

UNDERGRADUATE ATHLETIC TRAINING PROGRAM STUDENT HANDBOOK 2016-2017



Weber State University
Ogden, Utah

Matt Donahue, PhD, LAT, ATC - Undergraduate Athletic Training Program Director

Collin Herb, PhD, LAT, ATC - Clinical Education Coordinator

Valerie W. Herzog, EdD, LAT, ATC - Graduate Athletic Training Program Director

Conrad Gabler, PhD, LAT, ATC – Assistant Professor of Athletic Training

Hannah Stedge, MS, LAT, ATC – Athletic Training Instructor

Table of Contents

ATHLETIC TRAINING MAJOR	7
History.....	7
Mission.....	8
Overarching Goals	8
AT PROGRAM CURRICULUM.....	9
Admission Requirements.....	9
Physical Examination and Technical Standards	10
Immunization Requirements.....	11
Professional Rescuer CPR/AED Training	11
OSHA/Bloodborne Pathogens Training	11
Criminal Background Checks & Drug Testing.....	11
Retention Requirements.....	12
Criteria to Remain on the Accelerated Track	13
Failure of a Course.....	13
Leave of Absence.....	13
Course Requirements for BS Degree.....	14
Major Course Requirements for BS Degree	14
Required Support Courses (17 credit hours)	14
Professional Knowledge Courses Required (17 credit hours)	14
Athletic Training Major Courses Required (35 credit hours)	14
Clinical Application Courses Required (17 credit hours)	15
Optional Electives	15
Graduation Requirements	18
Departmental Honors in Athletic Training	18
Academic Attendance in AT Program Courses	20
Grading Scale.....	20
Academic Counseling.....	20
Scholarships	20
Academic Integrity.....	21
Harassment/Discrimination.....	21
Department of Athletic Training and Nutrition Student Conduct Policy	22
Professional Organizations	24
Undergraduate Athletic Training Student Organization (UGATSO)	24
AT PROGRAM CLINICAL EDUCATION EXPERIENCE	26
Preceptors.....	26
Clinical Attendance.....	26
Changing your Clinical Assignment.....	28
Clinical Education.....	28
Clinical Education Guidelines	29
Clinical Rotation Length and Hours	30
Internships and Summer Camps	32
Clinical Rotation Assignments	32
General Medical Rotation.....	32
Liability Insurance	33
Clinical Rotations in the Summer or during Winter Break.....	33
Clinical Rotation Evaluations	34
Mid-rotation Preceptor/Student Meeting	34
Transportation to Clinical Education Experience	34
Transportation of an Ill or Injured Patient	34
AT Program Policies.....	35

Dress Code	35
Name Tags	36
Dress Code Violation	36
APPENDIX C	41
Criminal Background Check Policy	41
Drug Testing Policy Weber State University	41
APPENDIX D	51
Clinical Education Guidelines	51
APPENDIX E	53
Change of Clinical Assignment Form	53
APPENDIX F	55
Confidentiality, Privacy, and Security Agreement	55
APPENDIX G	58
Student Conference Report Form	58
APPENDIX H	60
Varsity/Club Athletic Participation by Athletic Training Students	60
APPENDIX I	62
Glossary of Terms	62
Student Agreement	64
HIPAA, Confidentiality, Privacy, and Security Policies (page 38-39)	64

Note: The Athletic Training Program (AT Program) faculty reserve the right to make necessary changes with regard to the student handbook at any time. Students will be notified of any changes or additions. The Athletic Training Program Director will make final decisions in disputes over interpretations.

Revised 08/2016 MSD

ATHLETIC TRAINING MAJOR

History

Weber State University's Athletic Training Program (AT Program) is nationally accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program began in 1998 under the direction of Interim Program Director Joel Bass. The AT Program was given initial "national accreditation" status in October of 2003. The Program is designed for those students who want to meet the educational competencies and clinical proficiencies established by the National Athletic Trainers' Association (NATA) Education Council. By completing the WSU AT Program, the student is eligible to take the Board of Certification (BOC) examination and become a BOC Certified Athletic Trainer (ATC). BOC Certification is required for employment as an athletic trainer in Utah and most other states (see individual state laws for certification/licensure requirements). Students will be prepared for a variety of career settings at the secondary school, college, university, professional and private/clinical settings. The Athletic Training Major at Weber State University is housed in the Department of Athletic Training and Nutrition (ATN) in the Jerry & Vickie Moyes College of Education.

Mission

The mission of the Weber State University AT Program is to provide a quality educational experience for students. Depending on the student's personal and professional goals, the Athletic Training major can be paired with other majors, minors, or coursework. Regardless of the area(s) of study chosen, students are presented with didactic and psychomotor experiences that will lead them to being able to exercise sound ethical judgment, achieve satisfying careers, and make positive contributions to their communities and the field of athletic training. In addition, the AT Program guides the student on the journey to become a lifelong learner through obligatory professional continuing education.

Overarching Goals

The undergraduate AT Program curriculum is designed to:

- Prepare the student to meet the educational competencies and clinical proficiencies necessary to be eligible to sit for the Board of Certification (BOC) examination.
- Prepare students for entry into athletic training, medicine, physical therapy, and other allied health and professional fields.
- Prepare students to seek entrance into graduate school programs such as sports medicine, athletic training, sports psychology, exercise physiology, cardiac rehabilitation, adult fitness, physical therapy, and medicine.
- Provide an individualized clinical plan for each student based on:
 - the student's personal goals and professional interests
 - providing a variety of experiences clinical and instructors

AT PROGRAM CURRICULUM

The Department of Athletic Training and Nutrition (ATN) offers an undergraduate program in Athletic Training. The Athletic Training Program (AT Program) at Weber State University is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), which enables students to obtain eligibility for the Board of Certification (BOC) examination. The AT Program is specifically designed to prepare students for careers in allied health care. The program will provide students with skills in prevention, evaluation, treatment, and rehabilitation of musculoskeletal injuries. Athletic trainers are employed in corporations, public schools, physical therapy clinics, universities, professional organizations, the military, factories, and doctor's offices or hospitals.

Admission Requirements

A. Before a student can be considered for the program, the following application requirements must be met:

1. Admission to Weber State University
2. Minimum 2.7 Weber State University GPA
3. Submit Athletic Training Program Student Application
4. Submit Letter of Application
5. Completion of 5 clinical observation hours (within AT 1500)
6. Grade of B- or better in AT 1500 Introduction to Athletic training
7. Grade of B- or better in AT 3300 Evaluation & Care of Musculoskeletal Injuries: Lower Extremities
8. Grade of B- or better in AT 3301 Evaluation & Care of Musculoskeletal Injuries: Upper Extremities
9. Interview with program faculty
10. Complete Technical Standards form
11. Submit unofficial transcripts from other colleges/universities attended
12. Physical examination and proof of immunizations
13. Current Emergency Response and CPR/AED for Professional Rescuer cards
14. Completion of the following Pre-requisite Courses with a grade of C or better:
 - AT 2300 Emergency Response (3)
 - HTHS LS 1110* Integrated Anatomy & Physiology I (4)
 - HTHS 1111* Integrated Anatomy & Physiology II (4)
 - PSYC 1010 SS Introductory Psychology (3)
 - NUTR 1020 LS Science & Application of Human Nutrition (3)
 - HLTH 1030 SS Healthy Lifestyles (3)
 - PHYS 1010 PS Elementary Physics (4)
 - PEP 3280 Teaching Neuromuscular Conditioning (2)
 - PEP 3450 Structural Kinesiology (3)
15. For students participating in varsity and club sports, a contract must be signed by both the student/athlete and his/her coach. The contract stipulates that AT students may participate in one sport only, beginning with their first clinical year in the AT Program. More details can be found in the AT Program Student Handbook.

* ZOOL 2100/2200 (Human Anatomy/Physiology may be substituted for HTHS 1110/1111)

NOTE: it is recommended that students not have more than 9 credits of general education requirements remaining

prior to admission. Those with more should work with the ATN departmental academic advisor to develop a plan to complete general education courses.

Note: After formal admission to the Athletic Training program, students are required to complete an FBI background check and drug test. The expenses, approximately \$75, will be paid for by the student.

- B. Application deadline is the **third Wednesday in February** for consideration for each spring semester. Applicants will be notified of the selection committee's decision based on cumulative WSU GPA through the fall semester. Applications may be obtained from the AT Program Director (matthewdonahue@weber.edu) AT 1500 only.
- C. Students interested in transferring from another institution or from another major at Weber State University must meet University and College transfer requirements and complete the same requirements as freshmen in the Athletic Training Program.

Selection Process

- A. All applicants will be ranked using a numerical scale on the following criteria:
 - 1. Cumulative Weber State University GPA
[0-4 weight in selection formula = 20%]
 - 2. AT 1500 - Introduction to [Athletic Training](#) grade
[0-4 weight in selection formula = 20%]
 - 3. AT 3300 – Evaluation & Care of Musculoskeletal Injuries: Lower Extremity grade
[0-4 weight in selection formula = 20%]
 - 4. Letter of Application [0-4 weight in selection formula = 15%]
 - 5. Strength of athletic training student's commitment as reflected in interview responses. [0-4 weight in selection formula = 25%]
- B. Students receiving the highest scores in the rating process will be invited to enter the athletic training major. The selection committee is comprised of the AT Program faculty and Weber State University AT students and/or preceptors. Approximately **twenty** students can be chosen to enter the major each year, in compliance with accreditation guidelines concerning preceptor-to-student ratios. Selection into the AT Program is competitive and satisfaction of the minimum requirements does not guarantee admission.
- C. Applicants not invited to enter the athletic training program may reapply the following year. All applicants who eventually re-apply must meet all requirements in effect at the time of application. Students are encouraged to contact the AT Program Director for current admission requirements.
- D. All students selected for athletic training program must provide evidence of being able to meet the **Technical Standards for Admission of the program. Only those students who verify that they can meet those technical standards, with or without reasonable accommodations, will be allowed to enter the program.**

Physical Examination and Technical Standards

Prior to admission, all students must complete a physical examination by a physician. Students must also complete and sign the Technical Standards form, indicating that they possess the physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the AT Program. The standards promote compliance with the Americans with Disabilities Act (ADA). See Appendix A for the Physical form and Technical Standards form.

Students who do not meet the Technical Standards can request accommodations. This written request must be accompanied by supporting documentation by a physician.

Students are required to update their signature if their health status changes.

Immunization Requirements

In order to meet health requirements of the clinical education sites used during the AT Program clinical education experiences all students must have documentation of immunizations on file prior to the AT Program Application deadline. See Appendix A for a list of the immunizations required.

In addition, each student must obtain the influenza vaccine annually. It is the student's responsibility to provide the AT Program with documentation that the vaccine has been received. Failure to do so by the deadline determined by the AT Program will result in suspension from clinical rotation. In addition to this clinical suspension, the athletic training student will be issued a "strike" (see "Clinical Education Penalties" Policy in this AT Student Handbook).

