



MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

Academic Handbook, Policies & Procedures Manual

SCOPE

Information in this manual is not intended to be fully comprehensive. Students should also refer to policies or procedures that are found in the Troy University Oracle and on the Troy University webpage.

Athletic Training Students:

Welcome to the Troy University Master of Science in athletic training program! We are looking forward to providing you with exceptional education in the field of athletic training and we look forward to seeing you become a quality healthcare provider in your future practice of athletic training.

The following policies and procedures reflect the requirements of the Master of Science in athletic training program. It is assumed that all persons enrolled in the athletic training program have read and accept these policies and procedures. These policies are in addition to those established by Troy University, the College of Health and Human Services, and the Department of Kinesiology & Health Promotions.

Please review this manual. Updated information or additions will be provided as necessary.

Sincerely,

A handwritten signature in black ink that reads "Danielle Platt". The signature is written in a cursive style with a large initial 'D'.

Danielle Platt, DAT, LAT, ATC
Director, Program in Athletic Training

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Welcome to Troy University, College of Health & Human Services

Mission Statement of Troy University

Troy University is a public institution comprised of a network of campuses throughout Alabama and worldwide. International in scope, Troy University provides a variety of educational programs at the undergraduate and graduate levels, to include doctoral programs, for a diverse student body in traditional, nontraditional and emerging electronic formats. Academic programs are supported by a variety of student services which promote discovery and exploration of knowledge and its application to lifelong success through effective teaching, service, creative partnerships, scholarship and research.

Mission Statement of the College of Health and Human Services

The College of Health and Human Services was formed in 1994 in order to provide quality education for professional practice in a variety of areas associated with health and human services. The college aspires to the highest standards of educational excellence, blending a professional perspective with a liberal arts and science foundation. Within the College of Health and Human Services are the School of Nursing, The School of Hospitality, Sport and Tourism Management, The Department of Human Services, and The Department of Kinesiology and Health Promotion. The college is committed to meeting the challenges of the next decade; hence it emphasizes quality teaching and values scholarly activity. The college is committed to the development of its students into knowledgeable, caring, responsive and self-directed individuals able to meet the health and human caring needs of a diverse and complex society through change, advocacy and leadership within their communities.

Institutional Support Services

Academic Advising

The purpose of this service is to assist students who are experiencing academic difficulties, are indecisive about a major field of study, or those who wish to know how their abilities relate to a certain major field of study. A student historically makes better, more informed academic choices once they understand their own aptitudes and interests. Many times, academic problems are interrelated with personal and vocational issues. Often, once a complete picture of these areas is established, students are better able overcome academic problems. Counseling services advises “Undecided” and “Conditional” students on decisions that are academic in nature.

For the MSAT program, one of the core program faculty will be assigned to each athletic training student. Student should first reach out to their athletic training advisor then, in the event additional advising services are needed, reach out to an academic advisor in Eldridge Hall, ext 3176.

Health Services

The Mary E. Rich Student Health Services is located on the first floor of Hamil Hall. General medical services are provided for currently enrolled students living on or off campus. Student Health Services is staffed by a registered nurse daily. No permission is necessary to visit Health Services; however, the clinic hours are 8:00 am to 12:00 noon and 1:00 pm to 4:00 pm Monday through Friday.

Student illnesses are assessed by the registered nurse on duty. They are then treated at Health Services, referred to a nurse practitioner or referred to the university physician or the family physician. The university physician visits the campus daily Monday through Friday for sick clinic through the academic year. He is on

call at other times. All appointments to see the university physician must be arranged through Student Health Services.

Student Health Services operates on a fee-for-service basis with charges based on “usual and customary charger” approved by the insurance industry. As a benefit to students, an optional Student Health Participation Fee may be paid per term and will result in discounted charges for the participant. These lower charges are available only to those students who pay the optional fee. The deadline to enroll for the health fee is the first week of class in each term. A current student ID card must be paid with the student Trojan Card at Health Services or placed on the student account in the Business Office.

Students are strongly urged to have appropriate health insurance coverage. As a service to students, a basic sickness and accident insurance policy is offered to students taking six or more hours. Brochures explaining the benefits and premiums of the student health insurance can be obtained at Student Health Services.

Students are expected to schedule visits to Student Health Services during a vacancy in their class schedule unless they are too ill to attend class. No medical excuses are issued by the Student Health Services for class absence. Instructors may call Student Health Services to verify whether a student was treated at the center. Records are confidential and no information concerning the student’s diagnosis is released to anyone without a signed medical release by the student.

Students needing help in an emergency at night or on weekends should contact their resident assistant, campus police or proceed to the emergency room at the local hospital. The expenses incurred for such services are the responsibility of the student. The phone number for the local hospital is 670-5000.

Adaptive Needs Program

This program provides assistance and accommodations to students with documented disabilities that may impede their academic process. Services include notifying instructors about the student’s disabling condition and specific accommodations to which the student is entitled. Student tutors assist in administering oral and extended time testing to students who qualify to test in the Adaptive Needs Office. Tutors also assist students with proofreading papers, studying and reviewing notes for tests, by providing reader service when necessary, and by enlarging printed texts and class notes. Reasonable accommodations are provided based upon individual need. Each student must provide recent documentation of his or her disability in order to participate in the Adaptive Needs Program.

Personal Counseling

Many students find that personal concerns interfere with various aspects of their college life. University Counselors provide an atmosphere in which students may discuss such concerns freely and confidentially. The counseling process allows a student to gain self- understanding and to recognize and explore opportunities that are available to college student and alumni. Counseling is also offered through the SAVE Project for students who are victims of sexual assault or dating/domestic violence. Counseling services are provided to students at no cost. The University Counselor and the SAVE Project office is located in Student Health Services, Hamil Hall, Room 6.

TROY SAVE (Sexual Assault and Violence Education) Project

The Troy University SAVE Project, funded by a grant from ADECA, provides a variety of education, prevention and counseling services to students, faculty, staff and law enforcement personnel. Each semester SAVE offers RAD Training (Rape Aggression Defense), a free self-defense class for female students and university personnel.

The SAVE Project, administered under Housing and Residence Life, provides services through peer education

workshops and student leader training on Sexual Assault and Dating/Domestic Violence. The SAVE Project also presents workshops, programs, and speakers for classes and groups on the Troy University campus as well as community clubs and organizations. Both crisis and intervention counseling is available at no charge to students, faculty, and staff.

The SAVE Project maintains a resource library of video tapes, brochures, books and research articles on a wide range of topics including: dating/domestic violence, sexual assault, alcohol and drugs, and date rape drugs. The SAVE Project is located in the Student Health Services office, first floor, Hamil Hall, Troy University, 334-670-3700.

