

Union College



Master of Athletic Training (MAT) Student Handbook

2021-2022

TABLE OF CONTENTS

MAT Student Handbook

Program Overview	3
Mission Statement/Assessment	4
Glossary of Terms	8
Athletic Training Major Coursework	9
Sample Academic Plan	10
Course Descriptions	13
Program Admission	16
Program Policies and Guidelines	19
Academic Standards	24
Social Networking Policy	26
Criminal Background Check Policy	26
Matriculation	29
Inclement Weather Policy	32
Dress Code Policy	33
Graduation Requirements	37
Retention Policy	38

Program Overview

Master of Athletic Training (MAT)

The Union College Master of Athletic Training (MAT) degree is offered in the Ramsey School of Nursing and Health Sciences. The degree provides an integrated didactic and clinical education program to prepare the students for a career as a BOC Certified Athletic Trainer. The program is designed to meet the standards and guidelines of an accredited education program for the Athletic Trainer, as dictated by the Commission on Accreditation of Athletic Training Education (CAATE).

The Master of Athletic Training (MAT) degree is completed over 6 semesters and summers including pre-professional coursework and an integrated clinical education component. The coursework consists of 62 hours of coursework designed to provide formal instruction from the curricular content by the 2020 CAATE standards (Standards 56-94).

The clinical education component is a series of five clinical experiences/rotations and one (10 week) immersive experience that responds directly to course content. The course instructors work in conjunction with clinical preceptors to supply a guided application of knowledge and clinical skills, acquired in the classroom, to a practical real-world environment. Our format is designed to develop critical thinking and decision-making skills necessary for a professional Certified Athletic Trainer.

As a Union College MAT student, we expect you to portray yourself, this program, and Union College in a positive light. We will not tolerate any behavior that jeopardizes the integrity of Union College, the MAT Athletic Training program, its staff, or students. We will do our best to make your experiences at Union College both fun and educational. We are truly excited to have you here and look forward to developing a long-lasting relationship.

The Profession of Athletic Training

A Certified Athletic Trainer is a qualified health care professional educated and experienced in the management of health care problems in the physically active population. In conjunction 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, rehabilitation clinics, industry, 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 health care delivery systems.

The Athletic Trainer's professional preparation is directed toward the development of specific competencies in the following content areas: evidence-based practice, prevention, wellness and health promotion, clinical examination and diagnosis, acute care of injury and illness, health care administration, professional development and health care informatics. Through a combination of formal didactic 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.

Athletic Training Program Mission Statement

Athletic Training Program:

The Union College Athletic Training Program reflects the mission and academic integrity of Union College. The commitment of the faculty to the athletic training student is based on the belief that graduates must be able to communicate clearly and effectively while providing ideal health care to student athletes and the physically active. The Athletic Training program challenges and prepares each student to make appropriate decisions and important judgments regarding sudden injury and life-threatening situations. Through diverse educational experiences, it is

our mission to provide students with the knowledge, skills, and values that a Masters level athletic trainer must possess. In addition, the program will strive to maintain and surpass the standard of accreditation as specified by the Commission on Accreditation of Athletic Training Education (CAATE).

Union College Mission

Union College is a learning community dedicated to creating personal, intellectual and social transformation through the pursuit of knowledge, wisdom, service and spiritual growth.

Union College Vision

Union College's liberal education prepares graduates who are superior critical thinkers, engaged citizens, and lifelong learners. When coupled with select professional degree programs, Union's liberal education infuses students with habits of mind and skills that make them confident, agile, recognized leaders locally and globally. Union alumni are esteemed members of the communities around the world in which they live, study, and work.

Prospective students from near and far choose Union. The college is known for its exceptionally personal education and accomplished graduates who are committed to a balanced life that encompasses the concept of a sound mind in a healthy body. Union College seeks to provide a rich context for personal growth through well-shaped and directed academic, athletic, and other co-curricular special interest programs. Union is noted as well for the unrivaled beauty of its intimate residential campus. Its singular backdrop is set in the stunning and inviting Appalachian Mountains, uniquely conducive to focused, reflective study grounded in the liberal arts. Union is a leader in its peer group in retention and graduation rates, even while continuing to offer opportunity to students who, without Union's intentionally supportive climate, might not achieve an undergraduate degree.

Union's success is rooted in a culture of civility and the commitment of its employees. The college's governance structure fosters collaboration, collegiality, communication, and efficiency. A highly qualified faculty, staff, and administration are driven to serve the college and its students, excel in their roles, and feel strong pride in Union. Employees have access to and embrace the tools necessary for success in 21st-century higher education, including instructional and other technologies. All members of the Union family learn, work, and socialize in a campus community that represents and values diversity in all its forms, including race, gender, ethnicity, nationality, sexual orientation, socioeconomic status, religious affiliation, and political sensibility.

Union is financially healthy and is led by a committed Board of Trustees that ensures stability and exemplary stewardship practices with all resources. The endowment positions the college to achieve its vision, goals, and objectives, especially the ability to offer an extraordinary, affordable, personal education within a beautiful campus environment.

Union College honors its historical ties to local communities and Kentucky's Appalachian region through a flourishing, mutually supportive relationship. Union enhances local and regional quality of life through its widely understood economic impact, accomplished regional alumni, and robust arts and cultural programming. The college promotes a culture of learning through service that is highly participatory, includes comprehensive and diverse volunteer and internship opportunities, and responds to regional need. Union employees and students are exceptionally engaged in the life of the community and region.

Assessment:

The Athletic Training Program reflects the mission and academic integrity of Union College. The commitment of the faculty to the athletic training student is based on the belief that graduates must be able to communicate clearly and effectively while providing ideal healthcare to student athletes and the physically active population using evidence-based practices. The Athletic Training program challenges and prepares each student to make appropriate decisions and important judgments regarding sudden injury and life-threatening situations. Through diverse educational experiences, it is our mission to provide students with the knowledge, skills, and values that an athletic

trainer with a Master's degree must possess. In addition, the program will strive to maintain and surpass the standards of accreditation as specified by the Commission on Accreditation of Athletic Training Education (CAATE).

Program Goals: Student Preparation

The Union College MAT Program seeks to prepare students to become Certified Athletic Trainers who demonstrate cognitive and psychomotor competence in the content areas of the Athletic Training field. To accomplish this, the program has adopted the following goals:

1. Develop students who will engage with patients, the community, and all members of the healthcare team and promote the athletic training profession.
2. Create a positive educational environment for students to develop and utilize logic, skills, and a discriminating process that is foundational to clinical decision-making while integrating best evidence in patient care.
3. Prepare entry-level professionals to address healthcare needs and serve a diverse environment through experience with a variety of patient populations and clinical settings and interaction with various professionals.

Program Outcomes: Student Preparation

The following outcomes are used to provide the Union College MAT Program with a framework for collecting and evaluating data to assess overall effectiveness and provide guidance for improving program quality and addressing future objectives. The outcomes are based on the program goals and the eight content areas as defined by the by the 2020 CAATE content standards.

Students will:

1. Students will have the appropriate knowledge and educational foundation to become a certified athletic trainer.
2. Students will be able to explain the role of evidence-based practice in the clinical decision-making process.
3. Students will demonstrate knowledge of anatomy, physiology, and biomechanics when applying clinical-reasoning skills through the physical examination process to assimilate data, select appropriate assessment tests, and formulate a differential diagnosis.
4. Students will demonstrate knowledge and skills in the evaluation and immediate management of acute injuries and illnesses.
5. Students will demonstrate knowledge in the recognition, treatment, and referral of general medical conditions and disabilities of athletes and others involved in physical activity.
6. Students will have the ability to plan, implement, document, and evaluate the efficacy of therapeutic intervention programs, including the use of modalities, therapeutic exercise, and pharmacological agents.
7. Students will understand the professional responsibilities, avenues of professional development, and national and state regulatory agencies and standards to promote athletic training as a professional discipline.

Program Goals: Didactic and Clinical Instruction

The Union College MAT Program has adopted the following goals designed to promote a quality educational experience to students:

1. Provide faculty who will foster didactic and practical instruction designed to encourage critical thinking, meet required objectives, provide student feedback, and promote development of professional behaviors in students.
2. Provide Clinical preceptors who will foster clinical instruction designed to encourage self-learning, develop clinical reasoning, meet learning needs, provide student feedback, and represent a professional role model.

Program Outcomes: Didactic and Clinical Instruction

The following outcomes are used to provide the Union College Athletic Training Program with a framework for collecting and evaluating data to assess overall effectiveness and provide guidance for improving program quality and addressing future objectives.

Clinical Preceptors (CP) will:

1. Foster an environment for student success.
2. Provide meaningful feedback to students as a means of improving clinical reasoning and decision making for enhancing patient care.
3. Represent a professional role model.

Faculty will:

1. Provide effective and timely feedback on exams and course work.
2. Provide effective organization of coursework.
3. Design course assignments that are appropriate and prompt learning
4. Engage students in learning.
5. Encourage critical thinking and analysis.
6. Serve as professional role models
7. Maintain program enrollment in the professional portion of the ATP

Academic Calendar

<https://www.unionky.edu/academics/catalogue-resources-services>

Academic Catalog

<https://www.unionky.edu/academics/catalogue-resources-services>

Program Personnel

Medical Director

Dr. Tom Ashburn, M.D
Access Family Health Center
315 Hospital Drive Ste. 2
Barbourville, KY 40906
(606) 546-4060

Program Director

Doug Branch, DHSc, LAT, ATC
Athletic Training Program
Union College | 310 College Street | Barbourville, KY 40906
606-546-1508 | Cell 828-734-2220
dbranch@unionky.edu

Clinical Coordinator

Dr. Donald Fuller, PhD, LAT, ATC
Clinical Coordinator
Athletic Training Program
Union College | 310 College Street | Barbourville, KY 40906
606-546-1509 | Cell 678-221-7963
dfuller@unionky.edu

Head Athletic Trainer/Adjunct Faculty

Clay Butler, MA, ATC
Director of Sports Medicine
Union College | 310 College Street | Barbourville, KY 40906
Office: 606-546-1303 | Fax: 606-546-1286
cbutler@unionky.edu

Adjunct Faculty

Jacob Scalf, ATC, DPT
Apex Physical Therapy
105 S Liberty Street
Barbourville, KY 40906
(606) 546-4112

GLOSSARY OF COMMON TERMS:

Academic plan: The document that encompasses all aspects of the student's classroom, laboratory, and clinical experiences.

Academic year: Two academic semesters plus two summer sessions.

Affiliation agreement: formal, written document signed by administrative personnel, who have the authority to act on behalf of the institution or affiliate, from the sponsoring institution and affiliated site. This agreement defines the roles and responsibilities of the host site, the affiliate, and the student.

Athletic Training Student (ATS): the student who is enrolled in a CAATE-accredited entry-level athletic training program.

Board of Certification (BOC): establishes and regularly reviews standards for practice of athletic training and the continuing education requirements for BOC Certified ATCs. The BOC has the only accredited certification program for ATCs in the US.

Clinical education: The application of athletic training knowledge, skills, and clinical abilities on an actual patient base that is evaluated, and feedback provided by a preceptor.

Clinical Proficiencies: the clinical application of a common set of cognitive, psychomotor, and affective competencies.

Clinical site: A physical area where clinical education occurs.

Commission on Accreditation of Athletic Training Education (CAATE): the body that accredits Athletic Training Education Programs.