Professional Rescuer CPR/AED Training

A photocopy of each student's current Professional Rescuer CPR (infant, child, and adult) and AED certification must be presented to the Program Director and/or Clinical Education Coordinator as part of the application **AND** each August by the first day of clinical education experiences. Students **CANNOT** complete any clinical education experiences until he/she has a copy of his/her CPR card on file. A student without a current Professional Rescuer CPR (infant, child, and adult) and AED certification on file will be placed on probation and suspended from clinical education experiences until s/he fulfills this essential requirement. In addition to this clinical suspension, the athletic training student will be issued a "strike" (see "Clinical Education Penalties" Policy in this AT Student Handbook). It is the student's responsibility to obtain initial certification and recertification of CPR (infant, child, and adult) and AED training via the AT 2300 course or through an appropriate certification agency such as the American Red Cross or the American Heart Association. The AT Program will schedule regular challenges to allow students the opportunity to maintain their certification.

OSHA/Bloodborne Pathogens Training

Students must complete the WSU OSHA/Bloodborne Pathogens training prior to beginning clinical observation experiences and prior to acceptance into the program. This training must be repeated annually to remain in the AT Program. Training will be provided in AT 1500 and annually in an online format via podcast and written exam (Chitester). See Appendix B for the WSU Bloodborne Pathogens Post-Exposure Procedures and Forms.

Criminal Background Checks & Drug Testing

Following formal acceptance into the Clinical Track of the Athletic Training major, students must submit fingerprints and pay for a 50 state criminal background check as well as a urine drug test.

The AT Program Director at Weber State University (WSU) must insure that a satisfactory background check and drug test is completed for all athletic training students prior to participating in off-campus clinical rotations, especially those sites with patients who are minors and those regulated by the Joint Commission on the Accreditation of Health Care Organizations (JCAHO).

Background checks and drug test results must be on file with the Athletic Training Program Director. Failure to complete both the background check and drug test will result in dismissal from the AT Program. Both must be completed by the last day of the spring semester in the year that students are offered admission to the AT Program. (See Appendix C for policies related to the background check and drug test).

Retention Requirements

- A. After students are selected into the Athletic Training Major, retention in the program will be based on the following criteria:
 1. Grade ‘B-’ or better in all athletic training major courses (*includes clinical application courses*).
 2. Grade of 80% or better on all final written and oral/practical examinations in clinical application courses. Failure to earn minimum on either exam after 2 attempts results in a grade of ‘E’ in the course.
 3. Grade ‘C’ or better in all the professional knowledge and support courses.
 4. Students must maintain an overall Weber State University GPA of 2.7.
 5. Students must maintain a semester GPA of 3.0.
 6. Adhere to Athletic Training Policies and Procedures.
 7. Adhere to AT Program AT Student Handbook Policies.
- B. Students who fail to meet the retention criteria will be placed on probation in the Athletic Training major for one semester. If standards are not met by the end of the probationary period, the student may be dismissed from the major at the discretion of the program director. Students who receive any grade below a ‘B-’ in an athletic training major course, or below a ‘C’ in any professional knowledge course, and/or support course must repeat that course and receive the minimum grade or higher to remain in the major. Failure to repeat the course (*when offered*) will result in dismissal from the program. Athletic Training Policies and Procedures are available in the athletic training student handbook.
- C. Students who fail to earn a minimum grade of ‘B-’ or higher in any clinical application or major required course **will not be allowed to progress in the AT Program until they repeat the course and receive a grade of ‘B-’ or higher. Students may only repeat a class once; failure to earn the minimum grade on the second attempt will result in dismissal from the program.**
- D. Athletic Training Majors may **NOT** enroll in the on-line offerings of the athletic training courses (with the exception AT 3200). Students **WILL NOT** receive credit towards the major requirements for on-line AT courses (those which begin with notation ‘AT’). If a student has taken any on-line AT courses, prior to or following secondary admission to the AT Program, the student must retake those courses in the traditional face-to-face

classroom setting. The hands-on skills taught in these classes are vital to the education of athletic training students.

Criteria to Remain on the Accelerated Track

- A. After students are selected into the Accelerated Track, retention in this track will be based on the following criteria:
 - 1. Semester GPA \geq 3.0
 - 2. Cumulative GPA \geq 3.3
- B. Students who fail to meet the retention criteria will be placed on probation in the Accelerated Track for one semester (they will NOT be placed on probation for the Athletic Training Program UNLESS they meet criteria for probation for the AT Program). If standards are not met by the end of the probationary period, the student may be dropped from the accelerated track. Once the student is removed from the accelerated track, they revert to the 4-year plan.

Failure of a Course

- A. Must earn a “B-” or better in all required major courses or considered failure.
- B. Students who fail to earn a minimum grade of “B-” or higher in any clinical application, major required course, or professional support course will be suspended from the AT Program until the course has been repeated successfully with a grade of “B-” or higher. Students may not take any other required courses in the major until the failed course is repeated successfully. Failure to repeat the course (*at the first time-point offered*) will result in dismissal from the program.
- C. Students may repeat required major or professional support courses only one time. Students who fail to earn a grade of “B-” or better on the second attempt of a course will be dismissed from the AT Program at the discretion of the AT Program Director. Students who have been dismissed must re-apply for admission to the AT Program.
- D. Failure of 2 different required major/professional support courses (1 time each) OR failure of a required major/professional support course two times will result in dismissal from the AT Program at the discretion of the AT program director.
- E. Incomplete grades in clinical courses must be completed before registering for another clinical course.

Leave of Absence

Students may need to take a leave of absence due to illness, injury, religious missions, military assignments, or other personal issues. Students who do so must submit a request in writing to the AT Program Director. **If the time period is longer than one calendar year, the student must retake both the final written and oral/practical exam from the last clinical application course completed.** If the student scores 80% or higher on both exams, he/she will be allowed to continue their course of study as scheduled. However, if the student does not earn the minimum score on both exams, remediation will be required (e.g., re-taking the course, self-study and

retest, additional examinations). Remediation must be completed prior to continuing with the student's AT major coursework. It is not in the student's best interest to continue matriculating through the program if they have not retained the knowledge from previous courses. Our goal is to maximize the student's ability to succeed in both future coursework and on the BOC certification examination.

If a student is accepted into the program and wishes to decline the invitation at that time, they must reapply if they become interested in readmission. There may be exceptions to this policy and decisions will be at the discretion of the AT Program Director.

Course Requirements for BS Degree

Major Course Requirements for BS Degree

Required Support Courses (17 credit hours)

- HLTH 1030 SS - Healthy Lifestyles **Credits: (3)**
- HTHS 1110 LS - Biomedical Core **Credits: (4) ***
- HTHS 1111 - Biomedical Core (continued) **Credits: (4) ***
- PSY 1010 SS - Introductory Psychology **Credits: (3)**
- PHYS 1010 PS – Elementary Physics **Credits: (3)**

Note: *ZOO 2100 (*Human Anatomy*) (4) and ZOO 2200 (*Human Physiology*) (4) will also be accepted in place of HTHS 1110 and HTHS 1111.

Professional Knowledge Courses Required (17 credit hours)

- NUTR 1020 LS - Science and Application of Human Nutrition **Credits: (3)**
- AT 2300 - Emergency Response **Credits: (3)**
- PEP 3280 - Teaching Neuromuscular Conditioning **Credits: (2)**
- PEP 3450 - Structural Kinesiology **Credits: (3)**
- PEP 3500 - Biomechanics **Credits: (3)**
- PEP 3510 - Exercise Physiology **Credits: (3)**

Athletic Training Major Courses Required (35 credit hours)

- AT 2431 - Taping, Wrapping, Bracing, Padding, and Splinting **Credits: (1)**
- AT 3200 - Psychology of Sport, Injury & Rehabilitation **Credits: (3)**
- AT 3080 - Statistics and Evidence-Based Practice **Credits: (3)**
- AT 3300 - Evaluation and Care of Musculoskeletal Injuries: Lower Extremities **Credits: (3)**
- AT 3301 - Evaluation and Care of Musculoskeletal Injuries: Upper Extremities **Credits: (3)**
- AT 4100 - Basic Therapeutic Modalities for Musculoskeletal Injuries **Credits: (3)**

- AT 4101 - Advanced Therapeutic Modalities for Musculoskeletal Injuries **Credits: (3)**
- AT 4200 - Basic Rehabilitation of Musculoskeletal Injuries **Credits: (3)**
- AT 4201 - Advanced Rehabilitation of Musculoskeletal Injuries **Credits: (3)**
- AT 4550 - General Medical Conditions and Advances in Athletic Training **Credits: (3)**
- AT 4600 - Administration & Management in Athletic Training **Credits: (3)**
- AT 4700 - Introduction to Radiology for the Athletic Training Profession **Credits: (1)**
- AT 4750 - Evidence-Based Evaluation & Treatment of the Sacroiliac Joint and Spine **Credits: (2)**
- AT 4998 - Preparation for the Board of Certification (BOC) Exam **Credits: (1)**

Clinical Application Courses Required (17 credit hours)

- AT 1500 - Introduction to Athletic Training (First Semester) **Credits: (3)**
- AT 3500:-Clinical Application of Athletic Training 1 **Credits: (3)**
- AT 3501: Clinical Application of Athletic Training 2 **Credits: (3)**
- AT 4500 - Clinical Application of Athletic Training 3 **Credits: (4)**
- AT 4501 – Clinical Application of Athletic Training 4 **Credits: (4)**

Optional Electives

- AT 4800 - Individual Projects **Credits: (1-4)**

Weber State University
ATHLETIC TRAINING MAJOR
SUGGESTED COURSE SEQUENCE – 4-YEAR PLAN

Freshman Fall	Credits	Freshman Spring	Credits
AT 1500 (fall or spring)	2	AT 2300 – Emergency Response	3
ENG 1010	3	<i>HTHS LS1110 - Biomed core*</i>	4
MATH QL	3	<i>HLTH SS1030 –Healthy Lifestyles</i>	3
COMM HU 1020	3	ENG 2010	<u>3</u>
LIBS 1704	.5-1		13
NTM 1700	<u>1.5-3</u>		
	13-15		
Sophomore Fall		Sophomore Spring	
AT 1501 - Clinical App of AT I	1	AT 2500 - Clinical App of AT II	2
HTHS 1111 - Biomed core*	4	AT 3300 – Eval (Lower ext.)	3
AT 2431 - Taping & Splinting	3	AT 3200 – Sport Psychology	3
AT 3301 – Eval (Upper ext)	1	<i>NUTR LS1020 – Nutrition</i>	3
Physical Science (suggest PHYS PS1010)	3	PEP 3450 – Structural Kinesiology	<u>3</u>
<i>PSY SS1010 – Intro to psych</i>	<u>3</u>	(or HTHS 2240 – Pharmacology)	14
	15		
Junior Fall		Junior Spring	
AT 2501 - Clinical App of AT III	3	AT 3080 – Statistics & EBP	3
AT 4100 - Basic Modalities	3	(or HTHS 2240 – Pharmacology)	
PEP 3280 – Neuromuscular conditioning	2	AT 3500 - Clinical App of AT IV	3
PEP 3500 – Biomechanics	3	AT 4550 - General Medical for AT	3
CA	<u>3</u>	AT 4200 – Basic Rehab	3
	14	AT 4101 - Advanced Modalities	<u>3</u>
			15
Senior Fall		Senior Spring	
AT 3501 - Clinical App of AT V	3	AT 4500 - Clinical App of AT VI	3
AT 4201 – Adv. Rehab.	3	AT 4600 - Management	3
PEP 3510 – Ex. Phys.	3	AT 4999 - Critical Thinking in AT	1
AT 4700 – Radiology	1	AT 4998 – BOC Exam Prep	1
HU/CA	<u>3</u>	American Institutions	3
	13	Diversity (if not already met by HU or CA)	<u>3</u>
			14

Total Credit Hours = 113 = 7 credits of electives

Courses in bold italics also count towards general education requirements.