Computer Works

Computer Works makes available to Troy University student and staff personal computers supported by a variety of software programs. The computer lab provides the opportunity for individuals to interact with and understand how to use computer technology. Toward accomplishing this objective, understand how to use computer technology. Toward accomplishing this objective, Computer Works offers individual assistance with computer utilization and supports university classes that use computers as part of the instructional process. Computer Works is located in 199 McCartha Hall. Hours of operation may vary depending on the term.

Writing Center

The Writing Center assists students in improving their writing skills. The Center provides diagnosis of writing skills, individualized writing, preparation for standardized tests, workshops which cover a variety of writing-related topics, techniques in writing research paper, vocabulary improvement, speech articulation, and help with critical reading and thinking skills. Resources available to provide these services include peer tutors, helpful handouts, dictionaries, reference books, audio-visual programs, a professional library, and computer programs. The Center also has several computers to assist student-writers in the revision process. The Writing Center is located in Eldridge Hall.

Campus Police

In the event any student needs help, support, or has questions pertaining to vehicle registration, parking, ticketing, escorts to and from vehicle, and vehicle unlocking, please contact the Troy University Campus Police at 334-670-3215, located on the 1st floor of Hamil Hall.

Welcome to the Master of Science in Athletic Training Program

Mission Statement of the Athletic Training Program

The Mission of the Troy University Master of Science in Athletic Training Program (MSAT) is to prepare students to pass the national certification exam and qualify for entry-level positions within the sports medicine healthcare system by providing didactic and clinical education that covers the essential competencies of the field. The MSAT Program is committed to providing students with evidence-based didactic, clinical, and research experiences that foster leadership, communication, and critical thinking skills. Our goal is to produce practitioners who are knowledgeable, caring, responsive and self-directed individuals, and who will enrich the profession and their communities through advocacy and leadership.

Program History

In 1989, funding for the preliminary development of an athletic training program at Troy University was obtained through Alabama Sports Medicine, HealthSouth Rehabilitation and in-kind gifts. Since that time Troy's Bachelor of Science in Athletic Training has produced athletic training professionals who are effective healthcare providers in schools, clinics, and performance organizations throughout Alabama and the U.S. In response to the mandate for all athletic training programs to be at the master's level before 2022, the MSAT program was approved by Troy University, the Alabama Commission on Higher Education, and Southern Association of Colleges and Schools Commission on Colleges in 2019. As the athletic training profession transitions to the masters as the entry-level degree, Troy has designed the Master of Science in Athletic Training degree to not only prepare students for entry into the profession, but also for leadership roles in the dynamic field of health care.

Program Goals

1. Develop graduates who have the critical thinking, decision-making, and communication skills to be effective practitioners and leaders in the athletic training profession, and across the healthcare environment.
2. Use evidence-based practice and hands-on clinical experiences to produce graduates who are self-directed practitioners who value diversity, quality patient care, and research in the clinical setting.
3. Produce graduates who will represent the highest ethical standard of practice in the face of an everchanging human movement and sports medicine system.
4. Prepare students to provide quality health care for physically active individuals in a variety of clinical settings while achieving the educational goals of the program.
5. To achieve a minimum of 70% first-time pass rate on the BOC examination.

Program Objectives

In order to achieve the program goals, the MSAT program will prepare graduates to:

1. Demonstrate proficiency in all competencies of athletic training through passing the national BOC examination;
2. To qualify for entry-level positions in athletic training, as well as advanced study in athletic training or other healthcare professions;
3. Thrive in a problem-based environment where critical thinking skills and evidence-based decision making are the hallmarks of quality patient care;

4. Be ethical leaders and advocates for the profession of athletic training;
5. Be effectively understand, produce, and apply quality research within their practice of athletic training;
6. Function within an interprofessional team.

Program Student Learning Outcomes

The Troy University MSAT program's curriculum was developed to achieve the programmatic goals through a hybrid of the traditional curriculum model and a modified problem-based model. Upon graduation, students will:

1. Demonstrate a mastery of the foundations of human movement science in relation to athletic training.
2. Articulate a philosophy of practice that includes ethical leadership, goals for professional development, and a commitment to advocacy for the profession of athletic training.
3. Demonstrate the ability to prevent, evaluate, and treat the acute injuries and common medical conditions of physically active individuals and to provide appropriate medical referral.
4. Design, produce, and present peer-reviewed research as it relates to the practice of evidence-based athletic training.
5. Practice in collaboration with other health care and wellness professionals.

Accreditation

The MSAT program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Completion of the program leads to eligibility to take the Board of Certification examination.

Complaints can be filed with the CAATE, by contacting the CAATE at the below address or by submitting the complaint here: <http://caate.net/contact/>. Before filing a complaint with the CAATE, the student should explore all avenues to resolve the issue at the institution. Note that the CAATE does not accept anonymous complaints but does keep all information regarding the complaint confidential.

CAATE
6836 Austin Center Blvd., Suite 250
Austin, TX 78731-3193
(512) 733-9700

MSAT Program Curriculum and Course Description

The MSAT degree program is a two-year full-time professional master's program requiring 57 credit hours beyond the bachelor's degree. The courses are taken in a prescribed sequence over 6 semesters, including 8 credit hours of clinical practice. Clinical practice occurs under the direct supervision of a certified and licensed athletic trainer.

Required Courses-57 Credit Hours

Program Curriculum

Fall 1/Semester 1 - 10 credit hours

AT	6620	2	Foundations of Athletic Training
AT	L620	1	Foundations of Athletic Training Lab
KHP	6635	3	Kinesiology
AT	6640	3	Therapeutic Interventions
AT	6645	1	Professional Practice in Athletic Training

Spring 1/Semester 2 – 12 credit hours

KHP	6623	3	Biomechanics in Sports Technique
KHP	6670	3	Exercise Physiology
AT	6631	4	Examination & Therapeutic Management I
AT	6661	2	Clinical Experience I

Summer 1/Semester 3 – 8 credit hours

AT	6610	2	Health Care Management & Quality Improvement
AT	6632	4	Examination & Therapeutic Management II
AT	6662	2	Clinical Experience II

Fall 2/Semester 4 – 9 credit hours

AT	6655	3	Research & Analysis in Sports Medicine
AT	6633	3	Examination & Therapeutic Management III
AT	6663	3	Clinical Experience III

Spring 2/Semester 5 – 9 credit hours

AT	6664	9	Clinical Experience IV
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Summer 2/Semester 6 – 9 credit hours

KHP	6672	3	Sports Psychology
AT	6650	2	Pharmacological Considerations in Athletic Training
AT	6660	3	General Medical Concerns & Special Populations
AT	6665	1	Clinical Experience V

Course Descriptions

AT 6610 Health Care Management & Quality Improvement (2)

This course focuses on fundamental principles of administration and evaluation of the delivery of athletic training services in the context of the larger health care system. Strategies to achieve the best patient outcomes by collecting, analyzing, and effecting change using qualitative and quantitative information will be emphasized. *Prerequisite: AT 6645 Professional Practice in Athletic Training.*