Educational Competencies – the educational content required of entry-level ATPs described as educational objectives. The competencies encompass three domains: Cognitive (knowledge and intellectual skills), Psychomotor (manipulative and motor skills), and Affective (attitudes and values). These domains are applied clinically through the clinical proficiencies.

Fees: Institutional charges incurred by the student other than tuition and excluding room and board.

Pre-professional student: A student who is not formally admitted into the program. Pre-professional students may be required to participate in non-patient activities as described by the term Directed Observation Athletic Training (for 3+2 MAT program only)

Clinical Preceptor (CP): A certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base. The preceptor must be physically present in order to intervene on behalf of the individual being treated.

Statement of Non-Discrimination

In compliance with the Union College Statement of Non-Discrimination, the Union College MAT program accepts applications from eligible applicants, regardless of race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, or gender identity or expression, age, disability, genetic information, veteran status, or another unlawful basis. Furthermore, this statement extends into all clinical settings. All preceptors, coaches, staff, patients, and athletes must be judged and treated under the same conditions.

Two MAT Program Options and Prerequisites:

Option 1: 3 + 2 year Entry-Level Master of Athletic Training BS in Exercise Science and Master of Athletic Training (MAT) Degree

Union College (Summer I Starts around June 29, 2020)

Pre-Requisites (Undergraduate) = Science GPA

Human Biology ^L	Statistics
College Physics ^L or Biomechanics	Intro to Psychology
Vertebral Anatomy & Histology ^L	Kinesiology
Human Physiology ^L	Exercise Physiology ^L

L - Course must have a lab

Admission Requirements (due February 1)

Bachelor's degree from institution (If 2 yr MAT)
Cum Grade Point Average/GPA = 3.00 or higher
Science GPA (see pre-requisites) = 2.80 or higher
Clinical Observation = 50 hours (documented)
a. College Athletics setting (preferred)
b. Supervised by BOC Certified Athletic Trainer
Criminal Background Check (once admitted)

NOTE (Undergrad Catalog): Exercise Science major requirements (p. 79); Liberal Education (LE) requirements (p. 34-35)

Pre-Professional Phase:

<u>First Year</u>		30			
BIOL 101	Human Biology & Lab	4 A	CHEM 230	Gen. Organic & Biochem.	3
ENGL 111	Intro Freshman Comp I	3	ENGL 112	Freshman Composition II	3
PHED ____	2 Service Classes (1 cr. each)	2	PHED 241	History & Phil. Of Phys. Ed.	3
_____	Liberal Ed. Hist, Rel, Phil	<u>6.</u>	_____	Elective	3
		15	Art/Com/Mu/Th	Liberal Ed. Require.	<u>3.</u>
					15

A = Required course for Admission into the Professional Phase of the MAT Program.

Second Year**30-36**

BIOL 330	Vertebral Anatomy & Hist	4 A
PHED ____	Biomechanics (or Physics)	3-4 A
WELL 131	First Aid & Safety	3
Art/Com/Mu/Th	Liberal Ed. Require.	3
ATHT 131	Basic Ath. Training (optional)	(3)
		14-17

BIOL 331	Human Physiology	4 A
PHED 410	Exercise Physiology	3 A
MATH 230	Elementary Prob. & Stat	3 A
PSYC 200	Intro to Psychology	3 A
____	Liberal Ed. Hist, Rel, Phil	3
ATHT 152	Brace & Taping (optional)	(3)
		16-19

Third Year**28-34**

PHED 421	Kinesiology	3 A
PHED 361	Org. & Adm. In PE Athletics	3
PHED 441	Exercise Assest. & Prescr.	3
ENGL ____	200 level English ____	3
____	Social & Behavioral Science	3.
		15

PHED 340	Motor Development	3
PHED 485	Exercise Science Internship	3
PHED ____	Service Class	1
PHED 351	Tests & Measurements	3
____	Social & Behavioral Science	3.
ATHT 210	Care & Prev.	(3)
ATHT 270	Palpation Anatomy (option)	(3)
		13-19

Students apply for admission into the Professional Phase.

Clinical Observation (A) is completed during 2nd or 3rd year.

Professional Phase (2 years in length)**Fourth Year****39-40 (without ATHT 522 for MAT)****Summer (around June 29 – Aug 15)****7**

ATHT 505	Palpation	2
ATHT 530	Advanced Tape & Brace	1
ATHT 515	Intro to Evaluation	2
ATHT 561	Clinical Ed. I (120-150 hrs.)	2 CE

Fall (around Aug 22 – Dec 6)**16-17**

ATHT 562	Clinical Ed II (195-260 hrs)	2 CE
ATHT 521	Modalities	3
ATHT 551	Lower Extremity Evaluation	4
ATHT 510	Emergency Care of Injuries	4
Math ____	Math ____	3-4

Spring (around Jan 8 – May 4)**16**

ATHT 554	Medical Condit & Pharm.	3
ATHT 563	Clinical Ed III (195-260 hrs)	2 CE
ATHT 552	Upper Extr. Evaluation	4
ATHT 522	Rehabilitation	4
WELL 361	Principles of Nutrition	3

At the end of the 4th year, students earn a **Bachelor of Science in Exercise Science**. Students must complete the 2nd year of the Professional Phase (year 5) in order to complete the MAT Program.

Fifth Year 29 (+ 4 from ATHT 522 = 33 for MAT ATHT 554 Clinical Ed IV (120-150 hrs.)
2 CE

Summer**12**

ATHT 553	Head, Spine & Ab. Eval.	3
ATHT 523	Advanced Rehab	3
ATHT 571	BOC Exam Prep I	1
ATHT 555	Diagnostic Tests & Images	2
ATHT 582	Research Project I	1

<u>Fall</u>	11	<u>Spring</u>	6
ATHT 655 CE V (40/wk x 6 = 345-380	3 CE	ATHT 556 Clin Ed. VI (195-260 hrs)	2 CE
ATHT 541 Psychosocial Interv. (online)	2	ATHT 572 BOC Exam Prep II	1
ATHT 542 Public Health (online)	2	ATHT 583 Research Project II	3
ATHT 543 Admin. in Healthcare (online)	2		
ATHT 544 Evidence-Based Prac. (online)	2		

157 Total Hours: 88 + 36 = 124 total Bachelor of Science in Exercise Science (after 4 years)
 62 total (2 years) Master of Science Athletic Training degree (after 5th year = 33 credits w/ 522

Clinical Education (brief course descriptions or content)

- I. Psychomotor skills – Basic taping/wrapping, spine board
- II. Psychomotor skills - Protective equipment; adv. taping
- III. Psychomotor skills – Lower Extremity, modalities,
- IV. Psychomotor skills – Upper Extremity; rehab,
- V. Psycho skills – PT or AT Intensive 40 hrs/wk x 6 wk
- VI. Psychomotor skills – gen med, PT or

IMPORTANT Note: This School is currently seeking CAATE accreditation (hopefully submit self-study July 2021, site visit spring 2022). Only upon completion of a CAATE accredited MAT program, will these students be eligible to sit for the national Board of Certification (BOC) exam and practice athletic training. A contingency plan is available with a similar CAATE accredited professional master's degree.

Clinical Education Hours Requirement: 1,170 minimum to 1,460 maximum

Students are assigned to a minimum of 15 hours per week and maximum of 20 hours per week. Summer hours are 3 weeks of August at this time. Fall and spring hours are calculated over the 13 weeks with one week off for break and final weeks. Students are assigned to athletics at Union College, local high schools, PT clinic, and other approved clinical sites.

Option 2: 2-Year Entry-Level Master of Athletic Training (MAT) Degree

1st Year

33

Summer (around June 29 – Aug 13)

7

ATHT 505	Palpation Anatomy	2
ATHT 530	Advanced Tape, & Brace	1
ATHT 515	Intro. to Evaluation	2
ATHT 561	Clinical Ed I (120-150 hrs)	2 CE

Fall (around Aug 22 – Dec 6)

13

ATHT 562	Clinical Ed II (195-260 hrs)	2 CE
ATHT 521	Modalities	3
ATHT 551	Lower Extremity Evaluation	4
ATHT 510	Emergency Care of Injuries	4

Spring (around Jan 8 – May 4)

13

ATHT 554	Medical Condit & Pharm.	3
ATHT 563	Clinical Ed III (195-260 hrs)	2 CE
ATHT 552	Upper Extr. Evaluation	4
ATHT 522	Rehabilitation	4
ATHT 564	Clinical Ed IV (120-150 hrs)	2 CE

2nd Year

29

Summer (around Jun 29-Aug 13)

12

ATHT 553	Head, Spine & Abdom Eval.	3
ATHT 523	Advanced Rehab	3
ATHT 571	BOC Exam Prep I	1
ATHT 555	Diagnostic Tests & Images	2
ATHT 582	Research Project I	1

Fall

11

ATHT 665	CE V (40/wk x 6 = 345-380)	3
ATHT 541	Psychosocial Interv. (online)	2
ATHT 542	Public Health (online)	2
ATHT 543	Admin. in Healthcare (online)	2
ATHT 544	Evidence-Based Prac (online)	2

Spring

6

ATHT 566	Clin Ed. VI (195-260 hrs.)	2 CE
ATHT 572	BOC Exam Prep II	1
ATHT 583	Research Project II	3

2 Year MAT Degree Tuition: \$340 / credit (like online Grad programs) x 62 total credits = \$21,080

Other Expenses & Fees (2 years): NATA student membership, books, physical exam, background check, TB, vaccinations, CPR-PR/Ist Aid, commute to clinical sites, Student SEATA conference, AT clothing, weather clothing, fanny pack, BOC practice exams, BOC exam, and others.

Clinical Education Hours Requirement: 1,170 minimum to 1,460 maximum

Students are assigned to a minimum of 15 hours per week and maximum of 20 hours per week. Summer hours are 3 weeks of August at this time. Fall and spring hours are calculated over the 13 weeks with one week off for break and final weeks. Students are assigned to athletics at Union College, local high schools, PT clinic, and other approved clinical sites.

Clinical Ed Class content (see above)

Course Descriptions:

ATHT 505 – Palpation (2 credits with lab): Students will learn human body terms. They will also palpate or touch the anatomical landmarks including the bones, joints, muscles, tendons, bursae, neurological and other items in the upper and lower extremities.

ATHT 510 – Emergency Care of Injury (4 credits with lab): Students learn about the athletic training profession and sports medicine team. They are taught basic principles in the prevention, evaluation, and care of injuries. Students also learn CPR/AED for the professional rescuer, fit and gait of assistive devices, immobilization or splinting, environmental injuries, and spine boarding.

ATHT 515 – Intro to Evaluation (2 credits with lab): This course provides the student with an introduction to the injury evaluation principles of patient care. Topics include: Patient interviewing and history taking, SOAP note documentation, vital signs. Students will do goniometry, manual muscle testing, reflex testing, and sensory testing measurements.

ATHT 521 – Modalities (3 credits with lab): This course covers physical agents, electrotherapeutic modalities and mechanical modalities. It includes theoretical concepts, rationale for use, effects, indications and contraindications for each agent or modality. The course includes laboratory.

ATHT 522 – Rehabilitation (4 credits with lab): This course is to provide a foundation of appropriate exercise principles and techniques based on current rationale. The scope is inclusive of approaches applicable to common medical problems. Emphasis will be on the appropriate selection and application of specific exercise techniques. Competency in procedures and techniques will be stressed.