**Students may also take ZOOLOGY 2100 and 2200 instead of HTHS 1110 and 1111. Note, the ZOOLOGY courses do NOT count for Life Science general education, so another Life Science course must be taken if the ZOOLOGY courses are chosen.*

Weber State University
ATHLETIC TRAINING MAJOR
SUGGESTED COURSE SEQUENCE - ACCELERATED PROGRAM (effective AY 14-15)

Fall 1	Credits	Spring 1	Credits	Summer 1
<i>HTHS LS1110 - Biomed core*</i> HTHS 1111 - Biomed core		<i>NUTR LS 1020 – Nutrition</i> AT 2300 – Emergency Response AT 1500 – Intro to Ath. Training AT 3300 – Eval & Care -- Lower <i>HLTH SS1030 – Hlth Lifestyles</i> <i>PSY SS1010 – Intro to Psych</i>	3 3 2 3 3 <u>3</u> 17	Must take AT 3300/3301 if not already Must take AT 3200 if not already
Fall 2		Spring 2		Summer 2
AT 2431 - Taping and Splinting AT 1501 – Clinical App of AT I PEP 3280 – Teach. Neuro. Cond. AT 4100 - Basic Modalities AT 3301 – Eval & Care – Upper PEP 3450 – Structural Kinesiology	1 1 2 3 3 <u>3</u> 13	AT 2500 - Clinical App of AT II AT 4101 - Advanced Modalities AT 4200 – Basic Rehab AT 4550 – General Medical - AT AT 3500 - Clinical App of AT IV AT 3080 – Statistics & EBP	2 3 3 3 3 <u>3</u> 17	AT 3550 – Clinical App of AT (3 credits)
Fall 3		Spring 3		
AT 2501 - Clinical App of AT III AT 3501 - Clinical App of AT V PEP 3510 – Exercise Physiology AT 4201 – Adv. Rehab. PEP 3500 - Biomechanics AT 4700 – Radiology	2 3 3 3 3 <u>1</u> 15	AT 4500 - Clinical App of AT VI AT 4600 - Management AT 4999 - Critical Thinking in AT AT 4998 – BOC Exam Prep (elective)	3 3 1 <u>1</u> 8	

To be eligible to participate in the Accelerated Track Program, students must be formally accepted into this track. See the catalog for specific requirement.

Courses in bold italics also count towards general education requirements.

Graduation Requirements

To complete the Bachelor of Science degree with a major in Athletic Training, the student must meet the below criteria:

1. Grade "C" or better in all athletic training major courses (*includes clinical application courses*).
2. Grade "C" or better in the professional knowledge and support courses.
3. Students must maintain an overall Weber State University GPA of 2.7.
4. Adhere to Athletic Training Policies and Procedures.
5. Adhere to AT Program Student Handbook policies.
6. Successfully complete all proficiencies.

(NOTE: the student is responsible for completing courses in AT Program and for fulfilling all requirements for graduation.)

Departmental Honors in Athletic Training

Departmental Honors offers distinction to the best students in the major. This program recognizes accomplishments in the following three areas: scholarship, leadership, and professionalism.

Departmental Honors Requirements:

- ❖ Maintain a cumulative Weber State University GPA of 3.5;
- ❖ Complete all Athletic Training BS program requirements;
- ❖ Scholarship;
 - Register for 3 credits of AT 4800: Independent Projects and complete a Senior Capstone Project with a grade of A- or better
- ❖ Leadership;
 - Hold a leadership position within a WSU Undergraduate Athletic Training Student Organization (UGATSO) OR other WSU Club & Organization approved by the AT Honors Advisor OR within an external Athletic Training Student Organization (eg, UGATSO officer, UATA student representative)
- ❖ Professionalism
 - Complete AT Clinical Application Courses (AT 1501, AT 2500, AT 2501, AT 3500, AT 3501, AT 4500) with a grade of A- or better; these courses have CEL designation and require students to engage in service on campus and within the community
AND
 - Complete one of the following:
 - Present a paper or poster at a pre-approved State, Regional or National Athletic Training/Sports Medicine Conference (conference must be pre-approved by AT Honors Advisor)

- Attend at least TWO (2) professional Athletic Training/Sports Medicine Conferences AND write a one-page summary of each, including a description of sessions attended and what was learned (eg, UATA, RMATA, NATA, Big Sky or other conferences that have been pre-approved by AT Honors Advisor)
- Secure external research grant funding from a professional organization

Applying for Departmental Honors:

- ❖ Complete the Departmental Honors Application;
(This form is found on WSU Honors Website – <http://ww.weber.edu/honors>)
- ❖ Contact Dr. Matthew Donahue, the Athletic Training Honors Advisor, who will review and sign your application;
- ❖ Submit the signed application to Marilyn Diamond, the Honors Program Advisor;
- ❖ You must be admitted into Departmental Honors for at least one semester before graduating (you will receive a letter confirming your acceptance in the program);
- ❖ Meet the requirements listed above;
- ❖ Visit with Dr. Matthew Donahue early in the semester of anticipated graduation so as to complete the Departmental Honors Exit Application. Athletic Training advises that you complete and submit the Departmental Honors contract within the first 2 weeks of your Junior or Senior academic year;
(this form is found on the Honors Website – <http://ww.weber.edu/honors>)
- ❖ Submit the signed form to Marilyn Diamond, the Honors Program Advisor, who will clear you for your graduation with Departmental Honors.
Please note:
 - The exit application must be submitted prior to fall break for fall graduation and prior to spring break for spring graduation;
 - You must still apply for graduation through the graduation office.
 -

Recognition Through Departmental Honors:

- ❖ Your transcript and degree diploma will be printed with the distinction, “Departmental Honors in Athletic Training”;
- ❖ You will receive an invitation to all Honors Program social and educational events;
- ❖ You will receive an invitation to the Honors Nye Banquet when you graduate.

For more information, please contact:

Matthew Donahue
Marilyn Diamond

Assistant Professor of Athletic Training
Director of Departmental Honors 801-626-7950; Library, Office 218

matthewdonahue@weber.edu

Academic Attendance in AT Program Courses

The Weber State University AT Program faculty expects students to attend all classes for which they have registered. Registration in a course is regarded as an agreement between the student and the institution, the fulfillment of which depends on regular and punctual class attendance. The attendance policy will be clearly stated in each AT Program course syllabus by the respective faculty member. 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.

Students and faculty are expected to be on time for all AT Program courses. Students must wait ten (10) minutes for the AT Program instructor to arrive and start the scheduled class. If the instructor does not appear after ten minutes, the students are excused **UNLESS** prior arrangements have been made by the instructor.

Grading Scale

The specific details of how a student is to earn a certain grade in his/her classes will be explained by the instructor at the beginning of each class each semester, and outlined in each course syllabus.

Students must earn a minimum of a 80% on all final written and oral/practical exams given in the clinical application courses.

Academic Counseling

Students are also strongly encouraged to utilize the Health Promotion and Human Performance Departmental Academic Advisor - Sherrie Jensen who can be reached at sjensen3@weber.edu or 801-626-7425.

The AT Program Director will send out group advising emails (specific to the student's cohort) and will review courses that each athletic training student has registered for prior to the start of the subsequent semester. Athletic training students are encouraged to discuss any questions or concerns specific to their progression in the AT Program with the Program Director (Dr. Matthew Donahue).

Scholarships

There are two different scholarships that are awarded to Athletic Training Students by the WSU AT Program. Applications become available during each spring semester. Total amount awarded varies per year based on the funds provided by the Utah Legislature.

1. Dr. Russel N. Hirst Memorial Scholarship. Must be a rising junior or senior in the AT Program.

- a. Minimum 3.0 GPA.
 - b. This student will also serve as the President of the WSU Athletic Training Student Organization (WSU ATSO). Leadership ability is vital.
2. Tuition Waivers.
 - a. Based on Overall GPA

Other scholarships for athletic training students are available annually through outside entities. The faculty will assist those students interested in applying for any or all of the following:

1. Jack Cramer Scholarship - applications are due by April 15th each year.
2. Big Sky Conference Football Officials Athletic Training Student Scholarship - applications are due in May each year.
3. National Athletic Trainers' Association Research and Education Foundation Undergraduate Athletic Training Student Scholarship - applications are due by Feb. 10 each year. Applicants must be members of the NATA by the previous November.

Academic Integrity

Cheating and other forms of academic dishonesty will **NOT** be tolerated. The policy of the Weber State University Student Code, found at <http://weber.edu/ppm/6-22.htm> will be enforced. Any individual caught cheating on examinations and/or assignments or plagiarizing will receive an automatic "E" for their final grade. Furthermore, a letter will go into the student's file describing the situation. If the student has a second documented form of academic dishonesty, he or she will be dismissed from the AT Program.

Students have a special responsibility to academic standards, since Weber State University is an academic institution. 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. Plagiarizing (a willful misrepresentation of another person's work as one's own.)
3. The use (or appearance of use) of notes, books, cell phones, cameras, 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 in any grade book or record.
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.
9. Falsifying research data.

Harassment/Discrimination

Weber State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of the Vietnam era, sexual orientation or preference or gender, including sexual/gender harassment. Such an environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment. Thus, students in this program should practice professional deportment, and avoid treating others in a manner that is demeaning or derisive in any respect.

While diverse viewpoints and opinions are welcome in this program, in expressing them, we will practice the mutual deference so important in the world of work. Thus, while we encourage you to share your opinions, when appropriate, you will be expected to do so in a manner that is respectful towards others, even when you disagree with them.

If you have questions regarding the university's policy against discrimination and harassment you may contact the university's AA/EO office (626-6239) or visit its website:
<http://departments.weber.edu/aaeeo/>

Department of Athletic Training and Nutrition Student Conduct Policy

- I. INTENT: The intent of this policy is to ensure the maintenance of academic, professional, and ethical standards as well as the physical and emotional health and safety of ATN students, faculty, staff, and administrators.
- II. AUDIENCE:
 1. This policy applies to all students enrolled in any major, minor, or course offered by the ATN department whether face-to-face, online, hybrid, distance learning, or Ednet.
 2. It applies to all modes of interaction including face to face, email, discussion posts, and chat rooms. Such interactions may take place on or off campus tied to official course business.
 3. Each student is responsible for adhering to this policy and the policies that it makes reference to.
- III. CROSS-REFERENCE:
 1. Students should read the official WSU Student Code available:
http://www.weber.edu/ppm/Policies/6-22_StudentCode.html. This code provides details on student responsibilities, academic honesty, due process, and appeals among many other things.
 2. Each academic program in the ARN department (see <http://departments.weber.edu/ATN>) may have its own admission and retention standards. In such cases, this policy should be used in conjunction with the program policy; both policies equally apply.

3. Weber State University (WSU) has an affirmative action office that handles discrimination and harassment (<http://departments.weber.edu/aaeeo/>).