AT 6620 Foundations of Athletic Training (2)

Introduction to basic components of the athletic training profession including the prevention, recognition and evaluation and immediate care of athletic injuries. Medical terminology, emergency procedures, tissue healing, taping procedures, and documentation, and professional considerations will also be covered. *Corequisite: AT L620 Foundations Athletic Training Lab.*

AT L620 Foundations of Athletic Training Lab (1)

The practice of basic components of the athletic training profession including the prevention, recognition and evaluation and immediate care of athletic injuries. Medical terminology, emergency procedures, tissue healing, taping procedures, and documentation, and professional considerations will also be covered. *Corequisite: AT 6620 Foundations of Athletic Training.*

AT 6631 Examination & Therapeutic Management I (4)

The study of athletic training competencies as they relate to the evaluation of athletic-related injuries. In this class, students will learn basic principles and underlying theories relating to examination and treatment techniques and applies them to examination. *Prerequisite: Acceptance into MSAT Program).*

AT 6632 Examination & Therapeutic Management II (4)

The study of athletic training competencies as they relate to the evaluation of athletic-related injuries. The examination process emphasizes connecting identified impairments to the patient's functional abilities and then subsequent design of interventions to maximize participation. *Prerequisite: AT 6631 Examination & Therapeutic Management I.*

AT 6633 Examination & Therapeutic Management III (3)

This course will focus on application of the principles of prevention, examination, diagnosis, and treatment of patients with musculoskeletal conditions. The examination process emphasizes connecting identified impairments to the patient's functional abilities and then subsequent design of interventions to maximize participation. *Prerequisite: AT 6632 Examination & Therapeutic Management II.*

AT 6640 Therapeutic Interventions (3)

An overview of tissues response to injury, pain transmission, and pharmacology provide the foundation from which students will learn about physical agents and specific conditions from a medical perspective. Students will become familiar with the theoretical and practical application of physical agents as it relates to tissue response to injury and pain control. *Prerequisite: Acceptance into the MSAT Program.*

AT 6645 Professional Practice in Athletic Training (1)

The advanced study, writing and discussion of specialized topics and contemporary issues related to professional practice. Emphasis will be on historical perspectives, professional preparation, leadership, credentialing, governance, ethics, and scope of practice. *Prerequisite: Acceptance of the MSAT Program or Instructor of Record Approval.*

AT 6650 Pharmacological Considerations in Athletic Training (2)

This course provides a survey of pharmacology and covers key concepts related to the cellular actions, therapeutic uses, and side effects of major drug classes that are relevant to the practice of allied health clinicians. *Corequisite: AT 6660 General Medical Concerns & Special Populations.*

AT 6655 Research & Analysis in Sports Medicine (3)

This course is designed to introduce students' theoretical understanding of the profession, enhance their critical thinking ability, increase their writing skills, and advance the knowledge of the discipline. Students will learn about the design of a research proposal, including the identification of a problem, conducting a literature review, developing a hypothesis, understanding the steps of submitting to an institutional Review Board, designing a study, and analyzing data through the use of statistical software programs.

AT 6660 General Medical Concerns & Special Populations (3)

Examination and discussion of general clinical medicine as well as issues related to sports nutrition, and behavioral health. Survey of injury and illness risk factors associated with sports participation by the pre-adolescent/adolescent, geriatric, disabled, male, and female athlete. *Corequisite: AT 6650 Pharmacological Considerations in Athletic Training.*

AT 6661 Clinical Experience I (2)

This initial supervised clinical experience provides students with an introduction to clinical care. This course emphasizes foundations of clinical care, including but not limited to the use of evidence-based practice, cultural competence, communication, ethical-decision making, documentation, and patient-centered care. A web-based didactic component is designed to facilitate critical thinking and reflection on practice while allowing the student to still be fully immersed in their clinical experience. *Prerequisite: Acceptance into MSAT Program.*

AT 6662 Clinical Experience II (2)

This course provides students with interprofessional experience with a variety of healthcare providers. The clinical opportunity emphasizes examination and treatment of patient with non-musculoskeletal conditions. A web-based didactic component is designed to facilitate critical thinking and reflection on practice while allowing the student to still be fully immersed in their clinical experience. *Prerequisite: AT 6661 Clinical Experience I.*

AT 6663 Clinical Experience III (3)

This supervised clinical experience provides students with continued clinical care opportunities. This course continues to emphasize foundations of clinical care including but not limited to the use of evidence-based practice, cultural competence, communication, ethical-decision making, documentation, and patient-centered care. Students will also be required to complete one surgical observation of their choosing. A web-based

didactic component is designed to facilitate critical thinking and reflection on practice while allowing the student to still be fully immersed in their clinical experience. *Prerequisite: AT 6662 Clinical Experience II.*

AT 6664 Clinical Experience IV (9)

This full-time clinical experience is designed for immersion into supervised athletic training practice at any location chosen by the student based off of career goals. Students will be working closely with preceptors that closely resemble their own goal of clinical practice while continuing to gain continued experience in all aspects of athletic training practice. A web-based didactic component is designed to facilitate critical thinking and reflection on practice while allowing the student to still be fully immersed in their clinical experience.

Prerequisite: AT Clinical Experience III.

AT 6665 Clinical Experience V (1)

This supervised clinical experience provides students with continued clinical care opportunities. This course continues to emphasize foundations of clinical care including but not limited to the use of evidence-based practice, cultural competence, communication, ethical-decision making, documentation, and patient-centered care. A web-based didactic component is designed to facilitate critical thinking and reflection on practice while allowing the student to still be fully immersed in their clinical experience. *Prerequisite: AT 6664 Clinical Experience IV.*

KHP 6623 Biomechanics of Sports Technique (3)

This course is designed to prepare the student for the National Strength and Conditioning Association (NSCA) Certified Strength and Conditioning Specialist (CSCS) certification. The course explores basic biomechanical concepts and their application in the analysis of sport technique. Students will apply scientific knowledge to examine sport-specific testing assessments and interpretation of results, and practice the implementation of safe and effective training techniques for the goal of improving athletic performance.

KHP 6635 Kinesiology (3)

This course is a clinically oriented human anatomy course. This course is designed to provide an advanced analysis of human functional anatomy, with primary emphasis being placed on the articular, skeletal, and muscular systems.

KHP 6670 Exercise Physiology (3)

This course examines acute and chronic physiological responses to the respiratory, cardiovascular, and musculoskeletal systems to the demands of exercise. Contributions made by the aerobic and anaerobic metabolism to energy production will be examined. The contribution of various physiological variables will be investigated to facilitate an understanding of the physiological basis of human performance.