ATHT 523 – Advanced Rehabilitation (3 credits with lab): This course advanced rehab competencies and skills in functional movement screening, core exercises, PIR or other flexibility, foam roller, Swiss ball, manual therapy, balance, plyometrics, and functional exercises.

ATHT 530 – Advanced Tape, Brace, and Equipment Fit (1 credit – 3 hour lab): Students will develop advanced skills in taping, wrapping, bracing, and fitting sports equipment.

ATHT 541 – Psychosocial Intervention (2 credits online): The study of psychosocial components of physical problems including the understanding and preventing injury, consequences of injury, rehabilitation of injury, and communication in injury management.

ATHT 542 –Public Health (2 credits online): Students will learn multi-disciplinary strategies and methods to measure, assess, and promote public health. In addition, students will learn development of various infectious diseases, injury control, environmental health controversies, and the American healthcare system.

ATHT 543 – Administration in Healthcare (2 credits, online): Students will learn various issues, policies and procedures involved in administration of sports medicine settings. This includes leadership theories, facility design, personnel management, legal issues, equipment, budget, record keeping, healthcare services, emergency action plans, and public relations.

ATHT 544 – Evidence-Based Practice (2 credits, online): This course is based upon the NATA's requirements for the student's abilities to be able to utilize evidence-based practice (EBP) in relation to sports medicine. Students will learn the steps for critical appraisal of EBP and research designs and statistics for possible use in the athletic training or rehabilitation settings. Students will also conduct review of literature for their group research projects and submit application to IRB for approval.

ATHT 551 - Lower Extremity Evaluation (4 credits with lab): This course provides the student with information and basic skill used to evaluate and treat injuries and special problems of the lower extremity. Students will acquire a basic understanding and skills in palpation methods, neurological tests, and special tests. In addition, students will learn pathological and etiological information for a variety of injuries; and surgeries.

ATHT 552 – Upper Extremity Evaluation (4 credits with lab): This course provides the student with information and basic skill used to evaluate and treat injuries and special problems of the upper extremity. Students will acquire a basic understanding and skills in palpation methods, neurological tests, and special tests. In addition, students will learn pathological and etiological information for a variety of injuries; and surgeries.

ATHT 553 –Head, Spine, Thorax & Abdomen Evaluation (3 credits with lab): This course provides the student with information and basic skill used to evaluate and treat injuries and special problems of the head, face, spine, thorax, and abdomen. Students will acquire a basic understanding and skills in palpation methods, neurological tests, and special tests. In addition, students will learn pathological and etiological information for a variety of injuries; and surgeries.

ATHT 554 – Medical Conditions and Pharmacology (3 credits with lab): This course covers the evaluation, and prevention of the most common medical conditions. This course will also cover medications commonly encountered in the practice of physical medicine. It will include categories of medications, generic and trade names of common medications, the use, effects, and precautions of common medications, as well as their interactions and pharmacokinetic principles.

ATHT 555 – Diagnostic Tests & Images (2 credits): Students will learn information about clinical laboratory testing, diagnostic imaging, and algorithms. This includes CT, MRI, and other diagnostic tests for several diseases and disorders.

ATHT 561 – Clinical Education I (2 credits, 120 clinical hours): Students are introduced to the profession of athletic training and the athletic training education program. They will also develop basic skills in modalities (hot, cold, hydrotherapy, & US only), taping, wrapping, bracing, and fitting and removal of some sports equipment. They will also be assigned to clinical education rotations under the direct supervision of a preceptor. Students must complete a minimum of 120 clinical education hours.

ATHT 562 – Clinical Education II (2 credits, 195 clinical hours): Students will learn develop skills in transporting or moving victims, airway devices, suction, oxygen care, shock, bloodborne pathogens, OSHA and wound care, and EpiPen use. They will also be assigned to clinical education rotations under the direct supervision of a preceptor. Students must complete a minimum of 195 clinical education hours.

ATHT 563 – Clinical Education III (2 credits, 195 clinical hours): Students will be assessed on psychomotor skills learned from the previous terms – tape, wrap, brace, and intro to evaluation skills for the lower extremity, SOAP notes, and modalities. They will also be assigned to clinical education rotations under the direct supervision of a preceptor. Students must complete a minimum of 195 clinical education hours.

ATHT 564 – Clinical Education IV (2 credits, 120 clinical hours): Students will be assessed on psychomotor skills learned from the previous terms – tape, wrap, brace, and intro to evaluation skills for the upper extremity, SOAP notes, and rehabilitation. They will also be assigned to clinical education rotations under the direct supervision of a preceptor. Students must complete a minimum of 120 clinical education hours.

ATHT 565 – Clinical Education V (3 credits, 345 clinical hours): Students will be assessed on psychomotor skills learned from the previous terms – tape, wrap, brace, and intro to evaluation skills for the head, spine, thorax, and abdomen, SOAP notes, and medical conditions. They will also be assigned to clinical education rotations under the direct supervision of a preceptor. Students must complete a minimum of 345 clinical education hours.

ATHT 566 – Clinical Education VI (2 credits, 195 clinical hours): Students will be assessed on psychomotor skills learned from the previous terms – advanced rehab, public health, administration, and diagnostic tests. They will also be assigned to clinical education rotations under the direct supervision of a preceptor. Students must complete a minimum of 195 clinical education hours.

ATHT 571 – BOC Exam Prep I (1 credit): This course is for athletic training students to engage in advanced study and discussion of specialized topics and contemporary issues related to the field of athletic training. Emphasis is placed on professional development and employment issues.

ATHT 572 – BOC Exam Prep II (1 credit): This course is for athletic training students to engage in advanced study and discussion of specialized topics and contemporary issues related to the field of athletic training. Emphasis is placed on professional development and employment issues.

ATHT 581 – Research Project I (1 credit – 3 hour lab in library): The course introduces the student to investigative methods of research involving both basic and applied with specific reference and application to athletic training. Review of literature, definition of problem and formatting design, reporting data and conclusions are presented. Computer application and analysis for statistics will be conducted on SPSS. Students will work on groups of two for their survey research project. In ATHT 544, students will continue working on review of literature and IRB application approval or students will get SU grade to continue working on this in fall term.

ATHT 582 – Research Project II (3 credits): After IRB approval, students will complete their data collection, data analysis, results, and discussion sections for their research projects. A formal presentation, both oral and written, is required in April.

Program Admission:**PROGRAM ADMISSION STANDARDS/ELIGIBILITY:**

Admission to Union College does not guarantee admission to the Athletic Training Program.

Furthermore, Union College and the Athletic Training Program reserve the right to make and enforce programmatic changes that may result from Union College or governing agency decisions.

Pre-professional Coursework

Class	Semester/Year	Grade Received
Human Biology (3 Hrs.)		
Statistics (3 Hrs.)		
Chemistry (3 Hrs.)		
Exercise Physiology (3 Hrs.)		
Physics (4 Hrs.) w/ lab		
Human Anatomy (4 Hrs.) w/ lab		
Human Physiology (4 Hrs.) w/lab		
Intro to Psychology (3 Hrs.)		
Kinesiology (3 Hrs.)		

Transfer students are subject to the same standards listed above.

1. Student Application, Screening and Approval:

- a. To be screened and considered for approval into the Athletic Training major, all students shall make a formal application when the following criteria have been met:

- i. _____ A 3.0 Cumulative Grade Point average.
- ii. _____ Completion of the following pre-requisite listed above.
- iii. _____ Will be interviewed by the ATP Program Committee to determine oral communication skills, critical thinking skills,

professional attitude and attributes, and overall suitability as an Athletic Training student.

- iv. _____ Submits a formal typed (1-2 page minimum) letter of application indicating why he/she wants to become a Certified Athletic Trainer and explain what important contributions one will make to the Athletic Training profession in general, and specifically to the Union College Program.
- v. _____ Complete all application forms, be screened and formally recommended (or denied) for formal approval by the ATP Committee.
- vi. _____ Understand that final selections are determined on a space available basis, and individuals most suitable and qualified are accepted. A rubric will be used to objectively make this decision.
- vii. Proof (Copies) of the following items will need to be provided upon acceptance:
 - 1st MMR
 - 2nd MMR
 - Tetanus (within 10 years)
 - Tuberculosis (TB)
 - PPD
 - Hepatitis B vaccination series(declaration form)
 - Physical Exam

Additionally, the following items, accessible via the application packet or in the appendices of the student handbook, should be reviewed prior to admission and must be signed and returned upon admission:

- Hepatitis B policy
- Communicable disease policy
- Confidentiality policy
- Student Agreement form
- Technical Standards document
- Clinical Education Guidelines
- Student-Athlete Participation policy (if applicable)

Transfer Students:

Transfer students are encouraged to be part of the program but will be held to the same pre-requisite requirements. If a transfer student wishes to transfer in a pre-requisite class, the Program Director in conjunction with the registrar will determine if that class will be acceptable.

Conditional Admittance

Conditional admittance may be granted to students who may not have met all pre-professional coursework provided the appropriate coursework can be completed by August 1st of the year in which they applied, and that the student can successfully achieve a cumulative GPA of 3.0. Students who do not

meet the GPA requirement may be conditionally admitted as long as they can successfully achieve a cumulative GPA of 3.0 by the end of their first semester in the professional phase of the program.

Program Policies and Guidelines

Student Expenses and Financial Aid

Program Fees

Item	Cost	Description
Program Tuition	Total cost of program= 21,080	62 credit hours x \$340.00 per credit hour
Textbooks	Approximately \$250.00 per term. Does not matter if you buy or rent. Recommended that you keep MAT books to use for reference.	See MAT instructors for textbook list.
Criminal Background and Drug Testing	\$100.00 initially then \$25.00 for year 2.	Upon acceptance, student will be sent a link to Castle Branch. Student will setup a background check and drug test through this link. Program will be sent the results when completed.
Physical Exam/Immunizations	\$50.00 per year	Required by the student before the start of the year. If student is an athlete this will be provided by Athletics
Course Fees	\$300.00 per semester	This will be required for Clinical Education I-VI. This fee will pay for the MAT student clothes/uniforms, CPR/Professional Certification x 2, NATA student membership x 2, BOC Study guidebook and practice tests.
Laptop Computer/Tablet	\$200.00-\$700.00	This is not required by the program but is highly recommended to be successful in the program.
Travel to/from clinical site for gas/car upkeep	\$200.00-\$500.00 for local sites. (per semester)	This cost will vary based on the location of the clinical site and price of gas.

Immersive Experience:		Totally depends on where students choose to do their clinical immersive experience but is the student's responsibility.
Barbourville Cost of Living	Between \$300.00-\$500.00 per month.	This is what rent will cost you in Barbourville. Students can opt to live on or off campus. See the PD for list of renters in the community.
Immersive Experience:		Totally depends on where students choose to do their clinical immersive experience but is the student's responsibility.

Financial Aid

Financial aid and scholarship can be found at <https://www.unionky.edu/admissions-financial-aid/financial-aid>. Currently, there are no scholarships specifically for athletic training at Union College. Numerous scholarship opportunities are available through KATS, SEATA, and the NATA. Many require the student to be a member of the NATA and are competitive, merit-based awards. Information and eligibility requirements can be found on the websites for each of the above professional organizations or from the Athletic Training PD. Occasionally, other awards are available from outside organizations. Eligibility requirements for these awards vary and information will be distributed to the ATS when received by the PD.