IV. HOW STUDENTS SHOULD BEHAVE: *They should*

- a. Adhere to the WSU Student Code.
- b. Treat others equitably and demonstrate respect for the dignity, individuality, culture, and values of each person.
- c. Exemplify honesty and integrity and behave morally and ethically.
- d. Respect the personal, academic, and professional rights of others.
- e. Do their own course work unless specifically instructed to collaborate.
- f. Demonstrate commitment and dedication to learning (such as by coming to class prepared and with required course materials) and openness to new ideas.
- g. Safeguard others from conditions detrimental to learning, emotional or physical health, or safety.
- h. Work cooperatively with other students, faculty, staff, and administrators.
- i. Share their opinions in a manner that is respectful toward others even when disagreements occur.

V. HOW STUDENTS SHOULD NOT BEHAVE: *They should refrain from*

- a. Disrupting class or the ATN department and facilities environment.
- b. Academic dishonesty (such as cheating, plagiarism, and violating copyright laws).
- c. Unprofessional or unethical conduct.
- d. Harassing or discriminating against others for any reason.
- e. Insubordination (defiance of authority).
- f. Using, distributing, or possessing illegal drugs or controlled substances.
- g. Engaging in criminal and unstable behavior (inconsistent with good societal citizenship).
- h. *Other incidences which may not be listed above.*

VI. GRIEVANCES: The ATN department recognizes the rights of students, faculty, staff, and administrators to express grievances and attempt to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between students, faculty, staff, and/or administration.

1. Whenever a misunderstanding or problem exists, first the parties (student and individual in grievance) are urged to discuss the situation immediately in a calm and constructive manner and according to the Student Code (*see section IIIa*).
2. If the matter is not settled by following section VIa, then the grievance may be heard and settled by the ATN department grievance hearing committee. This committee shall consist of a representative from each program area, usually program directors, and the department chair as an ex-officio member who will

determine the committee chair. The committee will follow the Student Code (*see section IIIa*).

VII. POLICY VIOLATION OUTCOMES:

1. Failure to comply with this policy can result in a warning (*notification of wrong doing*), probation (*trial period during which an offender has time to redeem himself or herself*), suspension (*temporary removal from one or more courses with possibility for future reinstatement*), dismissal (*permanent termination*), or expulsion (*removal from the institution*).
2. The offending student may be dismissed from their courses without refund, dismissed from their program of study (Major, Minor, or Emphasis), lose their right to use the ATN department facilities (Swenson Building and Stromberg Complex) and possibly other campus facilities.
3. Depending on the incidence and the outcome of section VI, an incidence report may be filed with the ATN department chair and/or the WSU Dean of Students (<http://www.weber.edu/DeanOfStudents>) and/or the police and/or other parties including but not limited to financial aid, scholarship, athletics, and records.

Professional Organizations

In the following section you will find links to the applications for joining some of the major national and state professional organizations in Athletic Training/Sports Medicine.

1. The National Athletic Trainers Association: www.nata.org
2. The Utah Athletic Trainers Association: www.rmata.org/utah
3. The American College of Sports Medicine: www.acsm.org

These sites can also be accessed via a link on the WSU Athletic Training webpage - <http://programs.weber.edu/athletictraining>.

Joining a professional organization is one mechanism of demonstrating your interest and commitment to the profession. Additionally, the BOC certification exam is less expensive for a student who is a member of the NATA.

Undergraduate Athletic Training Student Organization (UGATSO)

All Athletic Training students who desire admission into the Athletic Training Program will be encouraged to become members of the WSU Undergraduate Athletic Training Organization. The faculty believes it is very important for students to take an active role in the continuing development and support of the Athletic Training Organization. Moreover, by having more students participate and become active members, fund-raising for the club should increase, as well as the camaraderie between students and between students and faculty/staff. Additionally, fund-raising will enhance the potential for more students to attend state, district, and/or national Athletic Training/Sports Medicine Conferences. Students who do not join the club will not

receive club benefits such as athletic training items purchased for students and/or financial assistance to attend conferences.

AT PROGRAM CLINICAL EDUCATION EXPERIENCE

Preceptors

The AT Program uses Preceptors to supervise clinical education experiences for students to meet accreditation requirements. Preceptors are certified athletic trainers (ATC) or other credentialed health care professionals as defined by the American Medical Association and the American Osteopathic Association. In addition, the Preceptor must participate in an initial Preceptor Workshop offered by the AT Program (via the Clinical Education Coordinator) or participate in an individualized training program with the Clinical Education Coordinator.

Preceptors shall provide direct visual and auditory supervision for the student(s) assigned to him/her. In coordination with the clinical course instructor, the Preceptor works with a student to develop increased proficiency in the skills delineated by the practicum course.

Clinical Attendance

Each student attending the AT Program has the privilege, not the right, to attend the assigned clinical education experiences. Students are expected to follow all rules of ethics and conduct delineated in this handbook. If any student is dismissed from the clinical education experience for disciplinary behavior, his/her education in the AT Program may be terminated.

Students are to attend the clinical education experience at the time and facility designated by Coordinator of Clinical Education and AT Program Director. Students cannot miss AT Program courses or clinical classes to attend clinical education experiences without permission by their classroom instructor.

Each clinical application course has a minimum hours requirement. If a student is short of that minimum of 50 hours the student will automatically receive a grade of “E” for the course. If a student is short of the minimum hours by less than 50 hours (short 1-49 hours), his/her final grade in the course will be reduced by 0.25% for each missing hour. Refer to “Clinical Penalties Policy” regarding suspension from clinical rotations. Students are required to be at their site a minimum of 2 days per week but should not exceed a maximum of 25 hours per week during the fall or spring semester. Students may exceed this maximum outside of the semester prior (e.g., fall pre-season prior to first day of fall semester, winter break prior to the first day of the spring semester). Students must have a minimum of one day off in every seven-day period.

On the student’s first day at a new clinical rotation, the student must complete an orientation with their Preceptor including reviewing the Emergency Action Plan and any other relevant policies at that site.

Upon arrival at the clinical site, the student must check in with the Preceptor prior to beginning the clinical education experience. Prior to departing the clinical site each day, the student is responsible to check out with the Preceptor and document the correct number of hours on the *Monthly Clinical Hour Log*. Hours are to be rounded to the closest 15 minutes. Punctuality is a high priority, as this is a sign of dependability.

If snow or flooding or any other act of nature prevents a student from attending the clinical education experience, the student will arrange to make up the clinical time with his/her instructor as necessary. In the event that a sudden conflict, illness, or emergency arises, the student must notify the Preceptor immediately via phone or in person. Only in the most extreme conditions (i.e., death in the immediate family, hospitalization) will this notification be waived.

Students are responsible to communicate with the Preceptor on a daily basis regarding the hours of operation for the Preceptor related to the assigned clinical education experience. The student and Preceptor must work out an attendance schedule to meet the minimum number of hours required by the enrolled practicum course. Students are expected to be present at all designated hours. In the event a student needs to miss his/her assigned clinical time, arrangements should be made with Preceptor prior to missing the clinical time.

Unexcused absences and tardiness to clinical education experiences will be reflected in the student's final clinical evaluation by the Preceptor and will negatively impact the student's grade in their clinical application course.

If a student fails to attend a clinical education experience the student is subject to a written warning. The written warning may come in the form of an email to the student, with the Clinical Education Coordinator and/or Program Director copied on the email. Multiple written warnings for the same offense can result in suspension or dismissal. Suspension is defined as a temporary removal from one or more courses or clinical educational experiences with the possibility for future reinstatement. Dismissal is defined as a permanent termination from the program. The following protocol will be followed for a student's failure to attend his/her clinical education experience:

1. After the first unexcused absence, a conference will be scheduled between the student and the Preceptor to discuss the incidence and come to a resolution. The student will be given a verbal warning by the Preceptor.
2. After a second unexcused absence, the Preceptor notify the student that they will be contacting the Clinical Education Coordinator to discuss the incident and come to a resolution. A strike maybe issued at the discretion of the CEC.
3. After a third unexcused absence, a conference will be scheduled between the student, Preceptor, Clinical Education Coordinator, and Program Director to discuss all incidents. A third unexcused absence will result in a "strike" being issued and may also result in the student being removed from the site. See "Clinical Observation Hours" policy regarding failure to earn minimum required hours. If, as a result of this suspension the student earns below the minimum graded required in the clinical class, he or she will be placed on academic probation. The student, Preceptor, and Clinical Education Coordinator will complete and place a copy of the *Student Conference Report*, and the report will in the student's file.

In addition to the live class meetings, the student attends the clinical education experience, obtaining all of their clinical education hours under the direct auditory and visual supervision of an assigned Preceptor. During the clinical education experience with a Preceptor the student is able to work in the field under the direct supervision of the Preceptor and apply the competencies and proficiencies learned. The Preceptor is readily available to guide and interact with the student, and be able to intervene on the behalf of the patient.

Clinical education experiences are directly linked to the competencies and proficiencies of the practicum and clinical rotations courses. Students are assigned to a Preceptor and clinical responsibility/sport assignment that best fulfills the clinical education needs of the student. While it is highly desirable for students to complete their psychomotor competency and proficiency evaluations at their clinical rotations, this may not always be possible. Those assessments that cannot be completed in the clinical setting will be done in class.

During a clinical education experience a student **CANNOT** perform skills on a patient until the skill has been taught and assessed by a course instructor or Preceptor. This does not prevent the student and Preceptor from discussing or learning new material. However, the patient has a right to receive medical care from an individual trained in the specific skill.

Clinical Observation Hours

Prior to admission to the AT Program, students complete direct observation hours while enrolled in the AT 1500 course, which are different from direct supervision hours. Direct observation hours offer the new student an opportunity to **OBSERVE** the clinical education environment and become familiar the responsibilities and roles of the Preceptor and student. These students do not perform any direct patient care. **These students may not practice ANY skills on athletes, patients, or on other students.**

Clinical Education Guidelines

When the ATS is assigned to a Preceptor, it is essential that all personnel understand that the ATS is in the clinical education setting to learn under direct supervision, not simply to provide a service to patients and support personnel or act as a replacement for a full-time employee. The responsibilities of the ATS and Preceptor are provided below. Each student must sign a statement affirming these responsibilities prior to the beginning of each academic year to be placed in the appropriate file. See Appendix E for the Clinical Education Guidelines form.

The ATS should:

1. Place a priority on academic courses.
2. Communicate with the Preceptor regarding daily clinical experience opportunities.
3. Practice competencies with Preceptors and peers to develop proficiency.
4. Mentor and teach other students in the program.
5. Apply critical thinking, communication, and problem solving skills.
6. Be prepared for proficiency assessments on a daily basis.
7. Obtain AT Program clinical experiences during scheduled direct patient care supervision by the Preceptor.

8. Perform skills on patients only after being instructed on the skills (in classroom or by Preceptor).
9. Be willing to learn about variations in applying the same technique or skill.
10. Provide honest feedback of the AT Program clinical experience through the Preceptor Evaluation and the Clinical Experience Evaluation, completed at the end of each rotation.

The Preceptor should:

1. Accept the ATS assigned to his/her facility without discrimination.
2. Utilize the ATS for no more than 25 hours/week unless outside of the regular semester and/or reviewed with the Program Director and/or Coordinator of Clinical Education.
3. Provide the ATS with a minimum of one day off in every seven-day period.
4. Provide direct supervision of the ATS in the context of direct patient care, which is defined as direct visual and auditory interaction between the Preceptor and the ATS.
5. Allow the ATS an opportunity to answer his/her own questions using critical thinking and problem solving skills.
6. Provide supervised opportunities for the ATS to actively participate in patient care related to the practicum course and clinical experience level of the ATS.
7. Allow the ATS to only perform skills on patients once instructed on the skill (in classroom or by Preceptor).
8. Guide the ATS in using communication skills and developing professional and ethical behaviors.
9. Assess the ATS on competencies related to the practicum course and clinical experience level of the ATS.
10. Provide ongoing feedback to assist the ATS in developing proficiency in skills related to the practicum course and clinical experience level of the ATS.