KHP 6672 Sport Psychology (3)

The course is designed for the student with a vocational interest in athletic coaching within the educational environment. Psychological theories will be applied to the teaching of sports skills and the development of individuals into efficient team units.

Program Policies & Standards

Professional & Ethical Behavior Policy

Students within the MSAT program are expected to practice professional and ethical behavior based off of the NATA Code of Ethics and the BOC Professional Standards throughout their time in the program. Some behaviors, particularly academic dishonesty and those that might compromise patient care, may necessitate immediate removal from either the clinical rotation, remediation which may impact the course grade, or result in termination from the MSAT program.

During clinical experiences, students will have access to patients' confidential personal and medical records. Students shall only access patient information as necessary for the purposes of direct patient care and/or when specifically directed to do so by their preceptor for the purposes of the clinical experience. Blatant violations of patient privacy and/or confidentiality will result in immediate expulsion from the MSAT program. This includes, but not limited to: unprofessional relationships, violations of patient confidentiality, violations of the conduct policy, and/or violation of the appearance policy.

Disciplinary Procedures

In the event any student is found in violation of the MSAT program's professional & ethical behavior policy, the following procedures will be followed:

First Offense: Student will be verbally warned in a personal meeting with the Program Director or Clinical Coordinator. Written documentation will be placed in the student's file.

Second Offense: Guidelines for the discipline will be decided by the ATP faculty, personally discussed with the student, and supported by a written document. Written documentation will be placed in the student's file.

Third Offense: Student may be placed on suspension or expelled from the program. The penalty will be determined by the ATP Discipline Committee. A formal meeting will be held with the appropriate ATP Discipline Committee Members. Upon the made decision, written documentation will be given to the student, in addition the written documentation will be placed in the student's file.

Note: in instances of violation of student conduct, the ATP will default to the Troy University Oracle's disciplinary procedures

Unprofessional Relationships

In the event a student is accused or admits to an unprofessional relationship with a patient or another person in a supervisory or leadership role, the following procedures will be followed:

- 1.) AT Program Director and Clinical Education Coordinator will inform Preceptor, Department Chair, Dean, and University Title IX Officer of possible non-compliance and begin an investigation to determine if non-compliance of Troy University ATP Professional Relationship Policies exists.
- 2.) AT Program Director and Clinical Education Coordinator will inform student of non-compliance accusation and that they will be suspended from clinical site during an investigation into the matter. The student should remember that this is standard procedure and that their integrity will be protected over the course of the investigation. If non-compliance is NOT found, the student will be cleared to return to their clinical site as usual.

- 3.) In order to determine legitimacy of the accusation, the AT Program Director and Clinical Education Coordinator will interview Preceptors, Coaches, Athletes, Managers, Students, and anyone else who may have knowledge of behavior practices of the individuals/relationship in question.
- 4.) AT Program Director and Clinical Education Coordinator will inform the Student, Preceptor, Department Chair, Dean and University Title IX officer of the findings of their investigation.
 - a. If the student is found to be in compliance with the MSAT program's professional and ethical behavior policy:
 - i. The student will be immediately cleared to return to his/her clinical site.
 - b. If the student is found to be in non-compliance with the MSAT program's professional and ethical behavior policy:
 - i. 1st Offense: Student will be moved to another clinical site that offers a similar educational experience, in accordance with CAATE standards;
 - ii. 2nd Offense: Student will be removed from the clinical experience for the remainder of the semester and will receive a grade of F for the associated clinical course. This will require that the student repeat the course with successful completion before they will be able to progress further in the ATP;
 - iii. 3rd Offense: Student will be released from the MSAT program.

Cheating and Plagiarism

The Troy University ATP follows a ZERO tolerance policy in regard to academic dishonesty. Behavior deemed in violation of the STANDARDS OF CONDUCT, if it can be described as the commission of or the attempt to commit any of the following offenses:

“Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University, faculty or other officers or employees of the University.” (Troy University Student Handbook-Oracle)

In many cases, the disciplinary course of action is left to the discretion of the instructor of record for the course in which the offense was committed. However, the Program Director reserves the right to intervene at any time on behalf of the program's ethical standards. A student may be disciplined, up to and including: remediation, a zero on the assignment, reduction of course grade by one letter, failure of a course, inability to progress in the AT curriculum, release from the program, suspension or expulsion from the University. Should more severe disciplinary action be warranted, the instructor of record and Program Director will refer the case and evidence to Student Affairs and the Student Judiciary Officer, as outlined in the Troy University Oracle - Standards of Conduct.

Required Verifications & Trainings

MSAT students must verify each of the below. The processes for these verifications are provided to each student upon entering the program.

Students must annually verify that they:

- have the ability to meet the program's technical standards (see Technical Standards below) with or without accommodations;
- have immunization status consistent with the university and clinical rotation requirements;
- have read and understand the program's communicable disease policy;

- have accessed, reviewed, and understand this manual;
- have been screened for tuberculosis;
- have completed a criminal background check, including fingerprinting; and
- have completed drug testing.

Students must also participate in the following trainings:

- annual patient privacy and confidentiality training (in addition to site-specific training);
- annual training in infection prevention and control procedures (in addition to site-specific training);
- annual emergency cardiac care (students may not participate in clinical experiences without current ECC certification and are required to renew their ECC certification annually, regardless of the duration of the certification provided by the course); and
- program orientation as well as orientation to assigned site that should include but not limited to: (a) critical incident response procedures (such as emergency action plans), including the location of the plan at each venue; (b) venue-specific training (such as sanitation procedures, hand-washing availability, radiation exposure [if applicable]; (c) blood-borne pathogen exposure plan; (d) communicable and infectious diseases policies; (e) documentation policies and procedures; (f) patient privacy and confidentiality protections, and (g) the plan for patients to be able to differentiate practitioners from students (see appearance and uniform policy).

Additional Costs Associated with the MSAT Program

Students are responsible for the following additional expenses:

- Attire: Students are expected to purchase all required uniform attire (see the attire & uniform policy for specifics). Students will be given an opportunity to purchase new polos and other attire with the TROY logo woven into the item from an approved provider as well as discount items from the program's buy-back program. Official uniform items are not to be purchased from any other provider.
- Transportation: Student will be assigned clinical experiences in the Troy area during the first year of the program which may require use of a car. During the second year, clinical experiences broaden to include one other site chosen by the student. This site can be anywhere in the country. Additionally, all students are required to complete at least one surgical observation with Troy's team orthopedic surgeon, Dr. Jeff Dugas, and the orthopedic group at Andrews Sports Medicine in Birmingham, AL. Transportation to and from these experiences, as well as corresponding costs, are the responsibility of the student.
- Clinical experience-related requirements (including components such as an annual tuberculosis test, criminal background test including fingerprinting, and drug screen), which cost on average \$80-\$100 per experience. Questions regarding requirements for specific sites should be directed to the Clinical Education Coordinator.
- Additional costs, including housing and meals, are associated with clinical experiences that occur over the summer or winter breaks.