Policies and Procedures

Technical Standards

The Union College technical standards (see *Appendices*) represent the mental and physical requirements necessary for a student to successfully participate in and complete the ATP at Union College. The guidelines are designed to reflect the necessary skills identified for the Entry-Level Athletic Trainer as detailed in the NATA Athletic Training Educational Competencies and the NATA Role Delineation Study. A student must meet the requirements for admission, retention, and graduation.

Dependability and Punctuality

Dependability and punctuality are both a must in the professional world. Coupled with this fact, the Athletic Training Program believes that both are imperative to succeed in the major, in your career, and in life. Therefore, the MAT program has developed a policy whereby all clinical experiences are recorded by the ATS and signed off at the end of each week by the preceptor electronically via E*Value. During this time, the preceptor will also evaluate the ATS to provide feedback as to the ATS progress on various athletic training clinical proficiencies and professional attributes.

It is important for the ATS to realize that clinical assignments are made at times when their clinical experience can be maximized and are an extension of their practicum course. When students do not show up or is late for his/her assigned clinical experience, not only is the efficiency and effectiveness of the healthcare for athletes/patients severely diminished, but more importantly students are missing an opportunity to enhance their clinical education experience. Because of the significance of being punctual and in attendance, the Athletic Training Education Program has established the following policies regarding tardiness and absenteeism:

Clinical Tardy

1. Every student is allowed one time to be tardy if he/she is no more than ten minutes late; you are given the "benefit of the doubt" only one time per semester.
2. With the second unexcused tardiness comes a scheduled conference between the student and the Clinical Coordinator and/or instructor/staff member. At this time, the student will be placed on probation for an undisclosed time and not allowed to participate in certain activities.
3. Being tardy a third time will result in a conference between the student, the clinical coordinator and the Director of the MAT program to determine the student's status in the clinical and professional phase of the ATP.

Clinical Absence

1. After the first unexcused absence, a conference will be scheduled between the student and the Clinical Coordinator and/or attending preceptor, with a probationary period pending.
2. A second unexcused absence will result in a scheduled conference with the MAT Director and the Clinical Coordinator and a two-week suspension resulting in students not being able to complete clinical proficiencies, except in courses and/or labs.

Attendance during inclement weather:

If Union College is closed due to inclement weather, athletic training students are not required to attend his/her clinical education assignment. Students should use their best judgment in determining if travel clinical education site is safe. In the event the student determines that it is unsafe to travel to the clinical education site, he/she should contact the clinical instructor and the Coordinator of Clinical Education by email. Students that miss clinical education assignment due to weather when Union College is open will need to be made up before the end of that current semester.

The same policy is effect in the event of a delay that impacts morning treatments, morning meetings or morning practices. Students must determine if travel Union College is safe. No student should risk his or her safety in order to attend an athletic training meeting, treatments, athletic practice or event. Students are responsible for contacting the appropriate clinical instructor to inform him of the decision not to attend.

Definitions:

1. *Probation* - "subjection of an individual to a period of testing and trial to ascertain fitness (as for a job or school)"; during a probationary period, said student must be present at times and locations assigned by the Clinical Education Coordinator until he/she demonstrates satisfactory performance in the classroom and clinical components of the ATP. Failure to properly perform clinical duties as assigned will then lead to suspension.
2. *Suspension* - "to debar temporarily from any privilege, office, or function"; suspensions will be for a minimum of two weeks, depending upon the offense/problem. Students will not be able to participate in their clinical rotation nor complete any clinical proficiencies, which will significantly impact their ability to matriculate through the program and thus complete the requirements of the major.

All conferences will be documented and kept as part of the student's personal file and will not be shared with other students or staff. This file may be reviewed by ATP faculty and/or preceptors when a student asks for recommendations for employment or when a student requests to work "special" events available through affiliated sites. The ATP is hopeful that the above actions deter any problems we might encounter with students missing clinical assignments, classes, and/or being consistently tardy for classes or clinical assignments.

***NOTE:** If any preceptor is notified within 24 hours of the need to miss a scheduled clinical activity, then one can **possibly** be excused. Remember, there are only a few exceptions to this 24 hour rule! Lastly, make sure that requests for absence from clinical duties are put in writing and given to the appropriate preceptor well in advance of your anticipated absence.

Class Absence

The faculty and staff of the Union College ATP expect students to attend all classes and clinical experiences for which they have registered. Registration in a course is regarded as an agreement between the student and the institution, the fulfillment of which almost always depends on regular and punctual class attendance. If there is to be an unavoidable absence, the student should inform the instructor in advance and be responsible for making up all work that is missed regardless of the reason for the absence. A student whom the instructor knows to have been absent due to participation in College sponsored extra-curricular activities may be permitted to make-up tests or missed work. Make-up of any nature is at the discretion of the instructor. Since all absences represent a loss in classroom activity and learning opportunity, no absence will relieve the student from academic obligations.

Athletic Training Program Examination Policy

The following examination policies have been implemented to limit academic dishonesty, to ensure exam integrity and to maintain a fair testing environment for all students enrolled in the athletic training program. Students who require testing accommodation(s) should meet with the course instructor prior to the test administration date to discuss how accommodations will be honored without jeopardizing exam integrity.

1. Food and drinks (including water) are not permitted in the classroom, laboratory, or computer lab where the exam is being administered. All such items should be left in the area designated by the exam proctor prior to being seated for the examination.

2. Electronic devices (including, but not limited to, cell phones, MP3 players, cameras, and calculators) are not permitted in the classroom, laboratory or computer lab where the exam is being administered. All such items should be turned off and left in the area designated by the exam proctor prior to being seated for the examination. If a calculator is required for the examination, the exam proctor will notify students of this prior to the beginning of the examination.
3. Personal items such as watches, hats, scarves, jackets and outerwear must be removed and stored in the area designated by the exam proctor prior to being seated for the examination.
4. If necessary, during computerized testing, the examination proctor will supply students with blank scratch paper. At the conclusion of the examination, all notes taken by the student during testing will be turned in to the exam administrator.
5. Students may be asked by the test administrators to empty your pockets.
6. Students will not have access to their personal items during the test.
7. Students are not permitted to leave and re-enter the classroom, laboratory, or computer lab where the exam is being administered without permission of the exam proctor. In general, students should plan to remain in the classroom, laboratory, or computer lab where the exam is being administered throughout the examination period. Therefore, students should attend to all personal needs prior to initiating the exam.
8. Students will not be allowed to enter the classroom, laboratory, or computer lab where the exam is being administered once examination materials have been distributed.
9. Students will be assigned a seat for all examinations.
10. At the conclusion of the examination, all exam materials (including test booklets, exams, scratch paper, answer sheets, etc.) will be returned to the exam proctor. Under no circumstances, may any examination materials be removed from the classroom, laboratory, or computer lab where the exam is being administered.

Violation of any of the examination policies is grounds for dismissal from the testing area, failure of the examination, failure of the course and /or dismissal from the athletic training program.

Academic Integrity

Students have a special responsibility to adhere to academic standards. Academic dishonesty is a particularly serious offense. Academic dishonesty is defined as, but not limited to:

1. Giving or receiving help with intent to falsely represent one's work
2. Plagiarism (A willful misrepresentation of another person's work as your own.)
3. The use (or appearance of use) of notes, books, or any other unauthorized sources during tests of any kind unless specific instructions are given permitting such use.
4. Altering the record of any grade
5. Any other type of misconduct, offense or manifestation of dishonesty or unfairness in relation to academic work.
6. Unauthorized possession of a test prior to, during, or after the administration of a test.
7. Defacing, mutilating, destroying, modifying, stealing, hiding or in any other way inhibiting or preventing access by others to library materials or databases.
8. Falsely documenting clinical hours

Academic Dishonesty

Union College has both a responsibility and a right to expect a high standard of academic integrity. Academic dishonesty such as plagiarism, collaboration, or cheating will not be tolerated. Examples of academic dishonesty may include:

- a. Plagiarism: taking ideas/writings/intellectual/properties from another and presenting them as one's own;

- b. Writing papers for other students;
- c. Cheating: using illegal notes/copying on examination;
- d. Unauthorized collaboration: unauthorized assistance with oral and/or written material;
- e. Accessing or altering intellectual properties without proper consent of owner/author.

Academic Honesty

Honesty and integrity are fundamental values for the athletic training profession and the College. Students will not lie, steal, or cheat in their academic endeavors, nor will the student tolerate the actions of those who do. It is the student's responsibility to be aware of the consequences of violating academic honesty policies and the impact such violations can and will have on their standing in the MAT program, the College, and in their careers. Athletic training students are held to the College's Academic Honesty Policy as printed in the Student Handbook, additional information provided within the syllabi and available on the web. To maintain the public's trust in athletic trainers, dishonesty will not be tolerated. Acts of academic dishonesty may result in penalties ranging from a letter of warning, to a zero on the paper/project/test (or a "U" in a clinical course), to failure of the course, to dismissal from the program. Consequences will be determined by the supervising instructor, program director, and coordinator of clinical education.

Definitions

Examples of academic dishonesty include:

- Cheating – The term "cheating" includes, but not limited to:
 - Use, or the attempted use, of any unauthorized materials and support in taking quizzes, tests or examinations.
 - Reliance upon the assistance of sources beyond those approved by the instructor in writing papers, preparing assignments, or carrying out other assignments. This includes utilizing any previous student notes, study guides, etc.
 - The acquisition of teaching and/or testing materials, including test banks and answer keys, PowerPoints, or access to any unauthorized online resources provided by textbook publishers, without the specific permission of the college faculty or staff.
- Fabrication – Deliberate and unapproved falsification, misrepresentation, or creation of any data, or citation in any academic assignment.
- Plagiarism – intentionally representing the words, ideas or data of another as one's own in any academic assignment without providing proper citation.
- Unauthorized collaboration – instances when students submit individual academic works that are essentially related to one another; while several students may have the same resource material, the analysis, clarification and recording of the data must be each individual's autonomous work.
- Participation in academically dishonest activities – an action taken by a student with the intent of gaining any unfair advantage. This includes submitting previously graded work as new.
- Facilitating academic dishonesty – intentionally or meaningfully helping or attempting to violate any provision of this policy.

Grading Policy

The following scale is consistent for each course. Each course has a specific assignment and testing criteria.

- 100-93.00% A 4.00
- 92.99-90.00% A- 3.67
- 89.99-87.00% B+ 3.33
- 86.99-83.00% B 3.00
- 82.99-80.00% B- 2.67
- 79.99-77.00% C+ 2.33
- 76.99-73.00% C 2.00

Therapeutic Equipment Safety Policy

The Coordinator of Clinical Education (CCE) is responsible for ensuring that all sites where students are actively placed are maintaining therapeutic equipment following manufacturer's guidelines regarding equipment calibration and maintenance. The CCE obtains from each active site (sites where a student has been placed for a clinical education experience in the past academic year) an annual invoice of modality calibration (for therapeutic modalities with that requirement) and electrical safety checks (including, but not limited to, ice machines, hydrocollator units, and therapeutic whirlpools). Sites that have been previously inactive (no students there for one or more full academic year) must provide updated invoices prior to a student being placed there for a clinical education experience.

Outside Employment

Working and completing the AT program is extremely difficult. Students are discouraged from seeking outside employment that requires more than 10 hours per week of work. Students who do choose to work must complete all athletic training assignments and duties completely and in a timely fashion. Part-time or full-time work during holidays and school breaks is an excellent source of income for Athletic Training Students. Some students find on-campus employment with flexible scheduling which allows them to complete all the requirements of the AT Program while earning some extra spending money. Other sources of funding are available in terms of financial aid and scholarships. Students must understand that ultimately classroom, laboratory and clinical education experiences must be their first priority. Therefore, students are not allowed to miss any education activity due to outside work obligations.

