

MASTER OF ATHLETIC TRAINING PROGRAM HANDBOOK

Version 1.0

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PREFACE

This manual contains the policies and procedures to be followed by all students who wish to be accepted into, and graduate from, the CAATE-accredited Professional Athletic Training Program (ATP), housed within the Department of Athletic Training & Sports Medicine, at Marietta College. These procedures have been created and approved by the ATP faculty and staff and have been developed to assure a healthy and safe learning environment for athletic training students while providing a high standard of care for Marietta College athletes. Many of these rules, regulations, and guidelines are either NATA, BOC, and/or CAATE dictated.

While at Marietta, you will not merely learn the skills involved in Athletic Training, but you will be instructed in the code of professional conduct and ethics. Just as important as the technical skills you learn, is the manner in which you conduct yourself and display a good attitude. Failure to adhere to these standards may jeopardize your status in the Athletic Training Program.

As a member of the Marietta College Athletic Training Program, you will be expected to read and understand all information included in this manual, as well as thoroughly and strictly adhere to all policies and procedures contained herein. It is hoped that you will refer to this manual regularly to uphold your duties and responsibilities as an athletic training student at Marietta College.

LINE CHART FOR ADMINISTRATIVE PROCEDURE OF THE ATP

PROVOST/ DEAN OF THE FACULTY

DEPARTMENT OF ATHLETIC TRAINING & SPORTS MEDICINE CHAIR/ DIRECTOR OF
SPORTS MEDICINE

CLINICAL EDUCATION COORDINATOR

ATP FACULTY AND STAFF

STUDENT HEALTH SERVICE

ATHLETIC DIRECTOR

LINE CHART FOR MEDICAL PROCEDURE OF THE ATP

MEDICAL DIRECTOR/ TEAM PHYSICIANS

HEALTH CENTER PHYSICIAN EMERGENCY ROOM PHYSICIAN SPECIALISTS

DIRECTOR OF SPORTS MEDICINE

CERTIFIED ATHLETIC TRAINERS

ATHLETIC TRAINING STUDENTS

PROGRAM OBJECTIVES

The objective of the Athletic Training Program (ATP) at Marietta College is to prepare qualified professionals for employment in athletic training. Understanding of the fundamental knowledge and skills of athletic training and sports medicine are accomplished through classroom instruction as well as clinical experience. Upon completion of the two years of study, the student is recommended for a Master's in Athletic Training degree and is eligible to sit for the Board of Certification (BOC) examination.

Instruction in the program places a strong emphasis on the scientific and medical aspects of athletic training. The topics of human anatomy and physiology are the focal points in the majority of the classes so that the student obtains a sound and comprehensive understanding of the structure and function of the body. With this knowledge, the student is better able to understand how both intrinsic and extrinsic factors affect human function and performance.

Each course that is part of the curriculum will have unique and clearly stated goals, objectives, competencies and proficiencies for the student. It is the shared responsibility of the student and instructor to make sure these goals, objectives, competencies and proficiencies are met. Students will be given the chance to evaluate both course content and instructor performance at the end of each semester, in addition to clinical instructor performance and clinical site quality.

Clinical experience also plays a vital role in overall student instruction in the program. This experience is gained via labs and clinical experiences. What follows in this manual are the stated objectives, goals, and policies of these settings.

In summary, students are presented with didactic and clinical experiences that should lead them to being able to exercise sound ethical judgment, achieve satisfying careers, make positive contributions to their specific communities, and develop a personal responsibility for the importance of continued intellectual growth.

STAFF

The ATP team at Marietta College shall consist of the Team Physician, Medical Director, the director of the ATP, Coordinator of Clinical Education, Head Athletic Trainer, Certified Athletic Trainers (ATCs), Clinical Preceptors, and Athletic Training Students (ATS). **Definitions of each of these team members are listed below.** A top quality program requires total cooperation of the entire team. When an active individual sustains an injury, the staff member present will render appropriate first aid and then refer the patient to the proper medical authority. Refer to the following sections for more explanation concerning these procedures.

In accordance with the law of the State of Ohio and the previously mentioned policy, the ATC's will work only with advice and supervision of the team physician and/or appropriate medical consult. The ATC's will in turn supervise and instruct ATS in their clinical duties and care of patients. Assigned members of the MAT/ATP team will administer first aid to the patient, administer therapeutic modalities with the advice of the team physician, direct and supervise the rehabilitation programs, and direct and supervise daily activities.

