be present at times and locations as assigned by the Clinical Education Coordinator (CEC) until he/she demonstrates satisfactory performance in the classroom and clinical components of the AT Program. During that time, he/she will also need to specifically request to attend any additional clinical learning opportunities outside of the schedule associated with his/her clinical course. Further non-compliance (i.e. a third offense) with the attendance policy and communication of absences will result in the student being removed from the clinical site and not meeting the passing grade requirement of the course. Students currently enrolled in the program have been informed that classes will no longer be offered after the final cohort has completed the course which may result in a dismissal from the program.

All conferences (second and third offense) will be documented and kept as part of the student's personal file and will not be shared with other students. This file may be reviewed by AT Program faculty and/or preceptors as needed. Any grievances or appeals during this process must follow the Grievance and Appeal Process outlined above.

J. INSURANCE

For the protection of the student accepted into the AT Program and each of the clinical sites, all students enrolled in practicum courses (i.e., ATR 201, 202, 301, 302, 398, 401, and 402) will be required to carry medical liability insurance from the beginning of the sophomore year until the time of graduation. This insurance will be provided by a group policy arranged by Eastern Kentucky University and the College of Health Sciences. Students must register for this each FALL semester by registering for the PLI course title and submit proof of enrollment at Fall Orientation meeting annually. The student's responsibility

is to pay for the insurance premium at the beginning of each Fall semester during course registration.

K. COMMUNICABLE DISEASES & BLOOD-BORNE PATHOGEN POLICY

The Eastern Kentucky University Athletic Training (AT) Program recognizes the importance of minimizing the exposure of athletes or patients in a clinical setting to communicable diseases and blood-borne pathogens, as defined by the Centers for Disease Control (CDC). The program emphasizes this through education regarding Universal Precautions and proper cleaning procedures, collection of a comprehensive vaccination/immunization record and completion of a physical examination. All required immunizations and blood borne pathogen training must occur prior to participation in patient care and clinical education.

Verification of vaccination or verification of recovery from disease must include Hepatitis B, rubella, mumps, rubella, varicella, tetanus/diphtheria, and tuberculosis. Students must also complete annual training in the handling of blood-borne pathogens and infectious agents as specified by the Occupational and Safety Health Administration. All records pertaining to trainings and submitted documents will be kept electronically via Verified Credentials or in the student's file.

Students who contract a communicable disease are required to obey prescribed guidelines by their attending physician and the recommendations of the ECU Student Health Center. Students may not participate in clinical rotations and field experiences during the time they are affected by the communicable disease and shall not return to clinical participation until allowed by the attending physician. Additionally, athletic training students must immediately notify the Program Director and his/her assigned preceptor of his/her status in addition to an estimate of how long he/she will need to be absent from the clinical rotation. In the event that a preceptor believes the athletic training student assigned to his/her site would be missing an inordinate amount of time due to adherence to the communicable disease policy, he/she should contact the Eastern Kentucky University Athletic Training Program Director and/or Clinical Coordinator.

In the case of an exposure to a blood-borne pathogen, athletic training students are expected to follow the Exposure Control Plan that is established at the clinical site in which the exposure occurred. Students may follow-up at ECU's Student Health Services as needed. All exposure incidents should be reported immediately to their assigned preceptor and the Program Director and following care, appropriate ECU AT Program and clinical site forms should be completed.

L. ELECTRONIC DEVICE POLICY

Cell phones and all other personnel electronic devices (PEDs) are not to be taken out or used in the clinical practice setting unless requested by the supervising preceptor. Involvement in clinical experiences should be viewed the same as attending a class. In both of these situations, students are not to talk on their cell phone, text message, or utilize their PED for things that are not educational in nature. At no time should your personal cell phone be utilized to initiate an Emergency Action Plan because the procedure and the contact person should already be established by the affiliate site. If you are asked or told at any time to bring your cell phone or other PED so that it can be used in case of an emergency, please notify the AT Program Clinical Coordinator or Program Director immediately. Please leave your cell phone in your car or locker or designated area with your

other personal belongings during your clinical experience. During classes, please turn your phone off. Failure to comply with this policy can result in you being removed from class or other disciplinary action per AT Program policy as initiated by the instructor or by your assigned preceptor.