Internship and Summer Camp Policy

Students are discouraged from participating in athletic training internships and/or summer camps. Internships and summer camps are not required by the Union Athletic Training Program, nor will they satisfy any program requirements. Students must understand that they are not considered an athletic training student by the Commission on Athletic Training Education (CAATE) during this time frame, and that using athletic training student status during this time frame is inappropriate and may place the student in violation of the corresponding state practice act. Students who choose to participate in these internships are responsible for ensuring that their participation in the internship does not violate state

athletic training licensure laws or other similar regulations in the state(s) where the internship/camp will take place.

Conduct with Patients and Athletes

The role of an athletic training student is twofold: athletic training student roles and athletic trainer roles. Both inside and outside of the clinical setting, students should remember that they are filling both roles and act accordingly. It is recognized that in working closely with athletes and patients, professional relationships may arise between athletic training students and athletes or patients. A professional demeanor should always be exercised. In the clinical setting, students should act as athletic trainers. In this role, they are responsible for the care of that the patients at that facility. They are also there, however, to learn and improve their athletic training skills as an athletic training student.

Athletic trainers dating athletes or patients can lead to compromising situations and therefore is prohibited. Students must maintain a professional relationship with all patients, preceptors, additional health professionals, athletes, peers, parents, coaches, and all individuals associated with the clinical education site at all times. Please understand that your actions outside of the clinical education experiences are a direct reflection of you, the faculty and staff at Union College, the Athletic Training Program and the profession as a whole.

Students who are involved in an unprofessional relationship may face disciplinary action through the program. Additionally, relationships with minors may result in legal ramifications and an inability to obtain athletic training licensure or certification.

Cellular Phones:

All mobile devices (phone and/or tablets) are to be turned **off and put away** prior to beginning any clinical education experiences. Mobile phones may be taken to the clinical education site and used **ONLY** in the case of medical emergency but needs to be approved by his/her clinical instructor before using. At no time will the student be allowed personal calls or texting during any clinical education assignment or class.

Professionalism & Personal Communication Policy

Conducting oneself as a professional involves every aspect of life. ATSs should pay close attention to the image they project when communicating, this includes (but is not limited to): email messages/addresses, text messages, voice mail, voice recordings on cell/home phones, ringtones, personal websites, social media accounts (not limited to Facebook pages, Twitter, SnapChats, etc. - see Social Media policy below). With the majority of the above being public domains, ATSs should very closely monitor the contents and methods of their personal and professional communications. Any inappropriate content or communications noticed or brought to the attention of the ATP faculty will be addressed immediately. Any notices that are brought to the attention of the ATP faculty will be immediately addressed with the accused student. The ATS will be asked to rectify the situation by whatever means necessary (depending on the content/communication type). The incident will be documented in the students file and failure of the student to correct the issue in a timely and appropriate manner may result in further disciplinary action at the discretion of the Athletic Training PD and others with authority over the academic program.

Students should always use professional means of communication. Students should call or email as the first rule of communication. Text messaging communication should only be utilized in emergency situations or by the “approval” of the individual receiving the text message. Please avoid texting faculty and course instructors unless it is an emergency that requires their immediate attention.

Social Networking Policy

The Union College Athletic Training Program (ATP) promotes professional interactions between clinicians and patients. In maintaining this professional interaction, the program prohibits athletic training students from interacting with current patients using social networking websites. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times.

- Athletic training students should not accept nor request any interaction involving social networking websites with any current patient, regardless of whether the athletic training student is directly responsible for the patient's care.
- No offensive or inappropriate pictures should be posted. Examples of offensive or inappropriate pictures include, but are not limited to, alcohol, illegal drugs, and sexual innuendos.
- Students may not use social media sites to publish disparaging or harassing remarks about Union College community members, athletic or academic opponents.
- No reference to being an athletic training student at Union College should be posted.
- No information related to the health or playing status of any athlete or patient from Union College or clinical sites utilized by the Union College Athletic Training Program.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school or the athletic training program.

Furthermore, it is unacceptable for athletic training students to interact through social networking websites, text message, or electronic mail with patients or student-athletes who are **minors (under 18)**, no matter if they are currently working with the minor or if they are no longer providing healthcare for the minor. Failure to abide by this policy may result in disciplinary action from the athletic training program director or could be determined by the Office of the Dean of Students.

Substance Abuse Policy

The use of illicit and/or illegal substances is grounds for immediate dismissal from the Athletic Training Program. All ATs are expected to comply with the substance use/abuse policies as outlined in the Union College Athletic Training Student Handbook. ATs taking any substance; illegal, legal, or medically prescribed, that has the potential to impair judgment, alertness, mental status, physical capacities, or otherwise reduce professional performance, should report this use to the Athletic Training Program Director and the AT's Preceptor immediately. This will assist the staff in ensuring a safe environment for the athletes and patients receiving services at all clinical education sites.

Criminal Background Checks/Drug Screening

To protect the patients, the affiliated clinical sites, the athletic training students and the university, the Union College Master's in athletic training program has criminal background check and drug screen policy. All students must complete and pass a criminal background check and drug screen prior to full admittance into the program however a student does not need to have a criminal background check as part of initial application process.

*ALL students MUST complete a background check prior to full admittance into the ATEP and before placement in a clinical education experience with an affiliated clinical site. Incoming first year students must have completed their background check in time for placement at an affiliated site no later than August 1 of their first year.

Process of Requesting a Criminal Background Check

Once provisionally accepted into the ATEP, the student will receive information from the ATEP regarding placing an order. The student will receive an email from the vendor (Viewpoint Screening) to begin the online process. The vendor will walk you through the process on how to complete both the background check and the drug screen. The cost will be approximately \$90. For international student's, the background check may cost up to and over \$150. The cost of the background check is a student expense.

Appeal of the Criminal Background Check

Students who wish to appeal an admission decision that is based on the result of a criminal background check must do so in writing within two weeks of being notified of the decision. Students should submit a letter of appeal to the Dean of the School of Health Sciences (Dr. Marisa Greer mgreer@unionky.edu)

Storage of Criminal Background

The storage of a student's criminal background information will be stored with the vendor, Certified Background, and will be considered confidential and will not be released to a third party (affiliated clinical site). If an affiliated clinical site does request this information, the student will need to contact Viewpoint Screening to release their information to that affiliated clinical site.

Grievance Policies Regarding Appeal of Grades

The Athletic Training Program and its faculty and staff recognizes the rights of students enrolled in the ATP 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. This grievance procedure is intended for use by the Athletic Training student in both the clinical and classroom areas while matriculating through the ATP at Union College:

STEP I – INSTRUCTOR/SUPERVISOR

To minimize a misunderstanding, students are strongly encouraged to discuss their problem or complaint with the faculty member and/or preceptor. This must be done **within three academic days** of the occurrence of the situation creating the grievance. The faculty member or preceptor will decide whether the ATP Director or Clinical Coordinator, depending on the nature of the problem, should be included in this process.

The faculty member will investigate and obtain all pertinent information and provide a solution or explanation within three academic days with full explanation of the reasons for the decision. This written response will be in the form of a copy for the athletic training student and the athletic training student's ATP file.

STEP II – ATP DIRECTOR

If, after verbal discussion, the problem, complaint, or grievance is not satisfactorily disposed of or answered by the faculty member, preceptor, or Clinical Coordinator, the student may appeal to the ATP Director in writing. Within five class days after an unfavorable decision by the instructor, the Director will decide one of two options:

- A. The Director will review the grievance and make a ruling within five academic days.
- B. The Director will defer review of the grievance and ruling will be made by or in conjunction with the Clinical Coordinator if the problem, complaint, or grievance is directly related to the student's clinical experience.

STEP III – DEAN, SCHOOL OF NURSING AND HEALTH SCIENCES

Whenever a misunderstanding or problem exists, students are urged to discuss the situation immediately with their instructor and/or clinical supervisors. Small problems sometimes tend to become big problems and are more difficult to resolve when not discussed with an individual who can correct them in a timely fashion.

Disciplinary Action

In addition to the policies regarding clinical and class absences/tardiness, listed below are other actions that can lead to similar disciplinary procedures.

- Inappropriate or unprofessional language
- Misuse of equipment/supplies
- Dress Code Violations
- Failure to meet assigned deadlines
- Theft, Vandalism, and/or Substance Abuse
- Sexual Harassment
- Falsifying Hours
- Other actions as determined by the faculty

Academic Advising/Counseling

Upon entrance into Union College as a freshman, each student is assigned an academic advisor. Students desiring to pursue the Master of Athletic Training degree will be assigned an academic advisor who will consist of the ATP Program Director, the ATP Clinical Coordinator or other full-time ATP faculty members as assigned. Students are encouraged to meet with their academic advisors for more than just course scheduling. All full-time and part-time faculties in the ATP have an "open door policy" whereby students can utilize their academic advisors for discussion of academic and clinical issues, career counseling, etc. Failure to consistently meet with one's advisor could possibly create a situation where the student has to stay an extra semester or year to take the course he/she missed. Therefore, it is the student's responsibility to meet with his/her advisor a minimum of one time per semester, and to keep abreast of course and curriculum offerings and changes. Furthermore, all students enrolled in the ATP 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 competencies and clinical proficiencies. At the end of this conference, students will sign the evaluation

that has been completed by their preceptor and to acknowledge that they have reviewed the evaluation form. The student must then submit their evaluation to the instructor of the practicum course in which he/she is enrolled. Additional conferences occur between the student and their assigned academic advisor. Academic and personal goals are discussed during these conferences, in addition to how each student can contribute to making the ATP stronger, assisting in correcting problems or areas of concern that may exist within the ATP.

Clinical Experiences

While matriculating through the ATP, students will be assigned to various preceptors employed at Union College and other affiliated sites in the area. Clinical rotations will change from semester to semester and may even vary within a given semester. Clinical education times are inflexible, due to the availability of the preceptors, the practice times of certain athletic teams either on or off campus, and/or the "open" hours of other affiliate clinical settings, thus **making part-time employment extremely difficult to impossible**. 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 during your clinical experience be the primary consideration when you are developing your schedule each semester. ***The ATP will make every attempt to give clinical rotation assignments to ATS prior to the end of each semester for rotations the semester. 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 ATP. When this is the case and the ATS clinical rotation needs to be changed, then the ATS will be notified as soon as possible.***

The athletic training clinical courses are designed to provide students with broad-based experiences in health care settings that include the following:

Level 1 Graduate Student: Summer Session 1 and Pre-Season

Students who have been accepted into the MAT program will start their coursework during Summer II. They will only have coursework in July and will be preparing for pre-season which will start in August. This clinical rotation will be a requirement of ATHT 561. As part of this experience, students will be exposed to a variety of practices, games/meets, and rehab times in the athletic training room. Also, AT students could be exposed to both male and female sports, college, and high school athletes.

Fall semester (Level 1)

ATS may be assigned to a preceptor involved with an equipment intensive or lower extremity intensive sport. This clinical rotation will be a required component of ATHT 562. During this semester, the student will be completing didactic coursework in therapeutic modalities. While the student will be permitted to apply the modality to the patient (after instruction by faculty and staff), the student WILL NOT be permitted to alter the parameters/treatment settings of the modality until he/she has completed the appropriate clinical skills associated with therapeutic modalities.