Definition of Terms:

Team Physician- The Team Physician will assist the athletic training program by providing medical coverage to all home football games, as well as being a primary referral source for all athletes. The team physician may assist the athletic training program by providing preseason physical exams to the athletes. The team physician will assist the athletic training program by performing in-services for the athletic training students, along with allowing the athletic training students to observe him/her during patient evaluations and surgeries.

Medical Director- The Medical Director, in coordination with the Program Director, will act as a resource and expert for the medical content of the ATP in both formal classroom and supervised clinical experiences.

Program Director- The Program Director will oversee the ATP to insure the program is in compliance with the CAATE standards and guidelines for athletic training programs. The program director will ultimately be responsible for the initiation and implementation of departmental curriculum changes, along with short and long term planning.

Coordinator of Clinical Education- The Clinical Coordinator will be the designated person to be responsible for visiting on and off campus clinical sites to ensure the clinical site is appropriate for the athletic training student's clinical education experience. The clinical coordinator will be responsible for following up with the Clinical Preceptors to ensure athletic training student evaluations and athletic training evaluations of the Clinical Preceptors and clinical site are being performed on a regular basis.

Head Athletic Trainer- The Head Athletic Trainer will work in conjunction with the ATP program director, and team physician to develop, evaluate, and update athletic training policies, procedures, documents, guidelines, as they pertain to medical coverage of student athletes at Marietta College.

Certified Athletic Trainer (ATC) - The ATC will be present at all assigned athletic team practices and games. The ATC will perform initial injury evaluations and make the decision regarding injury management, treatment, and possible referral. The ATC's may also serve as clinical preceptors, and will have additional supervising and evaluation roles with the athletic training student(s) as described below.

Clinical Preceptor is a BOC Certified Athletic Trainer or physician who are licensed and in good standing in their state of practice. Additionally, preceptors have completed the Marietta College preceptor training. A Clinical Preceptor supervises and engages students in clinical education and evaluates students' clinical proficiencies and performance on a regular basis.

Athletic Training Student (ATS): An Athletic Training Student (ATS) is enrolled in a CAATE-accredited professional athletic training program. The ATS may also be referred to as a "student."

ATHLETIC TRAINING PROGRAM DIRECTORY

(All area codes are 740 unless indicated otherwise)

MEDICAL DIRECTOR

Dr. Mark Lane

740-373-8756

TEAM PHYSICIANS

Dr. John Henry, Dr. Jason Gessel, and Dr. Mark Lane

740-373-8756

CERTIFIED ATHLETIC TRAINERS

<i>Jaclyn Schwieterman, Program Director</i>	<i>DBRC SPTM 16</i>	<i>x-4773</i>
<i>Chyrsten Gessel, Coordinator of Clinical Education</i>	<i>DBRC SPTM 14</i>	<i>x4788</i>
<i>Sam Crowther, Associate Professor</i>	<i>DBRC SPTM 17</i>	<i>x-4774</i>
<i>Kurt Wile, Head Athletic Trainer</i>	<i>DBRC SPTM 15</i>	<i>x-4514</i>
<i>Alyssa Stout, Athletic Trainer</i>	<i>DBRC SPTM 18</i>	<i>x-4575</i>
<i>Emily Manfreda, Athletic Trainer</i>	<i>DBRC SPTM 18</i>	<i>x-4575</i>
<i>Parker Lee, Graduate Assistant</i>		<i>x-4575</i>
<i>Mary "Catherine" Young, Graduate Assistant</i>		<i>x-4575</i>

OTHER IMPORTANT NUMBERS

<i>Jena Blair, Departmental Secretary</i>	<i>DBRC SPTM</i>	<i>x-4770</i>
<i>Athletic Training Room</i>	<i>DBRC SPTM</i>	<i>x-4575</i>
<i>Don Drumm</i>		<i>x-8140</i>
<i>Pioneer Park</i>		<i>x-4999</i>
<i>Michael J. Harding Center for Health & Wellness</i>		<i>740-376-4477</i>
<i>Marietta Memorial Out-Pt. Physical Therapy</i>		<i>740-568-5325</i>
<i>Marietta Memorial In-Pt Physical Therapy</i>		<i>740-374-1407</i>
<i>First Settlement Physical Therapy</i>		<i>740-568-0650</i>
<i>First Settlement Orthopedics</i>		<i>740-373-8756</i>
<i>Scheduling</i>		<i>ext. 122 or 135</i>

EMERGENCY NUMBERS

<i>Campus Police</i>	<i>X-3333</i>
<i>City Police</i>	<i>373-4141</i>
<i>Fire and Rescue</i>	<i>373-3131</i>

ADMISSION TO THE ATHLETIC TRAINING PROGRAM

The Athletic Training Program is designed for those students who want to meet the competencies, course work and clinical education requirements established by the Commission on Accreditation of Athletic Training Education (CAATE). By completing the MC requirements for the Athletic Training Program, the student will become eligible to take the BOC examination. Passing the certification exam will create employment possibilities as a professional athletic trainer.