M. ATRACK

Students matriculating through the program are required to complete set KSAs as well as specific clinical rotations as outlined by CAATE. In order to track completion of KSAs, clinical evaluations, hour logs and other accreditation materials the ECU AT Program will be using ATrack. ATrack is an online program that can be accessed at www.atrackonline.com. Since students are required to show proof of NATA membership at the beginning of this year, students will not be assessed a fee for use of this program. Students will be trained in the use of this system and will be required to actively participate in using this system.

N. MEDIA INTERACTION POLICY

Students entering the program will sign the Confidentiality and Privacy Statement prior to participation in clinical education. Students are not to discuss the health status of any athlete or patient with anyone outside of the educational environment and should not release any personal identifying information in any circumstance. Any inquiries related to personal health information of athletes/patients should be directed to the preceptor. The attending physician, supervising clinical instructor, or athletic coach will handle all public comments about injuries. Failure to follow this policy will be a direct breach of privacy laws designed to protect patients.

O. STUDENT CONFERENCE REPORTS

Due to the serious nature of the clinical experience and the interaction with patients, it must be understood that such opportunities are a privilege and not a right. To protect the patient and instill professional practice, athletic trainers are held to the NATA Code of Ethics and BOC Standards of Professional Practice. Therefore, each student is expected to model the professional practice of athletic training and is responsible for strictly adhering to program requirements listed above, the affiliated site's policies, the NATA Code of Ethics, BOC Standards of Professional Practice and any requirements issued by his/her preceptor. Violating these guiding principles is unacceptable. During the entire educational program, when a student fails to meet any of the above stated requirements, the following action will take place:

1. A verbal warning will be issued to the student and a record of the verbal warning will be documented on ATrack.
2. A second related offense will result in a formal letter being sent to the student and placed in his/her file (also documented on ATrack). In addition, possible probationary action may be outlined as needed by the Program Director and/or Clinical Coordinator. (***NOTICE** - the verbal warning will be waived if the occurrence is a serious violation of the student's areas of responsibility and/or conduct while in the classroom or clinical setting).

3. An additional offense following a formal letter/notice pertaining to the same issue may result in either a suspension, which may result in failure of a course, or termination from the program at the discretion of the Program Director.
 - a. The due process procedure of the student is stated in the section of this Handbook entitled "Grievance and Appeal Procedures".

VII. CONFIDENTIALITY AND PRIVACY AGREEMENT

Eastern Kentucky University
Athletic Training Program
Statement of Confidentiality (HIPAA/FERPA)

I, _____, understand the importance of confidentiality while working or observing at any of the on-campus or off-campus sites of Eastern Kentucky's University's Athletic Training Program. I will not discuss any patients and/or family members who I may observe. I also understand that breaking confidentiality is a violation of professional ethics and may result in a grade reduction, reprimand, recommendation for probationary status, or removal from the assigned faculty.

Print Name: _____

Signature: _____

VIII. STUDENT AGREEMENT (*now on ATrack)

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF EXERCISE AND SPORT SCIENCE

Athletic Training Program

I received a copy of the *Athletic Training Program Student Handbook* at the beginning of the Fall _____ (year) Semester. The entire contents of this Handbook discussing the policies and procedures of the Athletic Training Program have been read and understood. These include:

- I. Faculty and Staff
- II. Introduction, Mission, and Vision of AT Program
- III. The BS in Athletic Training Program
- IV. BS in Athletic Training Curriculum
- V. General Academic Policies
- VI. Specific Academic Policies – Didactic Courses
- VII. Specific Academic Policies – Practicum Courses
- VIII. Confidentiality and Privacy Agreement
- IX. Student Agreement

I intend to comply fully with the policies and procedures stated above and in the *Athletic Training Program Student Handbook* as prescribed by the AT Program and Eastern Kentucky University. Failure to follow the above rules, regulations, and guidelines can result in disciplinary measures, and/or not completing the major in the desired time frame. I also understand my rights and responsibilities of a student in the Eastern Kentucky University Athletic Training courses and/or clinical experiences.

Student's Full Name (Printed)

Student Signature

Date