Spring semester (Level 1)

ATS will be assigned to a spring sport. As part of this experience, students will be exposed to a variety of practices, games/meets, and rehab times in the athletic training room. Also, AT students could be exposed to both male and female sports, college, and high school athletes. This clinical experience will be a required component of ATHT 563.

Level 2 Graduate Student: Summer semester/Pre-season II

The ATS student will have coursework in June and July and will be preparing for pre-season and their upcoming immersive rotation which will start in September. This clinical rotation will be a requirement of ATHT 564. As part of this experience, students will be exposed to a variety of practices, games/meets, and rehab times in the athletic training room. Also, AT students could be exposed to both male and female sports, college, and high school athletes.

Fall Semester (Full Semester Immersive Rotation)

At this point in the program, the student will begin their immersive rotation. This rotation/site will need to be approved by the MAT Program committee and a clinical agreement must be signed before the student can report to the clinical site. By this time, the ATS student should be finished with all major coursework. During this rotation, the ATS student must be always supervised by an ATC. The ATS should average approximately 40hrs. per week during this 12-week rotation. This clinical experience will be a required component of ATHT 565.

Level 2 Graduate Student (Spring Semester)

ATS may be assigned to a preceptor that will provide them with a general medical experience, an experience in a rehabilitation and/or clinical setting, and an experience in the high school setting if they have not worked in that setting. Additional clinical time will be spent preparing for the BOC Exam. This clinical experience will be a required component of ATHT 566.

While students may not be exposed to every sport at Union College, each student is guaranteed placement in sports of the opposite gender from the student, as well as same gender sports. While the athletic training staff will attempt to place students with their desired rotation, the final assignments will be up to the sole discretion of the Program Director and Clinical Coordinator. Athletic training students are expected to contact their new preceptor prior to the end of the semester or prior to the next semester to introduce themselves, become oriented to the facility and its personnel, and if needed, to locate the facility.

Considerations when assigning student clinical rotations:

- Experience/Background of preceptor
- Previous clinical rotations the student has had, both with sport assignments as well as with preceptors
- Clinical facilities, equipment, and supplies

In addition to the above considerations, and to assure that students accepted into the ATP receive an effective learning experience, the ATP uses accepted CAATE student/clinical preceptor ratio criteria as well the current number of students matriculating through the program to determine the maximum number of students it can admit into the program each year. This number is subject to change based upon qualifications and experience of preceptors, changes in staffing, and/or changes in number of affiliated sites. An example is provided below.

Participation of ATS in Union Athletics

Students accepted into the Union MAT program, are only allowed to participate in athletics during year one of the program. The ATS must be available for clinical experience assignment throughout the academic year. Student-athletes in the ATP cannot “take off” from their clinical responsibilities during their in-season time of athletic competition. To avoid this potential conflict, and to educate athletic coaches about the clinical education requirements of the ATP, the student must submit a signed copy of the Athletic Training Program *“Student-Athlete Participation Form.”* This form must also be signed by the student-athlete's specific coach and is to be given to the ATP Clinical Coordinator no later than **the end of the first week of classes.**

Athletic training clinical experiences are not to exceed 20 hours per week and are to allow all ATS to have at least one day off per week. Students must average between 15-20 hours/week throughout the semester with your assigned preceptor in order to receive the most educational benefits from the assignment. If a student is not averaging his/her 15-20 hrs, the Clinical Coordinator should be notified and a conference will be scheduled between the student, his/her preceptor, and the Clinical Coordinator.

If a student does not average 15-20 hrs per week, the student is subject to failure in the associated practicum course, hindering their ability to matriculate through the program in the proper sequence. Exceptions to the hours requirements may be made based on assigned clinical rotations. Any exceptions will be communicated to the students in the associated practicum course syllabi. Students are not required to obtain clinical experiences during times outside the traditional academic year. However, once classes begin, students are to report to their clinical assignment.

*NOTE: notify the Clinical Coordinator if you feel coerced/ pressured to work more than 20 hours during a particular week or to work during times outside of the academic year.

Clinical Supervision Policy

Direct supervision of ATSs on campus and off-campus by Preceptors are strictly enforced. ATSs are assigned to Preceptors for their clinical rotations on and off-campus. Each Preceptor is responsible for each assigned ATS. The Preceptor must be physically present and able to intervene on behalf of the ATS and the patient during his or her clinical education experience. ATSs, Preceptors, coaches, and the athletic director are instructed that it is unlawful for an ATS to practice the duties of an athletic trainer unless properly supervised.

ATSs must master clinical competencies and progress properly through the ATP in order to perform athletic training clinical skills under the supervision of a Preceptor. ATSs may not utilize clinical skills or techniques until they have been proven competent to perform the tasks. ATSs are formally instructed in the educational competencies, followed by evaluation of their level of competence on individual clinical skills/tasks. Successful evaluation of a clinical skill/task (competency) is completed prior to performing the skill on a patient in the clinical setting. Preceptors are provided “clinical skills list” for each Clinical Practice level, that describe the clinical skills on which an ATS at that level has been formally instructed and evaluated. ATSs must refrain from performing any clinical skill on any patient in a clinical experience if they have not been instructed AND evaluated in the classroom.

The supervising Preceptor **must always be on-site** to ensure constant ATS to instructor interaction. As stated in the CAATE Standards, the “Preceptor must be physically present and have the ability to intervene on behalf of the ATS to provide on-going and consistent education.” Preceptors should be consistently engaged with the ATS(s) to promote a high impact learning environment and positive clinical

experience. At no time during the clinical education experience shall ATSs be used as replacements for regular clinical staff. Under no circumstance should an ATS travel with a team without proper supervision.

Clinical Site Development

Site development is an ongoing process. ATSs may suggest sites for consideration; however, the final determination of a facility's acceptance as a clinical education site is made by the Program director and/or CEC. Potential clinical facilities are chosen based on the setting(s) available for clinical experiences; a variety of learning opportunities; stability, experience, and expertise of the clinical staff; interest in and administrative support of clinical education; and the compatibility of practice philosophy with that of the ATP. ATSs are **NOT** to initiate or converse with clinical sites (new or established) regarding potential clinical education agreements or site availability. All communication is done through the Program Director and/or CEC.

Transportation

Students are expected to assume responsibility for their own transportation to the various clinical assignments that are off campus. Whenever possible, car-pooling is strongly encouraged and recommended, however students cannot use this as an excuse for being late should something happened to the individual or vehicle available for carpooling.

Inclement Weather Policy

If Union College classes are cancelled or the College is closed, clinical experiences are also canceled for that day. Students should remain home and not risk his/her health or safety by attempting to travel to campus and/or to the clinical assignment. This policy means that no preceptor or coach can call you into their facility or venue when classes are canceled.

E*Value

Students matriculating through the program are required to complete set educational competencies as well as specific clinical rotations as outlined by CAATE. In order to track completion of the competencies, clinical evaluations, hour logs and other accreditation materials, the Union College MAT program will be using E*Value. Students will be trained in the use of this system and will be required to actively participate in using this system.

The Relationship of the ATS to others

You are expected to learn to work cooperatively with the medical staff, university staff and faculty, and your peers at an early stage in your professional career. Problems in this area should be brought to the attention of the Program Director and/or Clinical Coordinator. The following thoughts can help in guiding these relationships:

2. Athletic Training Student and Athletic Training Faculty/Clinical Instructors/Staff

The Athletic Training faculty, clinical athletic training staff, and off-campus clinical preceptors are your immediate supervisors and you will be responsible for them at all times. A relationship needs to be established in which you feel free to discuss anything with them at any time, knowing that confidentiality will be maintained.

3. Athletic Training Student and Team Physicians

As an athletic training student, you will have the opportunity to get to know and work with several physicians, as well as other medical specialists associated with our program. You can learn a great deal just by watching them work and listening to them discuss injuries. Students are encouraged to ask questions but try not to get in the way. Most of the arrangements with the physicians will be made by either the Athletic Training faculty or the staff athletic trainers. However, if you are called upon to report to the doctors, be sure to give them detailed information and follow their orders immediately and efficiently.

4. *Athletic Training Student and Coaches*

This is an area which is very important. You will keep out of trouble and make the most of your experience if you learn to get along with coaches. Any problems you encounter can and should be discussed freely with the staff athletic trainers and/or the Clinical Coordinator. As an athletic training student, you should not discuss injuries with a coach unless he or she asks.

5. *Athletic Training Students and Other Students (ATS and/or Athletes)*

Athletic training students are discouraged, but not prohibited, from dating student-athletes or fellow ATS. However, if it in any way detracts from the normal operation of the Athletic Training Room, or the effective delivery of appropriate health care, such a relationship may necessitate the reassignment of the athletic training student or students involved. Lastly, more than one athletic training student is typically assigned to a preceptor. If for whatever reason the joint assignment presents a problem between two ATS who are dating, those students may be reassigned.

Dress Code Policy

The following dress code applies for on-campus clinical rotations:

- No jeans or sweatpants of any type
- No torn clothing (including pants with patches)
- Facial hair must be trimmed and neat-looking.
- Union College or non-descript t-shirts w/small logos (Nike only)
- Union College polo shirts and khaki/black/blue pants or shorts should be worn for all games unless otherwise noted.
- Union College shorts (at least mid-thigh in length) or wind pants may be worn if approved by the supervising preceptor.
- All shirts should completely cover the midriff and be tucked in. If pants have belt loops, a belt should be worn.
- Closed-toed shoes only. No flip-flops or sandals.
- Clean, neat, and logo appropriate hats (Union or Nike only) may be worn for outdoor assignments.
- Jewelry/tattoos will be addressed on an individual basis.

For all affiliated sites, the athletic training student is to dress in Union College game-day attire (polo shirt and appropriate pants). The ATS is expected to wear his or her name tag while working at any affiliated site. The ATS may wear an approved uniform provided by or expected by the affiliated clinical site (i.e., an ATS assigned to a physician's office may be asked to wear a dress shirt and tie if male, or given a polo

shirt representing that facility/clinic). Whenever there is a discrepancy between Union's dress code policy and an affiliated site's dress code, the more stringent of the two policies shall apply until the Clinical Coordinator and the affiliated site have reached an agreement on an acceptable policy.

Professional Liability Insurance

For the protection of the student accepted into the ATP and each of the clinical sites, all students enrolled in practicum courses (i.e., ATHT 308, 309, 408, and 409) will be required to carry medical liability insurance from the beginning of the junior year until the time of graduation. This insurance will be provided by a group policy arranged by Union College. The student's responsibility is to pay for the insurance premium at the beginning of each fall semester.

Physical Exams, Immunizations, Etc.

Students desiring entrance to the ATP must complete a physical examination by a physician (MD or DO), PA, or NP using the ATP Physical Examination Form. Additionally, students must provide written verification of all immunizations as reviewed by the health care practitioner conducting their physical. At a minimum, required immunizations must include the following:

1. 1st MMR, 2nd MMR
2. Hepatitis B Series (See *Appendices*)
3. PPD
4. TB
5. Tetanus (within 10 yrs)

CPR/First Aid Certifications

The CPR certification obtained must represent CPR for the Professional Rescuer or CPR for Healthcare Providers. This certification level is required by the Board of Certification. Failure to comply with this policy at the designated time stipulates that the student cannot complete any clinical experiences until the student can provide the necessary documentation that demonstrates they are currently certified. The student will then be placed on "probation" until he/she fulfills this essential requirement. If this policy is still not met by the end of the academic semester, the student will then be "suspended" from all clinical duties. The ATP will conduct a certification class (**for a fee**) on campus for all students accepted into the program. Failing to participate in this class means that the student is responsible for obtaining and maintaining recertification on their own. When participating in clinical experiences while enrolled in the ATP, each student must renew his/her CPR:PR or CPR:HP card and First Aid card at appropriate intervals in order to maintain current certification or forfeit the opportunity to obtain clinical experiences.