ATP ADMISSION REQUIREMENTS

All students should apply to the Master of Athletic Training program through the Athletic Training Central Application System (ATCAS).

Students enrolled in the Sports Medicine major at Marietta College can apply for the 3+2 or 4+2 option. Students pursuing the 3+2 track will apply for admission into the Master of Athletic Training (MAT) Program through ATCAS during the spring semester immediately preceding the first semester of the MAT Program. Students pursuing the 4+2 track will apply for admission to the program during the spring semester of their final year and will submit official transcript upon completion of a bachelor's degree through ATCAS. Students completing the 3+2 option will need to be within one semester of completing required general education requirements and prerequisite classes prior to applying.

Students coming from another institution should apply during the spring semester of their final year and will need to submit their official transcripts upon completion of the bachelor's degree through ATCAS.

The quota of applicants accepted and enrolled in the program is limited to 15. Students not accepted can resubmit an application the following year.

Admission Requirements:

- a. 3.0 grade point average or higher is preferred in the Master of Athletic Training prerequisite classes including COMM 203 and WRIT 102 or equivalent, a minimum of 2.75 will be accepted.
 - a. Prerequisite classes include:
 - i. Biology- 12 hours of biology that includes anatomy and physiology
 - ii. Chemistry- 8 hours
 - iii. Physics- 4 hours (calculus or non-calculus based)
 - iv. Psychology- 9 hours including Intro to Psychology, Adolescent Psychology, and Health or Abnormal Psychology
 - v. Statistics- 3-4 hours of statistics with foundational skills in SPSS
 - vi. Communication- 6 hours including Intro to Communication
 - b. Preferred Sports Medicine or Equivalent Courses
 - i. Nutrition- 3 hours
 - ii. Exercise Physiology- 3 hours
 - iii. Biomechanics- 3 hours
 - iv. Pathophysiology- 3 hours
- b. A minimum of 75 directed observation hours supervised by and signed off by a certified athletic trainer
- c. GRE scores submitted through ATCAS application
- d. Official Transcripts upon graduation (an unofficial transcript can be used until then). If applying for the 3+2 track, students should submit unofficial transcripts.
- e. Three references from college/university faculty, staff, administrators, coaches, personal acquaintances, etc. These references should detail the student's demonstration of skills and traits, i.e. dependability, responsibility, initiative, leadership, communication skills, etc., that are critical for the success of an entry level BOC-certified Athletic Trainer
- f. Letter of application answering the following questions
 - a. Why do you want to be an athletic trainer?
 - b. Strengths that would benefit the MAT program
 - c. How does Marietta College MAT program fit your future goals?

- g. Verification that the student understands and meets the Technical Standards for admission into the Master of Athletic Training Program.
- h. Admission interview with the faculty/staff of the Athletic Training Department

Clinical Experience Requirements

By August 1 students will be required to submit the following:

- a. Background Check
- b. Proof of required vaccinations and immunizations (Hepatitis A, B, MMR, Tdap, Meningitis A, C, Y, & W, Meningitis B)

RIGHT OF APPEAL

Students not accepted into the ATP have the right to appeal to the Director of the program. It is anticipated that admission to the program by this route will be rare except in cases with extenuating circumstances.

REMEDIATION & ACADEMIC DISMISSAL POLICY

Throughout the two years in the ATP, students will complete practical skills and written exams. All practical skills exams must be passed with a minimum of 3.0 out of 4.0 to be deemed proficient. Additionally, all written exams must be passed with an 80% or higher to be proficient. Any student who scores below the minimum will be required to remediate the identified deficient area.