Communicable & Infectious Disease Policy & Procedure

Students who are sick and suspect that the disease may be communicable should not physically attend class and may not engage in patient care. In the event this occurs, the student will be required to complete the following procedure:

1. The student should notify their preceptor and Clinical Education Coordinator immediately.
2. The student should immediately report to Troy University Student Health or their local physician for evaluation and treatment.

3. If an extended period of time of absence is required, it is the responsibility of the student to communicate the required amount of time of absence from their clinical rotation and/or their classes to their preceptor and course instructors. Written documentation from their physician is required for this absence to be excused.

Program Communication

All MSAT program related information will be sent through TROY email. Each student must have a TROY email account (@troy.edu) and check it regularly.

Work Policy

Students are allowed to work during their time in the program but will not be excused from classes or anything related to clinical experiences due to work. Those students that are in need of working during their time in the program must find a job either on Troy campus, or within the Troy community where they can have a flexible schedule.

Graduate Assistant/Teaching Assistant Policy

Students are not permitted to be a Graduate Assistant or a Teaching Assistant for athletic training. In the event an opportunity becomes available within the Department of Kinesiology & Health Promotion, interested and qualified students should apply for those opportunities as long as they feel they can keep up with the rigor and time restraints of the MSAT program.

Technical Standards

Each student is required to review and sign the MSAT program's technical standards form upon admission and annually. Throughout their time in the program, the students 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; and
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

In the event the student feels like or exhibits the inability to maintain these standards, the student should immediately communicate with the Program Director.

Public Health Concern Response-Distance Education

The Troy University Athletic Training Program is dedicated to academic success and overall wellbeing. In the event there is an immediate need for a public health concern response that requires the remainder of learning to be conducted over a virtual platform, the program is committed to ensuring that each course is both accessible, engaging, innovative, and maintains the rigor of the content and program. Once official notification of need to rely on virtual learning for the remainder of the semester has been from Troy University, the following procedures will be put into place:

1. The Program Director will notify students and athletic training program faculty of the plan moving forward based off of the CAATE requirements & advisement.
2. The Clinical Education Coordinator and the Program Director will notify the current Preceptors of the student's removal from any sites continuing to business hours. Students are not considered essential personnel.
3. Courses will be taught in either synchronous, asynchronous, or hybrid means, meeting at the same time(s) as face-to-face course presentation. The student is responsible for:
 - a. Access to continual, quality internet
 - b. All course material
 - c. Regularly checking their Canvas and TROY email
 - d. Regularly checking my.troy.edu for institutional updates
 - e. Reaching out to program administration, course instructors, and preceptors (full-immersion only) in the event there are any health concerns or needs
4. In the event any person associated with the program (student or faculty) get sick and need to take time away from the course(s) communication will be given to all involved. Students will need to reach out to the faculty and instructors to communicate their needs (with appropriate documentation), and faculty will notify those students involved in their respective course(s) of the plan moving forward.
5. In the event of technical issues during your learning, please first contact Troy IT (<https://it.troy.edu/remote/>, 334-670-4357) and/or the TROY Online Academic Services Associate for our course, Mrs. Amber Evans (aevans150803@troy.edu), then email the course instructor and let them know what issue you are having, what measures are being taken to correct the issue, and how long IT thinks the issue will be resolved.

Social Media Policy

Due to the potential for unprofessional behavior involved with some online social networks, students and preceptors are not to communicate or accept each other as network friends. The athletic training program believes that these activities can undermine the ability to maintain a constructive learning environment. This rule includes current, past, present or potential clinical instructors for as long as the student is a student. Students should also be sure to remember the professional and ethical policy when posting on social media. Violation of this will be consider a violation of patient privacy and the MSAT program's disciplinary procedures will be followed.

Sexual Misconduct Policy & Procedure

The MSAT program will follow the definitions and policies of Troy University outlined in the Troy University Oracle. Students that prove to be in violation of any kind of sexual misconduct with me considered in violation of the program's Professional & Ethical Policy and will be immediately terminated from the program along with following all other policies and procedures set by the university in the Oracle.

Those students that feel they have been sexual harassed, violated, or assaulted should be encouraged to first notify the authorities and physician (if appropriate). Once comfortable, the student or someone on behalf of the student is encouraged to notify the MSAT Program Director. The Medical Leave of Absence policy & procedure will then be followed.

Independent Learning

All students in the Master of Science in Athletic Training program are required to engage in independent learning, a process in which individuals take the initiative, with or without the help of others, to attain knowledge, skills, and professional behaviors. Activities such as case studies, critical analysis of literature, research/capstone projects, and clinical practica provide important independent learning experiences that give students ample opportunity to demonstrate and develop independent learning skills.

Petition and Appeals Process

The purpose of these policies is to assure that the standards set by the university, college, and faculty are consistently applied in a non-prejudicial and nondiscriminatory manner. Therefore, the program's administration will consider petitions that involved academic standards and policies if students have pertinent additional information and previously presented; if there are extenuating circumstances that justify deviation from, or exception to, stated rules; if students feel that the departmental committee or a faculty member has not dealt with them in a fair manner; or if a student is accused of academic misconduct.

Petitions to the program to reconsider academic or disciplinary actions against a student must be submitted at least one week prior to the start of the semester following the initial program action. The petition must include all pertinent details of the complaint as well as any corresponding documentation via email to the Program Director. Once received, the Program Director will notify the student of the petition being received and will notify the Department Chair of the issue. Further action will be determined at that point and the student will be notified of a hearing date within 48-hours of the petition being received. Once a hearing is complete, the student will be notified of the decision in writing within 5 days after the hearing. An appeal to the Dean of the College will only be allowed in the event significant additional information and/or extenuating circumstances.

Academic Policies & Standards

Student Advising

Students are assigned to an AT program faculty member for assistance and advice throughout their academic careers. Students who feel that a different advisor will improve their advising situation may ask the Program Director or Department Chair for a change.

Faculty Advisor responsibilities are to:

- be available by appointment and during office hours;
- provide professional and academic guidance;
- advise students of available university counseling services if needed; and
- advise students regarding petition processes.

Academic Suspension/Dropped from Program/Retention

As outlined in the Graduate Catalog, graduate students may earn no more than six (6) semester hours of grades below “B”. Students who earn more than six (6) semester hours of “C” grades or below are automatically academically suspended from the University for a period of one calendar year, at which time the student may petition the Dean of Graduate School for readmission. For further information, please consult the Troy University Oracle and the Graduate Catalog.

Grading Policies

Grade Changes

Once officially recorded, grades may be changed only by the instructor of record. Students have responsibility to follow the Troy University Grade Appeal Process as outlined in all syllabi. No grades can be changed once the student officially graduates.