Clinical Rotation Length and Hours

Clinical education experiences linked with AT 1501, AT 2500, AT 2501, AT 3500, AT 3501 and AT 4500 are 11-13 week rotations and/or the length of a full athletic season depending on the assignment. During the clinical education experience, a student must document the number of hours directly supervised by a Preceptor on the *Monthly Clinical Hour Log*. **These must be hours when you are involved in patient care or athletic training student duties.** The documentation must occur each day and must be accurate; hours can be rounded to the nearest 15 minutes. The following hours cannot be included when documenting hours on the *Monthly Clinical Hour Log*:

1. Time spent traveling with a team
2. Time spent traveling to/from your site
3. Academic hours (this includes doing homework at your site!)
4. Unsupervised hours
5. Time when your clinic is not in session (ie, daily lunch break)

Clinical hour requirements vary by Clinical Application course level. The required number of clinical hours for each course is listed below, as well as the recommended number of hours per week.

• AT 1500	5 hours/semester	≈ 1-2 hours/week
• AT 1501	100 hours/semester	≈ 6-7 hours/week
• AT 2500	100 hours/semester	≈ 6-7 hours/week
• AT 2501	150 hours/semester	≈ 10-12 hours /week
• AT 3500	200 hours/semester	≈ 14-16 hours/week
• AT 3501	250 hours/semester	≈ 16-20 hours/week
• AT 3550*	250 hours (summer)	≈ 16-20 hours/week
• AT 4500	200 hours/semester	≈ 14-16 hours/week

Students are required to establish a clinical education schedule with their Preceptor which should include a minimum of one day per week without clinical education experiences.

Students on the Accelerated track who take two Clinical Application courses in the same semester will only have to complete the higher number of clinical hours assigned to the upper division course. For example, if a student is enrolled in both AT 2500 and AT 3500, he/she will have to complete 200 clinical hours during that semester. *Accelerated track students are also required to enroll in AT 3550 in the summer semester between their first and second year in the AT program.

Students who are 50 hours or more short of the minimum required for the course will be given an “E” for the course. Students who are short of the minimum hours by 1-49 will have point reduction(s) from their course grade. See Clinical Application course syllabi for specific grading details. An up-to-date record of time spent fulfilling athletic training duties should be recorded on official monthly and semester time sheets only. Copies of these sheets are due to the classroom instructor **monthly** (no later than the 7th of the following month) and on or before the last day of finals. Hours submitted past the due date may not be accepted (at the course instructor’s discretion). ***Please be sure to completely fill out the document before submitting it to the classroom instructor.*** Any student who is found to have falsely documented hours (including clinical rotation hours, general medical hours, service hours or Professional Development Units) will be issued an “E” for the course and a letter regarding academic dishonesty will be placed in the student’s file in the Program Director’s office (academic dishonesty is defined in the AT Student Handbook – section on ‘Academic Dishonesty’).

Students cannot load clinical education experience hours at the beginning, middle, or end of the experience; this is not conducive to learning over time and developing proficiency in a skill or technique.

A student in the clinical education setting does not replace a paid employee nor is treated as a paid employee. A student completes a maximum of twenty hours per week, similar to a federal work-study student or NCAA student athlete. Students may NOT be paid for any clinical rotation assignments. Occasionally a unique opportunity may present itself for the student to obtain an outstanding educational opportunity requiring more than 25 hours during the week;

these opportunities should be discussed with the Program Director and/or Coordinator of Clinical Education.

Internships and Summer Camps

Students may choose to participate in athletic training internships and/or summer camps. These are not required by the AT Program, nor will they satisfy any AT program requirements. Students who choose to participate in these internships are responsible for ensuring that their participation in the internship does not violate the athletic training licensure laws or other similar regulations in the state(s) where the internship/camp will take place. The AT Program Director can assist the student in reviewing the state regulation(s) that may apply, but the student is ultimately responsible for the final determination. In addition, students who participate in an internship are strongly encouraged to purchase liability insurance that would cover the student during this experience.

Clinical Rotation Assignments

The WSU AT Program must balance students' career goals with their educational needs. Students will be assigned to a variety of on-campus and off-campus clinical rotations. Each student will, minimally, gain experience with male and female patients, individual and team sports, patients of different ages and backgrounds, high school and collegiate athletics (including both high and low-risk sports), sports requiring protective equipment (e.g., helmet and shoulder pads), a physical therapy or sports medicine-type rehabilitation clinic, and a general medical setting such as a physician's office.

Each semester, students will be asked to submit their preferences, including any extenuating circumstances which limit their ability to complete certain rotations. A conflict with paid employment is not considered a legitimate extenuating circumstance. Within the educational parameters, the faculty will make every effort to accommodate each student's interests, needs, and career goals, although these needs cannot always be met.

Students may not receive payment for any clinical rotation.

Students must complete a majority of their clinical experiences with Preceptors who are also Certified Athletic Trainers, who are licensed as ATs in the state of Utah.

General Medical Rotation

Each athletic training student will be assigned a general medical rotation. This rotation will be assigned during or following the semester in which the student is enrolled in the AT 4550: General Medical Conditions course. This rotation will be completed concurrent with student's assigned clinical rotation. The student must complete a minimum of 20 hours during the general medical rotation period (determined in advance by the Clinical Education Coordinator). These hours will count towards the total minimum required hours for the student's Clinical Application course. ***If a student fails to complete the general medical rotation during the assigned period, they will be given a failing grade in the Clinical Application Course (C- or below) and will be***

required to complete the general medical rotation the following summer (NOTE: this may delay the student's graduation).

Liability Insurance

For the protection of the student accepted into the AT Program, all students enrolled in clinical observation and application courses (i.e., AT 1500, 1501, 2500, 2501, 3500, 3501, 3550, 4500) will be required to carry medical liability insurance. This insurance will be provided at no cost to the student through a group policy arranged by Weber State University. The liability insurance coverage applies to all classroom and clinical education experiences delineated by the AT Program.

This insurance **DOES NOT** cover student activities such as summer clinical rotations, winter break clinical rotations, transporting an injured or ill athlete, driving an institutional vehicle, acting as an unsupervised first responder, or other similar activities.

Clinical Rotations in the Summer or during Winter Break

Clinical hours during the summer and/or winter breaks are optional (with the exception of accelerated track students who are required to enroll in AT 3550). Students are NOT required to attend pre-season practices and/or competitions prior to the first day of classes nor are they required to attend practices and/or competitions during the winter break. However, these can often be very valuable learning experiences and students are encouraged to gain clinical experiences outside of academic year.

Students who complete hours in the summer or during winter break must purchase additional liability insurance at their own cost. AT Program faculty will assist students with this process. **NOTE: newly-admitted students who have not yet taken AT 1501 may NOT earn any hours prior to their first assigned rotation. Once the fall rotation has been assigned by the Clinical Education Coordinator, students may purchase additional liability insurance and may begin pre-season activities with their assigned rotation only.**

In the summer and/or over winter break, students may earn a maximum of 1/3 of the clinical hours required for the following semester. However, these clinical rotations must be approved in advance by the Clinical Education Coordinator and proof of liability insurance must be on file with the CEC prior to the students earning any clinical hours. Students on these rotations must still complete clinical hour forms and all applicable evaluation forms.

During the summer and winter breaks, students **MUST** earn their hours with their assigned clinical rotation if it is available. If the assigned clinical rotation is not available, the student must get permission from BOTH the Clinical Education Coordinator AND the Preceptor in order to go to a different clinical rotation. For example, if a student is assigned to Weber State University Football for their fall rotation, which begins typically on Aug. 1, they may NOT earn summer hours at a clinic in August. The only rotation where they may earn summer hours in

August would be with WSU Football. However, the student could earn hours at the clinic in June and July.

Clinical Rotation Evaluations

Evaluations are a crucial part of the academic process, both for the program and the student. See Appendix F for all Clinical Rotation Evaluation forms. Required evaluations include:

1. A Preceptor Evaluation Form at the end of each clinical education experience.
2. A Clinical Education Site Evaluation at the end of each clinical education experience.
3. A self-evaluation at the end of each clinical education experience.

Mid-rotation Preceptor/Student Meeting

All students enrolled in AT Program must schedule a conference with their assigned Preceptor at the mid-point and end of each clinical rotation. The purpose of the conference is to talk about clinical strengths/weakness of each specific student, and satisfactory completion of practicum course competencies and clinical proficiencies.

Students will document the mid-rotation meeting, have it signed by their Preceptor, and submit it to their clinical course instructor. For the final evaluation, students will have their Preceptor use the level-specific evaluation form found in their clinical course packet.

Transportation to Clinical Education Experience

Students are expected to assume responsibility for their own transportation to the various clinical education experience assignments that are off campus. Please note that the AT Program attempts to work with those students who do not have their own transportation, but remember that the **student has the ultimate responsibility** in making sure that s/he arrives to his/her clinical experience assignment on time. Car-pooling is strongly encouraged and recommended if possible. (**NOTE:** a current bus schedule can be picked up in the Student Union, in the event you need to catch a bus to go to any of the clinical sites.)

It should be noted that students are not authorized to drive an institutional vehicle as part of the clinical education experience, unless appropriate training and paperwork have been completed.

Transportation of an Ill or Injured Patient

A student in the AT Program should not be the primary driver in the transportation of an injured or ill patient, unless the necessary training and paperwork have been completed. An AT Program student transporting an injured or ill patient is not under the direct (auditory and visual) supervision of their Preceptor, thus placing the patient at risk. Therefore, only patients/athletes who have been deemed stable by the Preceptor should be transported by a student. This should never be done without prior approval EACH TIME by the Preceptor.

AT Program Policies

Dress Code

The guidelines below reflect the minimum standards for clinical rotations with WSU athletic teams. Off-site clinical rotations may require a more formal dress code. Your Preceptor may require site-specific attire (eg, polo with site's logo). All students enrolled in the Athletic Training major must wear the following uniform at a minimum (unless more formal attire is required) while attending clinical education experiences:

1. "Polo" style shirt with WSU Athletic Training logo. Note: WSU AT polo shirts can be purchased through the WSU Bookstore for approximately \$25-55/shirt.
2. Sweatshirt with WSU Athletic Training logo.
3. Solid color, neat, pants or shorts.¹ ***Jeans are not acceptable at any clinical site***

For outdoor events, a student should be prepared to add layers of clothing in the event of weather changes. Additional clothing is fine under the following conditions:

1. Clothing is approved by the Preceptor.
2. Clothing does not contain vulgar, profane, or other inappropriate advertising.
3. The student continues to wear the Athletic Training shirt or sweatshirt underneath.

For indoor events, a student should be prepared to wear appropriate professional dress clothes. Professional dress clothes must be functional and appropriate to the event. This clothing should meet the following guidelines:

1. No spiked shoes; no high heels over 2".
2. Skirt length must be knee length or longer.
3. No low cut or see through blouses.
4. No clothing that exposes undergarments.
5. All ties must be worn with a tie tack.
6. No long jewelry that may interfere with patient care (e.g., long necklaces, dangling earrings, etc).