Student progress is monitored and documented throughout the MAT program in a way to identify deficiencies in knowledge or skills. The remediation protocol is as follows:

1. A student earning below a B in any particular component of a course will remediate the identified deficient area
2. The specific remediation plan will be developed at the discretion of the course instructor and may include but is not limited to:
 - a. Reading assignments
 - b. Written completion of course objectives
 - c. Exam retake
 - d. Problem-based learning in the area of weakness
 - e. Individual tutoring
 - f. Retaking practical exams
3. All remediation plans will include
 - a. Composition of the assessment and requirement to be successful
 - b. Date by which remediation is to be completed
4. All remediation will be documented in the student's file.

A student earning a final grade below a B in any MAT will be dismissed from the program. A student may appeal a decision of dismissal to the Graduate Council. Students who submit an appeal and have it granted by the Graduate Council or College Provost will remain on academic probation and will be dismissed again in the instance of a second grade below a B in any MAT course. Successful completion of the program will require that the student repeat the course in which the unsatisfactory grade was received with a final grade of B or better.

Upon completion of the Master Athletic Training Program, students will sit for the Board of Certification Exam. Students that do not pass on the first attempt will need to pay and retake the exam if they still want to gain the certification in athletic training

TRANSFER POLICY

Transfer credit is not accepted as credit towards graduation with a Master's of Athletic Training degree. Students wishing to transfer from another ATP will be required to start in the Summer and progress through the curriculum as described.

GRADUATION REQUIREMENTS FOR THE ATHLETIC TRAINING PROGRAM

After completion of the ATP requirements, the student must also meet the criteria for graduation listed below in order to earn the Master's of Athletic Training.

1. A minimum GPA of 3.2 in the MAT program
2. Successful completion of all clinical education requirements
3. Completion of all clinical proficiency skills assessed during clinical rotations
4. Obtain an average of Level 3 on all assessed AT Milestones competencies

**Marietta College
Athletic Training Program**

GENERAL OBJECTIVES OF CLINICAL HOURS AND ASSIGNMENTS

The clinical placement of students will be done through evaluation of educational need by the Faculty of the Master of Athletic Training Program. Assignments will be made in advance of the beginning of the clinical experience start date. Assignments are subject to change, but only if such a change is unavoidable. A limited number of clinical assignments require Athletic Training Students (ATS) to report early or stay longer during academic breaks. Involved students will be consulted in such cases and attempts will be made to avoid conflicts with family and personal plans.

The following are the goals and objectives for students as set forth by the faculty of the Department of Athletic Training & Sports Medicine related to student experience in the clinical setting of Athletic Training. These will serve as rationale for making clinical assignments as part of the student's clinical education.

Students will:

1. Obtain a basis for disciplinary based decision-making utilizing evidence-based practices
2. Develop the skills necessary for lifelong learning
3. Exhibit professionalism, integrity, and ethical standards in their respective fields.
4. Emphasize and apply principles of interprofessionalism across practices
5. Enhance awareness and understanding of global perspective and diversity.
6. Demonstrate knowledge of evidence based clinical decision making, research in the field of athletic training
7. Demonstrate the ability to be able to collaborate with other health care professionals to increase patient centered care
8. Be able to apply skills and knowledge from the five domains of athletic training; Injury/illness Prevention and Wellness Promotion, Clinical Evaluation and Diagnosis, Immediate and Emergency Care, Treatment and Rehabilitation, Organizational and Professional Health and Well-being
9. Demonstrates advocacy and professional development in the field of athletic training
10. Pass the national BOC exam for Athletic Training certification on the first attempt.

CLINICAL EDUCATION REQUIREMENT

Students will begin their clinical experience in the first fall semester of the MAT Program, and will be completed over a minimum of 2 years. The student will be assigned to a Clinical Preceptor during the clinical experience. This clinical experience is designed to provide the student with authentic, hands-on experiences in athletic training practice. Students should make the most of this opportunity to practice athletic training skills and learn from their preceptors experience and clinical expertise.

ADDITIONAL REQUIREMENTS

There may be additional clinical hour requirements assigned as part of various courses. These assignments may include experiences in the emergency room, surgery, physical therapy settings, etc. Additionally, guest speakers will be invited and scheduled to provide additional learning opportunities. All attempts will be made to make these times during class, but may be scheduled during the evening to accommodate all students in the MAT. Attendance to these speaking engagements is mandatory. In the event that you must miss a guest speaker due to an academic or clinical site reason, you must obtain the video of the speaker and answer questions as assigned by the instructor who invited the speaker.