Incomplete Coursework

No incomplete grade will be reported unless the instructor of record and the student have conferred, the student has presented a sufficient reason why the work of a course cannot be completed on schedule, and the instructor of record has assigned a date with the succeeding 6 weeks by which time all course requirement must be completed. No degree credit for incomplete courses will be granted unless the work is completed by the date assigned, which must be no later than 6 weeks of the date on which the incomplete date is reported.

Incomplete grades must be resolved prior to continuing with other courses in the professional program, including those with clinical education components.

If coursework remains incomplete on the assigned date or 6 weeks after the I grade has been awarded, whichever comes first, the I grade will be changed automatically and permanently to an F grade.

Medical Leave of Absence

In the event a student gets injured, seriously ill, or suffers mental or emotional distress that warrants them unable to finish out the remainder of the semester or the program, the student should notify the Program Director of their need to take a medical leave of absence. The student will be given an incomplete for the corresponding courses at that time. Appropriate documentation will need to be provided from the supervision healthcare provider. If further time is needed after the 6 weeks after the incomplete grade(s) are claimed, the

Program Director and Departmental Chair will communicate with the Dean of the College in order to find the best course of action to satisfy the student's needs.

Disputing a Grade/Grade Appeal Policy

A student who questions the final grade in a professional course must first bring any concerns to the course's instructor of record. If the situation is not satisfied at that time, the student must then follow the Troy University Grade Appeal Process.

Grading Scale

The MSAT program follow the below Troy University grading policy:

100-90 A (4.0)
89-80 B (3.0)
79-70 C (2.0)
69-60 D (1.0)
59 or below F (0)

All grades associated with program courses will be kept on Canvas. It is recommended that students always know the calculations of each courses grades and compare to their Canvas grades in order to keep up with their GPA for program matriculation.

Continuing Education (CE) Requirements

During each semester, additional activities that a student voluntarily participates in can be counted towards their Continuing Education Units or CEU's. The athletic training student will be required to obtain a predetermined category & number of CEU's based on their classification in Athletic Training Program. Some opportunities will be provided to the students but the student is encouraged to find and complete opportunities on their own accord. All opportunities must be approved by program administration prior to awarding of CEUs. Completion of the predetermined category and number of CEUs are a requirement for each clinically-based course. Please see Appendix B for more detail of the number needed for each classification, number needed for each CE category, and how CE should be documented.

Clinical Education

Clinical education courses include simulations and clinical experiences with real patients designed to prepare athletic training students for clinical practice. Simulations include low-stakes (exposure) and high stakes (evaluated) scenarios developed to replicate patient-care scenarios with varied degrees of authenticity (low-fidelity → high-fidelity). Simulations are integrated throughout the program. Clinical experiences provide opportunities for students to demonstrate competence of curricular content in real patient-care settings, supervised and guided by a preceptor. Clinical experiences are arranged by the Clinical Education Coordinator for the AT program and include both part-time and full-time experiences.

Professional Relationship Policy

A. To Preceptors

It is important to remember that you can learn both the science and the art of athletic training from your Preceptor. Although you are there to learn from your Preceptor, **NEVER** question their procedures in front of an athlete. You will have legitimate questions as to the whys and wherefores of

treatments; just remember that there is a time and place for such questions.

Students should **refrain from** engaging in any type of relationship other than professional with Preceptors. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor (assuming that the Preceptor involved is someone else), Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted **to avoid any conflict of interest**. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

B. To Other ATs

It is necessary to have a good working relationship with everyone in the athletic training room, including your fellow ATs. As with other staff, **DO NOT** question or criticize them in front of an athlete. Any criticisms you have should be offered in a **constructive manner**, and you should be cognizant of the situation and circumstances when discussing differences of opinion.

If you have a difference of opinion or a “gripe”, **go directly to the person involved** and settle it. **DO NOT** become a gossip or complainer! If you are aware of a problem or situation with a fellow classmate that needs attention, you are **obligated** by the Troy University Honor Code outlined in the Oracle to report the problem to your supervisor immediately (your Preceptor, Clinical Coordinator or Program Director).

Relationships between student athletic training students on any level other than professional **are strongly discouraged**. However, should a non-platonic relationship develop, **ALL** interactions should remain on a professional level while performing any duties within the scope of athletic training. This policy also applies to relationships involving ATs and graduate assistant athletic trainers. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted **to avoid any conflict of interest**. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

In working together in the athletic training room **do not confine yourself solely to your assigned duties**. If your duties are completed and you see that someone needs help, help them! Athletic trainers are part of the sports medicine **TEAM**, and it is best if everyone works together.

C. To Team Physicians and Consultants

You are to help the team physicians in any way you can. **NEVER** question or criticize the team physician in front of an athlete. If you do have some legitimate questions regarding treatments prescribed by the physician, choose the proper time and manner in which to ask either your preceptor or the physician. Physicians realize that you are here for an education and are very willing to help you learn.

NEVER alter, modify, or adapt the physician’s instructions without checking with them first.

Students should **refrain from** engaging in any type of relationship other than professional with Physicians/Consultants. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted **to avoid any conflict of interest**. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

D. To the Athlete

As an ATS you should **ALWAYS** maintain a professional relationship with the people you work with, especially the athletes. This is admittedly difficult, as the athletes are often your peers. The athletic training room is **NOT** a social setting; socialization with the athletes during clinical time is **ABSOLUTELY NOT PERMITTED**.

In addition, non-plutonic relationships between ATSs and University athletes are **unprofessional** and **STRONGLY discouraged**. All efforts should be made to avoid such a situation. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

In the high school clinical settings, non-plutonic relationships between ATSs and student-athletes and are **STRICTLY PROHIBITED**. If an ATS is suspected of having an inappropriate relationship with a high school student, the ATS will be **suspended from clinical rotations and will turned in to authorities IMMEDIATELY**. The ATS will **NOT** be permitted to participate in clinical rotations until they have been found innocent. Policies and procedures regarding these types of situations will be handled as is outlined in the Troy University Oracle. If the student is found to be guilty, they will be **RELEASED** from the program **IMMEDIATELY**.

Never discuss an athlete's injury with anyone other than the player, his/her parents (if the athlete is a minor), your Preceptor, and the Team Physician. **Under no circumstances** should you discuss the injury of one athlete with another athlete. If an athlete should ask you about another athlete's injury, refer them to your AT.

Remember that **anything** an athlete tells you falls within the realm of patient confidentiality and is governed by HIPPA Regulations.

E. To the Coaches

While the ATS's goal is to learn while assisting a Preceptor in monitoring the health and safety of athletes, the coach's purpose is to produce a successful program. **DO NOT confuse the two**. As you would not want a coach to tell you how to treat an injury, **NEVER** tell a coach how to run a practice, what plays to use, or which athlete should be in the game. Many coaches are sensitive, even about questions regarding their game procedures. Remember your place and your purpose for being at practice or the game.