Blood Borne Pathogens

During the course of their clinical experiences, athletic training students may be exposed to blood borne pathogens. Universal Precautions require all staff members working in the athletic training facility to treat all patients' blood and other potentially infectious material (OPIM) as though it is infected with HIV, HBV, HBC or other blood borne pathogens. Universal precautions and infection control must be practiced at all times to minimize the chance of exposure to HIV, HBV, and HBC. HIV, HBV, HBC and other blood borne pathogens can be present in the following: Body fluids, which include saliva, vaginal secretions, cerebral spinal fluid, synovial, pleural, peritoneal, pericardial, and amniotic fluids, and any other body fluid containing visible blood; Unfixed tissues and/or organs, other than skin, and blood, which is the primary concern with exposure and transmission of HIV, HBV, and HBC in the occupational setting.

Students are expected to follow the Exposure Control Plan that is established at the clinical site in which the exposure occurred. An exposure incident should be reported immediately to the assigned preceptor and the Program Director, and the appropriate ATP and clinical site forms should be completed immediately. Training for all AT students and faculty will be conducted before initial assignment to tasks where occupational exposure may occur.

Hepatitis B Vaccination

In addition to the required vaccinations listed on page 34, prior to admittance into the ATP, a student must complete the Hepatitis B Vaccination/Declination Form (see *Appendices*), acknowledging that they received the vaccination or that they are declining the vaccination.

Communicable Diseases Policy

A communicable disease is an infectious disease that can be transmitted from one individual to another either by direct contact with that individual or individual's body fluids or by indirect contact with a vector. The Union College ATP decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease. Students must read and sign the Communicable Disease Policy (see *Appendices*) prior to admittance into the ATP.

Confidentiality Statement

All students accepted into the ATP are required to read and then sign a confidentiality statement (see *Appendices*). This agreement was written to make students aware of patient and facility confidentiality issues, as well as other federal and state laws protecting confidential information. Students must review and sign this agreement each year while matriculating through the ATP and prior to beginning any clinical experiences.

Athletic Training Program Committee

A program-based committee made up of the: Program Director, Clinical Coordinator, Director of Sports Medicine, and one senior student chosen by the faculty. The primary purpose of this committee is to design, implement, and review the Athletic Training Program.

Union College MAT Committee on Academic Policies & Procedures (CAPP) The ATP Committee on Academic Policies and Procedure (CAPP) was developed specifically for the ATP to assure that the standards set by the College at large and academic policies and procedures set by the ATP faculty are consistently applied in a non-prejudicial and nondiscriminatory manner. 2020-2021 UC Athletic Training Student Handbook 27 Petitions to reconsider dismissal actions against a student must be submitted to the CAPP. Due to the limited time between some semesters, students must submit petitions as soon as possible and no later than seven days after the posting of semester grades. The CAPP will respond to the petition and schedule a hearing in a timely manner to accommodate as soon as possible to minimize disruption for the subsequent semester. The CAPP will inform the student of the scheduled hearing date. The student will be requested to submit all pertinent materials to the committee in advance of the hearing. The student has the right to present his/her case in person if so desired. The committee may request the attendance of other individuals who may speak to the issue(s) under consideration. The student will be notified of the committee's decision in writing within 5 days after the hearing. For decisions made by the

CAPP, an appeal to the Associate Dean of Academic Affairs will be allowed only in the event of significant additional information and/or extenuating circumstances.

National Athletic Trainers Association (NATA) Code of Ethics

The Union College Athletic Training Program requires all students to follow the NATA code of ethics (see *Appendices*). Disciplinary action can be taken if the student violates the code of ethics (see *probation and suspension policy* described above).

Academic Standards

Academic Progress/Graduation Requirements

1. Student Compliance/Evaluation:

- a. To successfully matriculate through the ATP in order to graduate with the Master of Athletic Training degree and meet the Board of Certification (BOC) examination requirements all students shall:
 - I. _____ Maintain a 3.00 cumulative GPA
 - II. _____ Maintain a 3.0 GPA in major courses (non-Liberal Education).
 - III. _____ Meet all professional/behavioral requirements and expectations (code of ethics, college code of conduct, standards of practice, etc.)
 - IV. _____ Meet all clinical related requirements (competencies, required rotations, policies and procedures, etc.).
 - V. _____ Meet all additional requirements (athletic training and athletics, first aid/CPR certifications, course grades, etc.).
 - VI. _____ Understand that failure to meet the above requirements will lead to probation and/or dismissal from the program if the offense persists. Students can appeal probation/suspension status. (NOTE: see “Grievance Procedure” in current copy of *Athletic Training Student Handbook*).

2. Clinical Experience Requirements:

- b. To successfully matriculate through the ATP in order to graduate with the Master of Athletic Training degree and to meet the BOC examination requirements all students must:
 - I. _____ Satisfactorily complete all clinical proficiencies and educational competencies from the NATA Role Delineation Study domains: (Injury/illness prevention and wellness protection, clinical evaluation and diagnosis, immediate

- and emergency care, treatment and rehabilitation, organizational and professional health and well-being).
- II. _____ Accurately record all competencies, all clinical hours, and related clinical education experiences within E*Value.
 - III. _____ Satisfactorily complete all required clinical rotations.
 - IV. _____ Meet all course/curriculum requirements for graduation.
 - V. _____ Obtain professional liability insurance prior to beginning the first required clinical rotation (ATHT 308) and keep this insurance effective while matriculating through the ATP and while enrolled in the required practicum course each semester. (This will take place the first week of ATHT 308 and ATHT 408 with course fees)
 - VI. _____ Become a student member of the National Athletic Trainers Association (NATA) once accepted into the ATP and maintain membership while matriculating through the ATP. (This will take place the first week of ATHT 308 and the last week of ATHT 408 with course fees)

3. Graduation Requirements:

- a. To graduate with the Master of Athletic Training (MAT) degree and meet the BOC examination requirements all students must:

- _____ Complete each major didactic course with a grade of “C” or higher.
- _____ Complete all clinical education courses with a grade of “B” or higher
- _____ Complete each level of ATHT course with a “B” or higher prior to enrolling in a higher-level course (NOTE: The exception to this requirement is for the CE courses, in which students must earn a grade of “B” or higher to progress.)
- _____ Achieve GPA of 3.00 on all work completed at Union College
- _____ Complete the clinical education hours over 2 years
- _____ Pass cumulative exam with grade of 80% or higher in CE III-VI.

Academic Retention Policy

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 ATP (which *exceed* College requirements), the Athletic Training Education Program has initiated a separate, formal Academic Retention Policy. Students admitted to the professional phase of the Athletic Training Program will be allowed to enroll in the coursework and practicum courses. The academic record of the students in the program will be evaluated each semester. The student must maintain a cumulative 3.00 GPA in order to remain in good standing. If the student's cumulative GPA is below a 2.75, the student is placed on "probation" for the following semester. 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 ATP. Any of these alterations could prevent the student from graduating from the ATP in eight semesters; however, this individual plan will help assist the student in successfully meeting the requirements of the ATP for graduation.

If, after one semester of probation, the student fails to reach the required 2.75 cumulative GPA, the student will be suspended from the program. Along with the overall 2.75 GPA the student must maintain, he/she is also expected to obtain a "C" in all ATHT coursework to progress. (NOTE: the exception to this requirement is for the practicum courses, in which students must earn a grade of "B" to progress). If a student fails to obtain the required grade in a specific course, he/she will be suspended from the program.

Academic Probation

Newly enrolled (First Year, Summer semester) professional phase ATs who earn a professional GPA below 3.000 will be placed on academic probation for one semester. A student in this situation must raise their GPA to 3.000 after the First Year Fall Semester of the professional phase. The student will be required to regularly meet with the PD or designated faculty member to ensure academic improvement through additional assignments, tutoring, and/or counseling. If the 3.000 professional GPA standard is met after one semester on probation, the student will be removed from academic probation and continue in the program in good academic standing. Failure to achieve the 3.000 professional GPA after the First Year Fall Semester will result in **removal** from the MAT. Failure to achieve a 3.000 GPA at any time during the professional phase of the program (except the First Year Summer Semester) will result in termination from the MAT program.

Termination from MAT Program

Students can be terminated from the MAT program for the following academic reasons:

- a. If at any time, it is not mathematically possible to achieve the required 3.000 professional GPA by the completion of the following semester, no probationary period will be provided and the student will be terminated from the program.
- b. Failure to meet the standards imposed by academic probation as described above or as stipulated by a Committee on Academic Policy and Procedure (CAPP).
- c. A failing grade in three or more professional courses.
- d. Failure to receive a passing grade (C or better; Pass) in a repeated professional course.
- e. Failure to receive a passing grade (C or better; Pass) in a professional course while on academic probation.
- f. Failure to bring up the professional GPA to a 3.000 on a 4.000 scale while on academic probation by the end of the First Fall Semester.

g. Failure to meet degree requirements in the specified time frame of three (3) years of beginning the professional phase of the ATP at Union College. A student whose matriculation has been terminated has the right to petition the ATP Committee on Academic Policy and Procedures (CAPP) for reconsideration.

h. Failure to abide by the policies and procedures of the ATP as outlined in this document and the entire Athletic Training Student Handbook.

Readmission Policy

The student who is suspended from the program for academic or rule violations may apply for readmission to the program only when his/her cumulative GPA has reached a 2.5. A student who is suspended from the program for failing to obtain the required grade in a course must reapply to the program prior to enrolling in the course a second time. The student applies, in writing, to the Program Director. The Athletic Training Program Committee (i.e., the Program Director, Director of Sports Medicine, and Clinical Coordinator) will consider and decide on the applicant's case. If readmitted, the student will be on academic probation for a minimum of one semester. It should be understood that the student must still complete the required clinical experience for graduation from the program.

The student who is suspended from the program for a violation of any policy or procedure may apply for readmission to the program the following semester after the suspension. Along with this reapplication, a letter must be submitted stating how and why the violation occurred and the steps the student has taken to change their behavior to allow them to progress in the program.

Refund Policy

A student is enrolled until he or she completes drop/withdrawal procedures. Necessary forms must be obtained from the Office of the Registrar. All refunds will be based on the date these drop/withdrawal forms are completed and returned to the Office of the Registrar. Tuition and room refunds are based on the period a student is enrolled in a course, expressed as a percentage of the total length of the course schedule. Board charges will be refunded on a pro rata basis.

Federal Refund Calculation

The 1998 amendments to the Higher Education Act (HEA) of 1965 (Section 484B), and subsequent regulations issued by the United States Department of Education (34 CFR 668.22), establish a policy for the 2019-2020 UG Catalogue | 18 return of Title IV, HEA Program grant, and loan funds for a recipient who withdraws. Union College does not have a leave of absence policy that would exempt any student from the requirements of the Return of Title IV Funds Policy.