All students enrolled in the AT Program must follow the additional uniform guidelines while attending clinical education experiences: All shirts must be tucked in.

1. All pants with belt loops should be worn with a belt.
2. All shoes must be closed-toe shoes; NO sandals or flip-flops; laces must be tied.
3. Socks must be worn.
4. Clothing must be neat and clean.
5. No short shorts or low waist pants (i.e., trendy hip huggers).
6. No exposed cleavage.
7. No ripped or torn pants.
8. No Jeans!
9. No hats/caps are to be worn to clinical education experiences²

¹ *Shorts are not acceptable attire at Sports Medicine/Physical Therapy Clinics, Medical Rotations, or Surgical Observations. **Jeans are not acceptable at any clinical site.***

10. A digital watch or a watch with a second hand must be worn during clinical education experiences.
11. AT Program nametag (if applicable, see Nametag Policy below)
12. Photo ID badge must be worn at all times for McKay-Dee Hospital/IHC rotations.
13. Hair must be neat and clean and maintained in such a manner to professionally fulfill clinical responsibilities.
14. No body piercing to areas other than the ear lobe are allowed while attending clinical education experiences; this is an OSHA requirement.
15. Body art must be covered with appropriate clothing as outlined in this section.
16. Students should not wear any clothing that identifies them as a WSU Athletic Training Student to any bar, night club, gentlemen or ladies clubs, etc.

Name Tags

All AT Program students will be issued a nametag prior to the start of their first clinical rotation. For all sites, AT students are required to wear nametags for the first few weeks to identify yourself to student-athletes/patients as a student. The name tag is to be worn on the upper chest, on the left or right. It is up to the Preceptor's discretion if/when the nametag is no longer required.

Dress Code Violation

Students who are in violation of the dress code will be asked to leave their clinical assignment, change into appropriate clothing, and return to the assignment immediately. The Preceptor may ask students not to return if dressed inappropriately. Additional penalties are outlined below.

Clinical Education Penalties (Clinical Probation)

The Weber State University AT Program has adopted a "3 strikes" rule for violations of AT Program policies. Any athletic training student who accumulates 3 strikes* during their academic enrollment in the Athletic Training Program will be placed on clinical probation for the remainder of their time in the Program (NOTE: clinical probation is NOT the same as academic probation). If while on probation, a student is issued another strike (4th), he/she will be suspended from their clinical rotation and will not be allowed to earn any additional clinical hours during that semester (NOTE: clinical suspension is NOT the same as academic suspension). See "Clinical Observation Hours" policy regarding failure to earn minimum required hours. If, as a result of this suspension the student earns below the minimum graded required in the clinical class, he or she will be placed on academic probation.

Any student placed on clinical probation will be given last priority during clinical rotation assignment in the subsequent rotation period (assuming the issue(s) that resulted in probation have been rectified). If a student is suspended from their site for the semester, they may be assigned a site for the next rotation (following the clinical probation penalty), assuming the issue(s) that resulted in suspension have been rectified. Strikes **do not** reset during the program. If a student receives another strike (5th), which would result in a clinical suspension for a second

² Hats may be permissible at outdoor events upon the approval of the Preceptor; these hats must have a WSU logo or no logo.

time (consecutive or non-consecutive) during enrollment in WSU AT Program the student will be expelled from the program.

- *a “strike” is defined as any violation of AT Program policies. Examples include, **but are not limited to**, dress code/ATS uniform violations, attending a rotation to which you are not assigned, unauthorized cell phone usage during clinical rotation, or any other behavior deemed by the preceptor or AT Program faculty to be inappropriate and/or unprofessional. Strikes may also be issued for failure to submit clinical education paperwork on-time (e.g., clinical orientation form, immunizations, preceptor evaluations).
- Strikes do not necessarily need to be from the same category (example: a student may earn strike 1 for a dress code violation, strike 2 for inappropriate use of cell phone, and strike 3 for earning hours at an unassigned rotation).
- Strikes may be issued by athletic training faculty/staff/instructor or Preceptor.
- All strikes will be written warnings (which may come in the form of an email to the student, with the CEC and/or PD copied on the email) and will be recorded in the AT student’s file in the Program Director’s office.
- The AT student, preceptor and all AT Program faculty will be notified via email of each strike received.

Professional Development Units

Athletic training education reform has mandated that any student sitting for the BOC exam must graduate from an accredited Athletic Training Program (ATP). Therefore, after you graduate, what makes you any different or better than someone else applying for the same job?

The purpose of the Professional Development Unit (PDU) Program is to:

- Encourage students to pursue current and future professional development activities;
- Ensure that students become involved and engaged in a variety of different professional development experiences while matriculating through the ATP;
- Make students more marketable to prospective graduate schools and/or employers;
- Allow students to become accustomed to seeking out professional development activities.

Each semester you are enrolled in a clinical course, each athletic training student (ATS) must accumulate Professional Development Units (PDUs), approved by the appropriate supervisor (the best person to verify your activity, not necessarily your current preceptor). Acceptable activities are listed on the following pages. Please pay close attention to the various categories and the minimum/maximum amounts of PDUs available from each category. Similar to Continuing Education Unit (CEU) requirements for BOC credentialed professionals, progress should be continuously made toward the required number of PDUs over the course of the semester to avoid the need to “cram” for activities at the end of the semester.

Fulfillment of this program will be reflected in a portion of the clinical course grade each semester. During each semester, students must maintain documentation of their completion of a minimum number of PDUs and submit all required documentation to the Clinical Course Instructor with the rest of the final clinical packet. This must include whatever verification is required under your activity Category, as well as the “PDU Semester Log.”

The “semester” will begin on the day after last day of classes for the previous semester, so activities completed during the summer will count towards the upcoming fall semester’s requirements, and activities completed during the winter break will count towards the upcoming spring semester’s requirements.

Calculate minimum in your clinical class by: (minimum category A) + (minimum category C) + (5 additional PDUs)

- 1501: $2+5+5 = 12$
- 2500/2501: $2+10+5 = 17$
- 3500/3501/4500: $2+15+5 = 22$
- 6501: $2+ 10 +5 = 17$
- 6502/6503/6504: $2+ 15 + 5 = 22$

Category A (MINIMUM: 2 PDUs/semester)

Professional Conferences/Seminars/Workshops

*(Available PDUs will be equal to the CEUs available for Certified Athletic Trainers –**1 PDU/hour. Students should only claim hours actually spent attending the conference/seminar/workshop.)*

- Attending NATA, ACSM, NSCA National Symposia
- Attending RMATA or other district Symposia
- Attending UATA Symposium
- Attending WSU Sports Medicine/Diversity Guest Speaker Engagements
- Surgery observation, EMS ride along, etc.
- Attending other (must be approved) athletic training related conferences/seminars, etc.

*NOTE: a 1-page summary for each event should be submitted for items in this category

Category B (maximum of 5 PDUs/semester)

Athletic Training (or related) Association Involvement

- Member* of NATA (2 PDUs/semester of paid dues), ACSM (1 PDU/semester of paid dues), NSCA (1 PDU/semester of paid dues, others as approved by Program Director) - Must show proof of current membership.
 - **Verification of membership MUST be included with PDU form*
- Undergraduate or Graduate Athletic Training Organization (UGATSO/GATSO) Officer, RMATA Student Affairs Committee, UATA Student Committee, etc (1 PDUs/semester)
- Undergraduate or Graduate Athletic Training Organization (UGATSO/GATSO) member (0.5 PDU/semester of paid dues)

*NOTE: proof of membership must be submitted in order to earn credit for items in this category

Category C (MINIMUM: 5 PDUs/credit hour/semester)Additional clinical experience as an athletic training student (outside of your assigned clinical rotation) (**1 PDUs/hour**)

- Summer camp ATS (in addition to ATP requirements; must be supervised)
- Athletic training related internship (in addition to ATP requirements; must be supervised)
- ATS for local tournaments/events (in addition to ATP requirements; must be supervised)

*NOTE: all partners must have current affiliation agreements with the WSU ATP

*NOTE: a 1-page reflection for each experience MUST accompany the Service Hours verification form

Category D (maximum of 10 PDUs/semester)Assistance with on or off-campus courses, workshops, exams, tutoring, etc. (1 PDU/hour)

- Serving as a lab assistant for AT courses
- Serving as a lab assistant for science-based support courses (e.g., ZOOL)
- Assisting as a model for a practical exam (other than required or in a course that you are enrolled in)
- Coordinating and leading study/tutoring sessions for AT related courses
- Guest speaking (career day, field work, etc)

*NOTE: Service Hours verification form must be submitted for items in this category

Category E (maximum of 10 PDUs/semester)

Research Involvement

- Serving as a research participant and/or attending a data collection session, as approved by project primary investigator **(1 PDU/hour)**
- Serving as a research assistant (CANNOT include a project that you are listed as an investigator on), as approved by project primary investigator **(2 PDUs/hour)**
- Case study or original research projects presented by the student (poster or other) and/or publication (JAT, ATEJ, etc) at NATA, RMATA, UATA, or other athletic training related conference. **(5 PDUs for the semester the presentation/manuscript was accepted)**

*NOTE: a signed PDU verification form must be submitted for items in this category, as well as proof of conference/journal acceptance (if applicable)

*NOTE: If the student does not present the accepted project, the PDUs will be revoked.

Category F (maximum of 5 PDUs/semester)

Other/Miscellaneous - **must** be approved in writing by the Program Director or Clinical Education Coordinator **prior to the activity. (PDUs obtained must be agreed upon in advance)**

APPENDIX C

Criminal Background Check Policy

Drug Testing Policy

Weber State University
Athletic Training Program
Student Criminal Background Check Policy

1. **PURPOSE:**

The WSU Athletic Training Program enters into Affiliation Agreements with multiple healthcare facilities and schools throughout the state. These agreements provide WSU Athletic Training Education student and faculty authorized access to facility resources and patients. In response to stipulations contained within one or more of these Agreements, the WSU Athletic Training Program requires students admitted to the Athletic Training Program to submit to a FBI level criminal background check. This screening process has been mandated by the WSU Athletic Training Program in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities, and is fully supported by the Department of Health Promotion and Human Performance and the Athletic Training Education faculty.

2. **POLICY:**

Prior to beginning the Athletic Training Program all students must submit to and provide evidence of a FBI criminal background check (CBC). If the CBC reveals history of convicted criminal actions, the student may be prevented from beginning the Athletic Training Program. If extenuating circumstances result in the CBC results being returned after the first day of class, and found to be positive for convicted criminal actions, the student may be expelled from the Athletic Training Program and will not be entitled to any refund of tuition dollars and other fees.

3. **PROCEDURES:**

All students who wish to apply for admission to the WSU Athletic Training Program(s) are informed in writing that they are required to submit to a FBI level criminal background check.