Some coaches are not accustomed to working with an AT or an athletic training student. In Troy University ATP Clinical Settings, this is rare. If, however, a coach questions your procedures, state that you are following the team physician's Standing Orders and Protocols. If the coach persists, **DO NOT** argue. Instead, quietly continue your job and consult your supervisor. Any problems regarding coaches or members of their staff should be referred to, and handled by, your supervisor.

As with ATSs and graduate assistant athletic trainers, students should **refrain from** engaging staff coaches and graduate assistant coaches in any type of relationship other than professional. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

F. To the Athletic Administration

The decisions, business procedures, policies, and established standards of the administration of any site where you are completing clinical experiences are to receive your complete support. If you have any questions regarding these, consult your Preceptor.

Because of the influence Athletic Administrative Personnel could have regarding recruiting and signing student athletes, jobs within the athletic program, etc.; students should **refrain from** engaging in any type of relationship other than professional with Athletic Administrative Personnel. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted to avoid any

conflict of interest. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

G. To the News Media

You may find that in an effort to get the latest scoop, a representative of the press may approach you for information regarding the playing status and/or injuries of an athlete. Under no circumstances are you to discuss these matters with any representative of the news media. Such information is highly confidential and private and is protected by the Federal Right to Privacy Act. An athlete must sign a waiver before even the head athletic trainer or the coach can distribute such information. Refer any such questions to your Preceptor or the sports information director. Be very careful about what you say concerning injuries to players, as you do not know who will overhear what you say. Under **NO CIRCUMSTANCES** are students permitted to conduct personal interviews with the news media in regard to a patient's medical care. If this situation arises, this is a HIPPA violation and the student will be **RELEASED** from the ATP **IMMEDIATELY**.

H. To the Athlete's Parents

Should a parent contact you regarding the care their child is receiving, reassure them that they are receiving the best available care and refer them to your Preceptor. **DO NOT** discuss an athlete's injury or care with the parents.

Conduct, Appearance & Uniform Policy

Clinical education is an extension of the classroom and professional behavior is expected. Some behaviors, particularly those that compromise patient care, may necessitate immediate removal from the clinical experience. Unprofessional behavior in clinical education necessitates remediation and may impact the course grade or result in termination from the MSAT program. Please refer back to the MSAT program's Professional & Ethical Behavior Policy.

During didactic classroom experiences, each student is expected to comply with the below appearance requirements:

- wear clothes becoming of a healthcare provider; and
- comply with good hygiene.
- In the event of a guest lecturer, students are expected to wear their uniforms (see below).

During lab experiences, each student is expected to comply with the below appearance requirements:

- wear clothes that allow for hands-on education and comfort with movement; and
- comply with good hygiene.
- During times of high communicable disease transmission, proper hand hygiene must be utilized and appropriate personal protective equipment (masks and gloves) must be donned during person-person contact.
- For practical examinations, students are expected to wear their uniforms (see below) unless otherwise stated by the course's instructor of record.

During clinical experiences, each student is expected to comply with the below appearance requirements:

- uniforms must be worn at all times, unless otherwise stated by the assigned preceptor.
- The MSAT program uniform must include:
 - Troy University polo (maroon, black, white, grey)

- Khaki pants (no shorts are allowed while in a medical facility)
- Closed toed shoes that can be run in
- A watch with a second hand
- Troy University MSAT program nametag (patient must be able to differentiate students from credentialed providers)
- Hair should be pulled back
- Facial hair is permitted but must be well maintained

What not to wear at any time:

- clothing of inappropriate length
- leggings, yoga pants
- sweat suits
- jeans
- dangling jewelry (should have no danger of catching or causing injury)
- long fingernails (must be suitable for manual therapy and can be associated with disease transmission)
- tank tops
- open-toed shoes
- tongue and lip jewelry (may interfere with ECC)
- fake fingernails (associated with disease transmission)

Potential Risks

Participation in the clinical experience exposes students to potential risks including, but not limited to:

- being struck by a flying object,
- colliding with participating athletes,
- contact with harmful chemicals,
- contact with blood and other bodily fluids not of your own,
- falling or slipping in playing surface,
- contact with patients with health conditions that are communicable

Steps to minimize these risks will be discussed both in the classroom and by your preceptor at the beginning of each experience. An awareness of situations that are potentially harmful is crucial in this process.

Clinical Supervision Policy

Supervision is inherent in our clinical educational model. Supervision means that your preceptor is immediately accessible at the venue where you are and has ability to intervene on your behalf or the behalf of the patient. Supervision parameters must comply with the state practice act of the state where you are engaging in patient care.

Clinical Affiliation Policies & Obligations

Clinical experiences occur at organizations with whom Troy University has a contractual relationship. Each organization must demonstrate a commitment to student education and agree to provide a safe environment for student learning and patient care, including calibration and maintenance of equipment according to manufacturer guidelines. Below is a summary of the information included in clinical affiliation agreements we have with our clinical sites. The contract is available in the Athletic Training Program Library.

The University will:

1. Select only students who have completed all prerequisites for clinical education.
2. Inform the Facility about the clinical education goals and objectives and evaluation forms.
3. Inform the Facility of the level of training of the student.
4. Cover the student with Student Professional Liability Insurance while participating in a University-sanctioned curricular activity.
5. Coordinate the clinical experience with academic aspects of the educational program.
6. Notify the Facility immediately in the event of a cancellation or change in student assignment.
7. Withdraw the student if progress, achievement or adjustment does not justify continuation.

The Facility will:

1. Provide a supervised program of clinical education compatible with the goals and objectives of the University.
2. Submit names, resumes and professional credentials of all clinical supervisors, and information regarding the Facility.
3. Orient the student regarding policies and procedures of the facility.
4. Utilize an infectious disease policy that conforms to the most recent CDC recommendations for healthcare settings.
5. Retain full responsibility for care and welfare of patients.
6. Determine the number of students to be accepted and inform the University of any changes in staffing or service that might affect these numbers.
7. Evaluate the student and inform the University of the student's abilities.
8. Suspend or request withdrawal of any student whose performance is detrimental.
9. Permit inspection of its facilities, records, or other items that pertain to the student program.
10. Maintain a comprehensive general liability policy for all staff.
11. Provide the same information, training, and protection to the students in matters of health and safety as it provides to its employees in compliance with the standards set by OSHA and applicable law.

The Student will:

1. Respect and guard the confidentiality of information regarding patients.
2. Adhere to the policies and procedures of the University and the Facility.
3. Be under the Facility's supervision and control.
4. Provide appropriate uniforms when necessary.
5. Arrange transportation when necessary.
6. Obtain meals and housing when not arranged by the Facility.
7. Provide to the Facility evidence of a physical examination, criminal background check, drug screen, and other medical tests, if required.
8. Obtain prior written permission from the University and the Facility before publishing any material relating to the clinical experience.
9. Obtain medical care at own expense as needed.