Title IV Funds (Include the Following Aid Programs) Federal Pell Grant Federal Supplemental Educational Opportunity Grant (FSEOG) Federal Work-Study (FWS) Federal Stafford Loan (subsidized and unsubsidized) Federal PLUS Loan Leveraging Assistance Partnership Grant (LEAP)

The percentage of the term completed is determined by dividing the total number of calendar days comprising the term (excluding breaks of five [5] or more consecutive days) into the number of calendar days completed. The percentage of Title IV grant and loan funds earned is: • up through the 60% point in time, the percentage of the term completed • after the 60% point in time, 100%

The amount of Title IV grant and loan funds unearned is a complement of the percentage of earned Title IV funds applied to the total amount of the Title IV funds disbursed (including funds that were not disbursed but could have been disbursed, i.e., post-withdrawal disbursements). If the amount earned is less than the amount disbursed, the difference is returned to the Title IV programs. If the amount earned is greater than the amount disbursed, the difference is treated as a late disbursement, in accordance with the

federal rules for late disbursements. Unearned funds, up to the total institutional charges multiplied by the unearned percentage of funds, are returned by the College. Institutional charges (costs) include tuition, room, and board. The federal Return of Title IV Funds policy requires that the federal aid be considered as first applied toward institutional charges, regardless of other non-federal aid received.

Funds Are Returned (As Credited in the Following Order) Unsubsidized Stafford Loans Subsidized Stafford Loans Federal PLUS Loans Federal Pell Grants Federal Supplemental Educational Opportunity Grants (FSEOG) Other Title IV funds for which a return of funds is required.

Institutional Refund Calculation for Regular Semesters Tuition refunds are based on the date on the official withdrawal form when signed by the Registrar. The following schedule applies to all students:
 Week 1 Withdrawal 80% - less admin fee
 Week 2 Withdrawal 60% - less admin fee
 Week 3 Withdrawal 40% - less admin fee
 Week 4 Withdrawal 20% - less admin fee
 No refund will be made after Week 4.

Institutional Refunds for Summer Sessions, Winter Session, or Degree Completion Sessions Withdrawal, up to the end of the first week, will permit a 50% refund. No refund will be made after the end of the first week. Any part of a week will be treated as a full week.

Union College Radiation Exposure Policy

The athletic training facilities at Union College do not house equipment that would expose the student to radiation. However, if a student completes a clinical experience that allows the student to see a procedure that requires exposure to radiation (such as x-ray or surgery under fluoroscope), then the student is expected to follow all policies and procedures implemented by that location.

Union College
Master's in Athletic Training Program
Appendices

- A. CAATE
- B. NATA Code of Ethics
- C. Technical Standards
- D. Communicable Disease Policy
- E. Confidentiality Statement
- F. Hepatitis B Vaccination Fact Sheet/Signature Page
- G. Clinical Education Guidelines
- H. ATS Student-Athlete Participation Form
- I. Student Agreement
- J. Physical Exam Form

Appendix A:

CAATE

The Commission on Accreditation of Athletic Training Education (CAATE) is the agency responsible for the accreditation of professional (entry-level) Athletic Training programs. The American Academy of Family Physicians (AAFP), The American Academy of Pediatrics (AAP), the American Orthopaedic Society for Sports Medicine (AOSSM), and the National Athletic Trainers' Association, Inc. (NATA), cooperate to sponsor the CAATE and to collaboratively develop the *Standards for Entry-Level Athletic Training Programs*.

These *Standards* of education, which include objective criteria and academic requirements for accredited programs in Athletic Training, require not only specific and defined processes, but also programmatic outcomes for the evaluation. The *Standards* are reviewed on a periodic basis to assure currency and relevance; input of not only the sponsoring agencies, but also the colleges and universities, as well as Athletic Trainers who utilize the services of the CAATE or who employ the graduates of CAATE accredited programs.

Imbedded in the *Standards* are the NATA Educational Competencies and Clinical Proficiencies (*NATA Competencies*). The *NATA Competencies* are the intellectual property of the NATA and are designed to delineate a standardized educational content required by an entry-level Athletic Trainer. The review process for the *NATA Competencies* is similar to that of the *Standards*.

Successful completion of a CAATE-accredited educational program is a criterion used to determine a candidate's eligibility for the Board of Certification (BOC) examination. To assure continued acceptance of CAATE-accredited program graduates, the BOC also reviews and accepts the CAATE Standards as sufficient to prepare entry-level Athletic Trainers to meet the required *Standards of Practice* and to contain all pertinent learning and skills needed to protect the public.

Appendix B:

NATA Code of Ethics

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high-quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve. The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

Principle 1:

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

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the person consents to such release or release is permitted or required by law.

Principle 2:

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

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

2.2 Members shall be familiar with and adhere to all National Athletic Trainers' Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.

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

Principle 3:

Members shall accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, 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 via education and/or experience and by pertinent legal regulatory process.

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

Principle 4:

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

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

4.3 Members who have the responsibility for evaluating the performance of employees, supervisees, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

Principle 5:

Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is another person's except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.

Appendix C:

Technical Standards

The Union College Athletic Training Program is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as fulfill certain standards and guidelines set forth by the Commission on Accreditation of Athletic Training Education (CAATE) for this program to achieve accreditation as an undergraduate athletic training education program. The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to the Athletic Training Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. 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 judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards. If you have a documented physical or mental disability and need to receive accommodations please provide a copy of your 504, IEP or physician's documentation to Kirstie Warren. For your convenience this documentation may be e-mailed directly to Mrs. Warren from your high school or previous institution. For more information contact **Kirstie Warren** by phone at (606) 546-1258, by e-mail kwarren@unionky.edu or stop by room 3110 in the **Sharp Academic Building**. Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday.

Students with disabilities should request accommodations prior to or early in the semester. Each request for accommodations will be examined on a case-by-case basis to determine eligibility. **DO NOT** request accommodations directly from the professor or instructor.

If a student states he/she can meet the technical standards with accommodation, then the College will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review a whether the accommodations requested are reasonable, taking

into account whether accommodations would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

**** READ AND SIGN ONLY ONE OF THE STATEMENTS BELOW**:**

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodations.

Signature of Applicant Date

OR

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Dean of Student Life, Upper Level Campus Center (606-546-1219) to determine what accommodations may be available.

Signature of Applicant Date

Appendix G:

Clinical Education Guidelines

1. Make sure you read and familiarize yourself with the facility's Policies and Procedures Manual. It is important to know and follow these policies to ensure proper documentation and appropriate patient care protocols.

2. Log all clinical experiences on your weekly clinical engagement form. These must be signed by your supervising clinical preceptor and turned in to the Clinical Education Coordinator by Monday of the following week.

3. Do not, at any time, give out information to anyone! What you do, hear, see, and say regarding patient care, clinical staff, physicians, family members, etc. **STAYS AT THE CLINICAL SITE!!!**

4. Avoid confrontations with athletes/patients, coaches, and or staff members at your assigned clinical experience. See your preceptor and/or Clinical Coordinator if there is a problem.

5. **Be on time for assigned clinical experiences!!!** Being consistently late or absent for assigned clinical experiences can eventually lead to dismissal from the program.

6. Be punctual and polite in all classes and clinical experiences, as you are reflecting our ATP. (NOTE – doing homework, studying, text messaging, etc. during your clinical experience is rude and disrespectful to your preceptor and will not be tolerated. Take the initiative about educational and clinical-related educational opportunities and responsibilities!)

7. You will receive your clinical assignments for the upcoming semester as soon as possible. You will be notified of any changes, should they occur, in a timely manner. Contact information for each preceptor will be provided to you; however, it is YOUR RESPONSIBILITY AS A STUDENT to contact your preceptor and meet with him/her to set up your weekly schedule *prior to the start of your clinical rotations*. You must provide the Clinical Education Coordinator with a copy of the schedule that both parties have agreed to prior to the start of your clinical rotations.

I have read the above guidelines as stated and agree to abide by them.

Athletic Training Student Signature: _____

Date: _____

Appendix H:
Union College Athletic Training Program
Policy on
Athletic Participation by an Athletic Training Student

Union College Athletic Training Students fulfill educational competencies and clinical proficiencies while completing clinical experiences that are required of all students enrolled in the Athletic Training Program (ATP).

Union College Athletic Training Students who are also student-athletes must adhere to the ATP policy of obtaining 15-20 hours of clinical education per week while they are participating in athletics: in-season as well as off-season. This is to allow the student-athlete to obtain a diverse clinical experience in varied settings and with different patient populations.

As a student-athlete, I will be participating with the Union College _____ athletic program during the upcoming academic year.

This is to certify that both I and my head coach understand and are in agreement with the policy stated above.

Athletic Training Student-Athlete Signature: _____

Head Coach Signature: _____

Date: _____

Appendix I:
Student Agreement

A copy of the *Union College Athletic Training Program Student Handbook* has been made available to me. I have read and understood the entire contents of this Handbook, and I intend to comply fully with the policies and procedures as stated and prescribed by the ATP and Union College. I understand that failure to follow the 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 as a student in the athletic training courses and/or clinical experiences.

Student Name (Printed)

Student Signature

Date

**ATHLETIC TRAINING MASTER IN ATHLETIC TRAINING PROGRAM
PHYSICAL EXAMINATION
Union College**

Name _____ Student ID # _____ Date _____
(Last) (First) (M.)

Local Address _____ Phone _____

(Street) (City) (State) (Zip)

Emergency Contact:

Name _____

Address _____ Phone _____
(Street) (City) (State) (Zip)

Relationship to you: _____

Family Physician:

Name _____

Address _____ Phone _____

(Street) (City) (State) (Zip)

PHYSICAL EXAMINATION (TO BE COMPLETED BY PHYSICIAN)

HEIGHT: _____ **WEIGHT:** _____ **BP:** _____ / _____

VISION: (L) _____ / _____ **(R)** _____ / _____ **(B)** _____ / _____

GLASSES: Y / N **CONTACTS:** Y N

SITE EXAMINED

NORMAL

ABNORMAL

EENT		
Skin		
Heart		
Lungs		
Abdomen		
Genitalia		
Neurological		
Musculoskeletal		
- Shoulder		
- Elbow		
- Hand/Wrist		
- Spine		
- Hip		
- Knee		
- Ankle/Foot		

ATHLETIC TRAINING TECHNICAL STANDARDS

Students wishing to enter the Athletic Training Program at Union College must demonstrate the following Technical Standards:

1. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients. Such tasks may include, but are not limited to, the following:
 - a. Lift or assist in lifting patients using proper body mechanics.
 - b. Ability to carry up to 100 lbs. with assistance.
 - c. See, hear, and respond quickly to patients in emergency situations.
 - d. Ability to move quickly to avoid personal injury.
 - e. Ability to transport injured patients/athletes to health care facilities.
 - f. Ability to stand while covering a practice or contest for a 2-3 hour duration.
 - g. Ability to demonstrate weight training and rehabilitation exercises.
 - h. Ability to provide manual resistance to the patient/athlete for rehabilitation.
 - i. Ability to tape and wrap injured body parts.
 - j. Physical ability to assess injured body parts.
2. **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.**
3. 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 judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the athletic training program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Please use this space to comment or explain any abnormal history or physical findings and to indicate how this will affect the student's ability to provide patient care or affect professional behavior:

Please provide completion dates for the following immunizations. If available, please include a copy of the immunization certificate with this physical exam form.

NAME	DATE(S)
MMR 1 and 2	
Tetanus (within 10 years)	
PPD	
TB	
Hepatitis B series	

MEDICAL CLEARANCE

Upon my examination, and with the information provided to me, I have found no reason which would make it medically inadvisable for this student to participate in the Athletic Training Program at Union College.

Physician's Signature

Date