- A.1 The following written statement, as well as instructions for obtaining the CBC, are found in both the admission and acceptance packets:
"If your record reveals prior criminal convictions, it may affect your eligibility to begin and/or remain in the Athletic Training Program. Actions which would preclude an individual from admission to, or continuance in the Athletic Training Program include: aggravated assault, spouse or child abuse, sexual predatory behavior, financial related crimes such as identity theft, and issue of moral turpitude (reference Utah Department of Professional Licensing). This list is not inclusive of all criminal convictions that will prevent program admission and/or progression, and the program reserves the right to review each student's record on an individual basis."
- A.2 If your background check documents a criminal conviction, it may be required of you to obtain official verification that the charge(s) have been expunged.
- B.1 Students are provided an instructional document providing step-by-step instructions for obtaining a FBI level criminal background check.
- B.2 Students are responsible for the expense associated with this documentation. This information is attached.
- B.3 Disclaimer included in the admission and orientation packet states: "Students are encouraged to have their criminal record expunged prior to seeking criminal background check."
- C.1 Any student convicted of one or more felonies, must receive an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application to the Athletic Training Program. Therefore, students who have committed felonies and have not met the above-stated criteria will not be allowed to enter/progress in the Athletic Training Program.

- C.2 Students whose criminal background checks reveal evidence of prior convictions will be reviewed on a case-by-case basis to determine if they will be allowed to enter/progress in the Athletic Training Program.
- C.3 Students who have committed a felony, but have successfully petitioned to reduce the conviction to a misdemeanor charge, will be reviewed on a case-by-case basis to determine if they will be allowed to enter/progress in the Athletic Training Program. Students who have criminal convictions in which actual or potential physical, emotional, or financial harm to another individual was involved will be treated as stated in C.1.
- D.1 Students already progressing in the Athletic Training Program are required to report any pending criminal charge(s) at the time that they occur (this includes throughout the entirety of their Athletic Training Education educational program).
- D.2 The Program reserves the right to place the student reporting a pending criminal charge on an approved program leave-of-absence until the courts have made a decision regarding the criminal actions.
- D.3 If criminal charge(s) are dismissed, the student will re-enter the Athletic Training Program at the earliest date possible.
- D.4 If the courts determine that the charges are valid and a conviction is made, the student's status in the Athletic Training Program will be reviewed on a case-by-case basis. Procedures outlined in Items C.1 - C.3 will be the basis for the program's response.
- D.5 Students placed on an approved program leave-of-absence until the courts have made a decision regarding the criminal charge(s) will have a "T" grade placed on their educational record.
- D.6 If the charge(s) are dismissed, or the program determines that the students may progress to completion, the student will be allowed to resume the Athletic Training Education course work without financial loss and the "T" grade will be converted to actual grade earned.
- D.7 If the charge(s) are not dismissed and the program determines that the student is to be dismissed from the program, the student will be subject to the WSU policy guiding refund of tuition and fees.
- E.1 Information obtained in the criminal background check may be disclosed on a need-to-know basis to instructors, administrators, and contracted clinical facilities.
- F.1 A student who wishes to grieve the Program decision relative to the actions taken in response to the results of their criminal background check are referred to WSU Policy Section 6-23 thru 33; Student due process policy and procedures.
- F.2 A student seeking such action will be placed on an approved program leave-of-absence until the final outcome of his/her grievance is determined.
- F.3 As always, the safety and well-being of patients, clients, and residents of our contracted clinical facilities remain our first consideration.

NonCriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CRF), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you that job, license, or other benefit based on information in the criminal history record.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34).

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.

The FBI has no objections to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on the positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

**FULL BACKGROUND CHECKS NOW REQUIRED OF
ALL ATHLETIC TRAINING STUDENTS AT WEBER STATE UNIVERSITY**

- 1] Submit a **receipt for \$20** paid to the WSU Cashier's office to the WSU Livescan office and another \$35 receipt paid to **WSU Athletic Training** to the ATN Administrative Assistants or the Program Director. Present your government issued photo ID. You will then complete a form allowing you to get fingerprinted on campus (Request for Electronic Applicant Background Check). Detailed instructions and forms were provided during your orientation meeting in the spring semester.
- 2] Take the paperwork and receipt for \$20 the Fingerprint Office (Room 22 in the basement) in the McKay Education Building. Your fingerprints will be recorded electronically and your background check results will be sent directly to the Athletic Training Program Director. AT Students who are unable to make the scheduled times will need to schedule an appointment with the Livescan office during normal fingerprinting office hours. Fingerprinting **MUST** be completed by the last day of the spring semester in the year that students are offered admission to the AT Program.
- 3] Your results will be returned to the AT Program Director within 2-7 business days. You may contact her directly to learn the results of your background check.

Applicant Record Notification

Notification

Fingerprints submitted will be used to check the criminal history of the FBI records

Obtaining Copy

Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>

Change, Correction, or Updating

Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

IF YOUR RECORD REVEALS A HISTORY OF CONVICTED CRIMINAL ACTIONS, IT MAY AFFECT YOUR ELIGIBILITY TO BEGIN (OR REMAIN IF YOU HAVE ALREADY STARTED THE PROGRAM). IF YOUR BACKGROUND CHECK DOCUMENTS A CRIMINAL CHARGE, THEN IT MAY BE REQUIRED BY YOU TO OBTAIN OFFICIAL VERIFICATION THAT THE CHARGE(S) HAVE BEEN DISMISSED OR OTHERWISE CLEARED.

I REALIZE THAT I MAY BE EXPELLED FROM THE PROGRAM AND WILL NOT BE ENTITLED TO ANY REFUNDS OF TUITION DOLLARS OR OTHER FEES!

Print Name

Signature

Date

Fingerprinting must be completed by the last day of the spring semester in the year that students are offered admission to the AT Program

Weber State University
Bachelors of Science in Athletic Training Program
Student Drug Screen Policy

1. PURPOSE:

The WSU Bachelors of Science in Athletic Training (BSAT) Program enters into *Affiliation Agreements* with multiple health care facilities and public schools throughout the state. These agreements provide WSU BSAT students and faculty authorized access to facility resources and patients. In response to stipulations contained within one or more of these Agreements, the WSU BSAT Program requires students to submit to a urine drug screen analysis for the presence of controlled and/or illegal substance(s) in order to be retained in the BSAT Program. This screening process has been mandated by the WSU BSAT Program in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities, and is fully supported by the Health Promotion and Human Performance Department and the Undergraduate Athletic Training faculty.

In order to remain in compliance and good standing with our partners in healthcare delivery, the BSAT Program has contracted with JAG Exam Services to perform the required urine drug screen on our students entering the program(s). JAG Exam Services is an approved testing site which meets standards of testing and reporting of results to the Program.

2. POLICY:

No later than the first semester of the BSAT Program, all students must submit to and provide evidence of a negative drug screen. If the drug test reveals the presence of a non-prescribed controlled substance, then the student may be prevented from beginning the BSAT Program. If extenuating circumstances result in the drug screen results being returned after the first day of class, and found to be positive for non-prescribed controlled substance(s), the student may be expelled from the BSAT Program and will be subject to the WSU policy guiding refund of tuition and fees.

3. PROCEDURE:

All students who wish to apply for admission to the WSU Athletic Training Program are informed in writing that they are required to submit to, and pass, a urine drug screen after acceptance into the program.

A.1 The following written information and instructions are found in both the admission and acceptance packets: “If your drug test reveals the presence of a non-prescribed controlled substance it may affect your eligibility to remain a student in the WSU BSAT Program.”

- A.2 If the urine drug screen is positive for metabolites of controlled substances, the student may be required to provide medical documentation of the prescribed controlled substance(s).
- B.1 Students are provided an instructional document providing instructions for obtaining the urine drug screen at an approved testing facility.
- B.2 The student is responsible for the cost of the urine drug screen.
- C.1 If a student's results return indicating a "dilute" sample, testing must be repeated at the student's expense.
- C.2 A second "dilute" test result will be interpreted as a positive screen, and the student may not be allowed to enter and/or continue in the program.
- D.1 Drug screen results that read as "positive" for metabolites of non-prescribed controlled substances will result in the student not being allowed admission, or being withdrawn from the program.
- D.2 Students have the option of requesting a re-screen by a different, state approved, drug screening agency. The re-screen must be a lab-based test and must screen for the same drugs.
- D.3 The re-screen will be at the student's expense.
- E.1 A student who refuses to submit to the urine drug screen or who does not have the screening performed by the date indicated on the admission form may forfeit his/her position in the BSAT Program.
- F.1 The Program reserves the right to ask any student(s) in the BSAT program(s) to submit to additional testing throughout the duration of their WSU BSAT Program experience. This action will be engaged if a student appears to be intoxicated or under the influence of drugs, narcotics, or chemicals. This action could also be engaged based upon a reasonable suspicion of drug use by the student. Undergraduate Athletic Training faculty, in consultation with other Athletic Training faculty and/or health care professionals, are authorized to make this determination. If it is suspected that the student is impaired, in order to avoid a potential threat or risk to the public health, safety, or welfare, the student will be required to leave the clinical setting. If the student is suspected of current or recent drug use, the student will be informed, in writing, that they must submit to another drug test within 48 hours. This additional drug test will follow all previous procedures outlined in this policy. The cost of additional urine drug screens will be the responsibility of the student. If this drug screen is positive, the student may be suspended or dismissed from the BSAT Program at the discretion of the Program Director.
- G.1 Students who test negative on the urine drug screen have passed the drug screen criteria for program admission.
- H.1 A student who wishes to grieve the Program decision relative to the actions taken in response to the results of his/her urine drug screen are referred to Student Code, PPM 6-22.
- H.2 A student pursuing a grievance process will be placed on an approved program leave-of-absence until the final outcome of his/her grievance is determined.
- H.3 As always, the safety and well-being of students, patients, clients and residents of our contracted clinical facilities and schools remain our first consideration.

**“URINE DRUG TEST” NOW REQUIRED OF
ALL ATHLETIC TRAINING STUDENTS AT WEBER STATE UNIVERSITY**

This Drug Test must be completed by the last day of the spring semester
in the year that students are offered admission to the AT Program

JAG Exam Services is located at: 924 24th Street, Suite #1, Ogden UT Phone: 399-9686

On the day that you go to test, please bring the following three items with you:

- 1] The “permission to test” document. This document identifies you as a Weber State University Athletic Training Education student. If you do not have this “permission to test” document with you then you will not be allowed to take the drug test.
- 2] The Fee for the Urine Drug Screen will be approximately \$24.00. Cash or Check only. No credit cards will be accepted.
- 3] A Photo I.D. (Drivers License or WSU Student ID).

•**Please note:** Drug Test times are from 8 a.m. until 5:00 p.m.
Monday through Friday ONLY. No Saturday or Sunday Testing
An appointment is necessary. Call 399-9686 to arrange an appointment
if necessary. Please be sure to let them know that your test is for the
WSU Athletic Training Education Administration.

•Results of the Urine Drug Test will be sent directly to WSU Athletic Training
Education Administration.

**IF YOUR DRUG TEST REVEALS THE PRESENCE OF A NON-PRESCRIBED
CONTROLLED SUBSTANCE IT MAY AFFECT YOUR ELIGIBILITY TO ENTER AS,
AND/OR REMAIN A STUDENT IN THE WSU ATHLETIC TRAINING EDUCATION
PROGRAM.**

Weber State University
Athletic Training Education Program
“Urine Drug Test”
–Permission to TEST–

Drug Screen Facility:
This document gives you permission to carry out a “Urine Drug Test” for the
WSU Athletic Training Education Student who presents this to you.