Travel Policy

Travel is not required but, in the event, that the opportunity presents itself, students should take advantage of the opportunity while at their clinical experiences. Course excuses will be automatically granted to the student for all AT prefixed courses after proper communication prior to departure from the student has been given. An excused absence cannot be guaranteed for any other courses, but the student should still ask permission to be excused for any other instructor. Once approved, the student is required to adhere to the following policies while traveling with a university team:

1. Represent yourself as a professional at all times.
2. Maintain time management skills and be in attendance to all university sponsored events where the preceptor is available (games, practices, team meals, team meetings, etc.).
3. No consumption of alcohol is permitted, no matter the age of the student.
4. Eating with family is permitted as long as permission is granted by the supervising preceptor prior to leaving.
5. The MSAT program appearance policy must be adhered to at all times.
6. Any hotel incidentals will be covered by the student.
7. The MSAT program Clinical Supervision Policy must be adhered to at all times.

Appendices

Appendix A: Clinical Hour Requirements

Clinical education will provide a logical progression of increasingly complex and autonomous patient-care experiences that will include a semester long immersive experience that aligns with the student's own professional goals. Students will be exposed to as many varied patient populations as well as different practice settings as possible given time, need, and resource constraints. In the event there are real world clinical education skills that have been identified as not seen in a singular rotation, the student will gain the education through supplemental clinical experience such as simulation or tele-health scenarios.

Students will be assigned to a Preceptor in charge of a clinical site during this semester to gain the required clinical hours for that semester. The student's professionalism, communication, quality of work, initiative, & attitude will be reflected on the semester's clinical course grade Clinical Experience Evaluations. Students are required to fully participate in all events; this includes pre-and post-practice responsibilities under the guidance of their assigned Preceptor. Volunteer hours are not required and are not graded but in the event the student chooses on their own accord to continue to participate in clinical hours, additional hours that go over the required maximum must be logged as volunteer hours in the clinical documentation system.

All clinical hours will be conducted during the Troy University academic calendar for the Troy campus. In the event the student is assigned a rotation that has sponsored events outside of the outlined academic calendar, it is at the student's discretion to elect to participate on a voluntary basis in those events. This includes, but is not limited to, pre- or post-season activities, fall break, winter break, or spring break. The CAATE requirement of one full day off in every seven-day period is expected to be followed.

Clinical Hour Requirements per Semester

	First Year	
	Semester	Week
Fall	125-200	7.81-12.5
Spring	175-300	10.9-18.75
Summer	175-300	10.9-18.75

	Second Year	
	Semester	Week
Fall	250-400	15.6-25
Spring	350-500	21.88-31.25
Summer	350-500	21.88-31.25

Appendix B: Continuing Education Requirements

During each semester, additional activities that a student voluntarily participates in can be counted towards their Continuing Education Units or CEU's. The athletic training student will be required to obtain a predetermined category & number of CEU's based on their classification in Athletic Training Program. Some opportunities will be provided to the students but the student is encouraged to find and complete opportunities on their own accord. All opportunities must be approved by program administration prior to awarding of CEUs. Completion of the predetermined category and number of CEUs are a requirement for each clinically-based course. At the end of each semester or when completed, the athletic training student must fill out the Continuing Education Reporting Sheet via ATrack. They should be submitted **no later end of business on that semester's Dead Day**. In the event does not submit the requirements by Dead Day, the student's clinical course grade will be deducted. Definition and number requirement of each category can be found below.

REQUIRED CONTINUING EDUCATION HOURS PER SEMESTER		
First Year		
Fall	Spring	Summer
20	20	10
In order to be considered complete, each first-year student must submit: 3-6 CEUs from Category A, 4-8 CEUs from Category B, and 5-15 CEUs from Category C. <u>Must</u> also submit a copy of most recent CPR card.		
Second Year		
Fall	Spring	Summer
20	8	10
In order to be considered complete, each first-year student must submit: 3-6 CEUs from Category A, 4-8 CEUs from Category B, and 5-15 CEUs from Category C. <u>Must</u> also submit a copy of most recent CPR card.		

Category A: Approved Provider Programming

- Any opportunity that is approved by the program's administration that continues the student's education in any of the five domains of athletic training. Proof of certification is required. Examples including, but not limited to:
 - Live/virtual state, district, national conferences or seminars
 - Live/virtual institutional-based club meetings with guest speakers
 - Department/Athletic Training Program Research Presentations

Category B: Professional Development

- Any opportunity that is approved by the program's administration that builds the student's professional development through various media opportunities. These opportunities must have BOC affiliations, meaning they are able to provide CEUs. Proof of certification is required. Examples including, but not limited to:
 - AT-PBRN (<http://www.coreat.org/online-courses.html>)
 - Gatorade Sports Science Institute (<http://www.gssiweb.org/en>)
 - ATvantage Academy podcasts (<https://www.atvantageacademy.com/>)
 - Other BOC approved providers & programs (<http://www.bocatc.org/athletic-trainers/ce-resources/find-boc-approved-programs-providers/find-boc-approved-programs-providers>)

Category C: Additional Professional Experience

- Any opportunity that is approved by the program’s administration that is consider additional, volunteer, and clinically-based athletic training professional experience outside of the student’s assigned rotation requirements. Examples including, but not limited to:
 - Assistance with secondary school pre-participation examinations
 - Assistance with additional meets, tournaments, or games hosted by Troy University (outside of assigned rotation)
 - Observation hours during Monday Andrew’s Physician Clinic

Category D: Emergency Certification

- Must provide a copy of your current Basic Life Support for the Healthcare Provider or equivalent. CEU’s are not awarded for this category but it is required to complete the process.

Appendix C: Acknowledgement of Receipt and Understanding of the Master of Science in Athletic Training Program Academic Handbook, Policies & Procedures Manual

I acknowledge receipt of the Troy University Master of Science in Athletic Training Program Academic Handbook and Policies & Procedures Manual.

By signing this statement, I agree to abide by all guidelines contained herein. I understand the MSAT Program has the right to periodically review and update its procedures and guidelines in order to serve the needs of the institution, college, department, or program.

I understand that the Master of Science in Athletic Training Program Academic Handbook and Policies & Procedures Manual is not all inclusive of all Troy University, College of Health and Human Services, Department of Kinesiology & Health Promotion, and the Master of Science in Athletic Training guidelines, policies, procedures, and regulations. The MSAT Program reserves the right to change, rescind, or include additional procedures and guidelines in this handbook. I understand that such changes may occur without notice. I also understand this page will be kept in my student file in the office of the MSAT Program Director's office until graduation. A copy can be made available for my records, upon request.

Print Name

Signature

Date