WSU Athletic Training Education Administration

From: **FINAID@WEBER.EDU** <FINAID@weber.edu>
Date: Mon, Jan 27, 2014 at 5:01 AM
Subject: HEOA Controlled Substance and Federal Financial Aid Notification

Dear WSU students, faculty and staff;

Federal law requires us to notify you of potential penalties if convicted of the possession or sale of a controlled substance (i.e. illegal drugs) under any Federal or State Law. Individuals enrolled in classes, who would otherwise be eligible for Federal Financial Aid would no longer be able to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified as follows:

If convicted of an offense involving the 'possession' of a controlled substance:

Ineligibility period is:

First offense - 1 year

Second offense - 2 years

Third offense - Indefinite

If convicted of an offense involving the 'sale' of a controlled substance:

Ineligibility period is:

First offense - 2 years

Second offense - Indefinite

Weber State University prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as part of school activities as outlined in the Student Alcohol and Drug Policy (PPM-10). http://www.weber.edu/ppm/Policies/6-10_StudentAlcoDrug.html and in the Alcoholic Beverage Policy (3-30b) http://www.weber.edu/ppm/Policies/3-30b_AlcoholicBeveragePolicy.html The institution may impose sanctions upon students and employees who violate these policies.

Sincerely,
Mr. Jed Spencer, Director of Financial Aid & Scholarships
Weber State University

APPENDIX D

Clinical Education Guidelines

Weber State University
Athletic Training Program
Clinical Education Guidelines

When the athletic training student (ATS) is assigned to Preceptor, it is essential that all personnel understand that the ATS is in the clinical education setting to learn under direct supervision, not simply to provide a service to patients and support personnel or act as a replacement for a full-time employee. The responsibilities of the ATS and Preceptor are provided below.

The ATS should:

1. Place a priority on academic courses.
2. Communicate with the Preceptor regarding daily clinical experience opportunities.
3. Practice competencies with Preceptors and peers to develop proficiency.
4. Mentor and teach other students in the program.
5. Apply critical thinking, communication, and problem solving skills.
6. Be prepared for proficiency assessments on a daily basis.
7. Obtain AT Program clinical experiences during scheduled direct patient care supervision by the Preceptor.
8. Perform skills on patients only after being instructed on the skills (in classroom or by Preceptor).
9. Be willing to learn about variations in applying the same technique or skill.
10. Provide honest feedback of the AT Program clinical experience through the Preceptor Evaluation and the Clinical Experience Evaluation, completed at the end of each rotation.

The Preceptor should:

1. Accept the ATS assigned to his/her facility without discrimination.
2. Utilize the ATS for no more than 25 hours/week unless reviewed with the Program Director and/or Coordinator of Clinical Education.
3. Provide the ATS with a minimum of one day off in every seven-day period
4. Provide direct supervision of the ATS in the context of direct patient care, which is defined as direct visual and auditory interaction between the Preceptor and the ATS.
5. Allow the ATS an opportunity to answer his/her own questions using critical thinking and problem solving skills.
6. Provide supervised opportunities for the ATS to actively participate in patient care related to the practicum course and clinical experience level of the ATS.
7. Allow the ATS to only perform skills on patients once instructed on the skill (in classroom or by Preceptor).
8. Guide the ATS in using communication skills and developing professional and ethical behaviors.
9. Assess the ATS on competencies related to the practicum course and clinical experience level of the ATS.
10. Provide ongoing feedback to assist the ATS in developing proficiency in skills related to the practicum course and clinical experience level of the ATS.

APPENDIX E

Change of Clinical Assignment Form

**Weber State University
Athletic Training Program
Change/Addition of Clinical Assignment**

Student _____ Date _____

Current Clinical Assignment _____

Proposed Clinical Assignment _____

Reason for change or addition

Student Signature/Date

Current Preceptor Signature/Date

Proposed Preceptor Signature/Date

Coordinator of Clinical Education or Program Director
Signature/Date

APPENDIX F

Confidentiality, Privacy, and Security Agreement

**Weber State University
Athletic Training Program
Confidentiality, Privacy, and Security Agreement**

Weber State University's Athletic Training information systems and those at affiliate sites contain confidential information pertaining to patients/student-athletes, health care professionals, and the Athletics Department. These systems may include computer hard drives, removable media storage mediums, filing cabinets, and medical records. This information is required by law to be protected, and thus imposes many obligations. This agreement is established to inform individuals who use these resources of their responsibilities and to secure their agreement to abide by the associated policies.

I WILL:

- Only disclose information, verbally and in written form, to those authorized to receive it.
- Respect the privacy and rules governing the use of any information accessible through an information system or computer network and only utilize information necessary for performance of my job.
- Report any violation of confidentiality of computer usage policies.
- Respect the ownership of proprietary software.
- Respect the finite capability of the systems and limit my use so as not to interfere unreasonably with the activity of others.
- Abide by all the procedures and policies established to manage the use of the system.

Student Initials

I WILL NOT:

- Exhibit or divulge the contents of any record or report except to fulfill a work assignment.
- Attempt to access information by using a user identification code or password other than my own.
- Remove any records, reports, or copies from their storage location except in the performance of my duties.
- Release my user identification code or password to anyone or allow anyone to access or alter information under my identity.
- Use these resources to engage in illegal activities, or harass anyone.
- Allow unauthorized use of information maintained, stored or processed by WSU Athletic Training or affiliate clinical sites.
- See personal benefit of, or permit others to benefit personally by any confidential information or use of equipment available through my clinical assignment.
- Remove any documents from Athletic Training or other clinical facilities, for any reason, without prior consent from my supervisor.

Student Initials

I UNDERSTAND:

- That the information accessed through all medical information systems contains sensitive and confidential patient, business, financial, and employee information.
- That I may access health information on myself, but must have specific authorization to access information on anyone else.
- That I am responsible for logging out of computer information systems and will not leave unattended a display device to which I have logged on.
- That all access to medical information systems will be monitored.
- That my user identification code and password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them.
- That my obligation under this agreement will continue after termination of my employment and that my privileges are subject to review, revision, and renewal.
- That violators of this agreement will be denied access to information systems (electronic or otherwise), subject to disciplinary action (including termination/removal from the program) and may be subject to penalties under state law and federal law and regulations.

Student Initials

I AM FULLY AWARE:

- WSU Athletic Training and affiliate clinical sites purchase or license the use of copies of computer software from a variety of outside companies.
- WSU Athletic Training and affiliate clinical sites do not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.
- With regard to the use on local area networks or on multiple machines, students shall use the software only in accordance with the license agreement.
- Clinical supervisors learning of any misuse of software or related documentation within the department shall notify the Head Athletic Trainer and/or Athletic Training Program Director immediately.
- According to the US Copyright Law, illegal reproduction of software can be subjected to civil damages of as much as \$100,000 per work copied and criminal penalties, including fines and imprisonment. Athletic Training students who knowingly make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances and may include termination/removal from the program. The Athletic Training Program does not condone the illegal duplication of software.

Student Initials

By signing, I pledge that I have read, understand, and will comply with Weber State University's AT Program Confidentiality, Privacy, and Security Agreement.

Student Signature

Date

Print Name

APPENDIX G

Student Conference Report Form

**Weber State University
Athletic Training Program
Student Conference Report**

Student _____ Date _____

Date of Incident _____ Date of Conference _____

Persons Present at
Conference: _____

Place of Occurrence

Incident (be specific, include date, times, etc.)

Action to be taken:

1st WRITTEN 2nd WRITTEN SUSPENSION TERMINATION

Comments:

I have seen the statement of the incident. I have discussed this matter with the instructor. My signature represents this discussion.

Student Signature/Date

Preceptor Signature/Date

Coordinator of Clinical Education Signature/Date

Program Director Signature/Date

APPENDIX H

Varsity/Club Athletic Participation by Athletic Training Students

Varsity/Club Athletic Participation by Athletic Training Students

Athletic Training students who participate in varsity or club sports must review and sign this form along with the head coach of their team EVERY academic year. Students are expected to meet ALL of the requirements of the athletic training program, including clinical hour and service hour requirements, despite sport commitments.

The Athletic Training Faculty will work with the athletic training student in an attempt to find clinical education experiences which minimally conflict with the sport, but recognize that this is difficult and not always possible.

The purpose of this form is:

1. To ensure that Athletic Training Student is abiding by our policy of participating in only one sport, as stated in the current WSU Athletic Training Student Handbook. This is to help assure the student that he/she will obtain a minimum level of clinical proficiency necessary to be successful and marketable in the field.
2. So that the Athletic Training faculty can make the necessary clinical assignments both on and off-campus, allowing the student to meet the minimum course and graduation requirements.
3. So that the Athletic Training student can obtain a variety of clinical experiences in a variety of clinical settings. Students who participate in more than one sport can obtain very little to no quality clinical experiences. Even a student who participates in only one sport limits his/her exposure to certain clinical education experiences.

This is to certify that I, _____, understand the policy explained above. I am declaring that I will be participating in _____ during the current academic year. I am responsible for meeting all of my classroom and clinical expectations.

Student Signature

Date

This is to certify that I, _____, head coach of WSU's _____ team, understand the policy explained above and will support the above-named student in pursuit of their educational goals.

Head Coach Signature

Date

APPENDIX I

Glossary of Terms

Glossary of Commonly Used Abbreviations & Words

Ability to Intervene - The Preceptor is within the immediate physical vicinity and interact with the ATS on a regular and consistent basis in order to provide direction and correct inappropriate actions. The same as being "physically present."

Affiliated Clinical Setting - Institutions, clinics, or other health settings not under the authority of WSU, but that are used by the AT Program for clinical experiences. Examples are local high schools, physical therapy clinics, physician's offices, and hospitals.

Preceptor – the certified athletic trainer who completes a Preceptor course and instructs and evaluates the clinical proficiencies during the clinical education part of the AT Program students' program. A Preceptor provide direct supervision (both visual and auditory) of the AT Program student during clinical experiences.

ATS – the Athletic Training Student who is enrolled in a CAATE-accredited entry-level athletic training curriculum.

CIE – A certified athletic trainer who attends the Clinical Instructor Educator Seminar, obtains the credential, and then conducts a Preceptor course.

Clinical Education Experiences – educational opportunities within a clinical environment where clinical proficiencies are taught and evaluated by a Preceptor.

Clinical Proficiencies – the clinical application of a common set of cognitive and psychomotor competencies.

Clinical Supervisor – a certified athletic trainer, or other specialized health/medical professional, who supervises athletic training students in a field experience other than a clinical education experience.

Educational Competencies – the educational content required of entry-level AT Programs 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.

Field Experience – supervision of AT field experience involves daily personal/verbal contact at the site of supervision between the ATS and the ATC or other health care professional who plans, directs, advises, and evaluates the student's athletic training experience. The ATC must be physically present in order to intervene on behalf of the individual being treated.

**This handbook is a modified version of the University of Charleston's (WV) Athletic Training Student Handbook. Permission was granted by the PD as of July 2006.

Weber State University
Athletic Training Program
Athletic Training Program Handbook
Student Agreement

I purchased a copy of the WSU Athletic Training Program Student Handbook. The entire contents of this handbook discussing the policies and procedures of the Athletic Training Program have been read and understood. These include:

Athletic Training Major
AT Program Curriculum
AT Program Clinical Education Experience
AT Program Policies & Procedures
Evaluations
General Information & Documents
Background Check/Drug Testing (page 11-12, 37-45)
HIPAA, Confidentiality, Privacy, and Security Policies (page 38-39)
Communicable Disease Policy (page 41-42)
Clinical Education Policies (Appendix D, page 70)

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

Student's Full Name (Printed)

Student Signature

Date