ADDITIONAL EXPENSES

In addition to the normal tuition and fees of Marietta College, the student enrolled in the Athletic Training Program will be subject to the following expenses:

1. All students in the MAT will be required to wear clothes consistent with the dress code. This will require the purchase of an Athletic Training polo. Average cost for a polo is typically about \$40. Additionally, students will need appropriate khaki pants and/or shorts which should be purchased on their own and be in accordance with the Professional Appearance Policy. It is expected that a student will spend approximately \$40-\$200 dollars during their two years in the program.
2. At times, students may wish to purchase other clothing with the athletic training logo. These will be ordered as interest dictates and are always optional expenses.
3. Travel to and from clinical sites is at the student's expense. This includes gas, airfare depending on the clinical immersion site, and housing. Financial obligations will be considered when assigning a student clinical immersion sites.

ATHLETIC TRAINING CLINICAL EDUCATION PLAN GENERAL FORMULA FOR CLINICAL PLACEMENT OF STUDENTS

The following is the plan for assignment of students to their field experience and their Clinical Preceptor. In order to be enrolled in the MAT, students cannot be an athlete of any sort for Marietta College. For those choosing a 3+2 option, this would mean forgoing the fourth year of eligibility.

During the fall semester of the student's first year, he/she/ze would be assigned to a Preceptor at Marietta College. Assignments are made based on areas of need for learning as well as student learning styles, strengths, weaknesses, and personality. Every attempt is made to pair the student with a Preceptor within a setting that will meet their/zir learning and experience needs, and matches the teaching style that will benefit the student most and will promote successful completion of the clinical experience. The subsequent clinical experiences (ATTR 525 and ATTR 615) will be assigned based on patient encounters logged in E-value and areas of need identified by the student, faculty, and previous preceptors. The clinical immersion will be identified in the spring of the student's first year and will be completed in the spring of the student's second year. The clinical immersion assignment will be made based on students' professional goals, ability to meet areas of need anticipated at that time, personality, and learning styles.

All students will be assigned to an off-campus clinical site for one or more of their field experience/clinical education requirements. These placements will require the student to have some form of transportation. Car-pooling may be used whenever possible, though should not be relied on as primary means of transport (i.e., high school football, or clinics that will accept two students at a time).

CLINICAL SETTINGS

All clinical experiences must take place at a Marietta College approved affiliated clinical site under the supervision of an ATC, MD, or DO.

CLINICAL EVALUATION

Upon acceptance into the ATP, students will be evaluated by the supervising Preceptor at the midpoint of the clinical experience and at the end of the clinical experience at minimum. These evaluations will be shared with the student upon their/zir completion, at which time the student will be able to discuss their experiences and sign the evaluation form to confirm that he/she/ze has reviewed the feedback. The forms will be completed and stored in E-value.

Moreover, students will have an exit interview at the end of each clinical experience with their assigned Preceptor. At this time, strengths and weaknesses will be discussed and specific goals will be identified in collaboration with the student. It is hoped that these interviews will be constructive and allow the student to achieve constant improvements in skills and confidence. The student will electronically sign the evaluation form at the end of the interview, and it will be stored in E-value.

Finally, the student will be given the opportunity to evaluate the assigned Preceptor at the conclusion of each clinical experience as well as the clinical site. The evaluation will be anonymous and evaluated by the Clinical Education Coordinator. The Clinical Education Coordinator will anonymously discuss the results with Preceptors at the end of the academic year. In addition, the student will be given the opportunity to evaluate classroom instructors at the end of each course, utilizing a college-approved form. Each student will further complete a "Program Evaluation" at the end of each year he/she/ze is in the ATP. This evaluation will be anonymous and evaluated by the program.

MASTER OF ATHLETIC TRAINING COURSE DESCRIPTIONS

PASP 501 Gross Anatomy 6 hrs

Human Gross Anatomy (PASP 501) is a complete regional study of human structure and function as they relate to clinical topics. The course will include lectures, a human cadaver dissection, examination of radiographs, and case study presentations. Microanatomy and embryology will be presented when necessary in order to increase the understanding of adult gross anatomy. Basic radiological concepts will be introduced and correlated with the anatomical structures of each body region. Clinical topics will be presented within the lectures and related to the normal structure and function of the body.

ATTR 510 Intro to Clinical Education 3 hrs

This course is designed to introduce students to clinical education. Topics included in this course: sports emergency care, oxygen administration, CPR/AED use, respiratory conditions, Spine boarding, first aid, emergency injuries to the spine, and concussions. Students will be able to care for medical emergencies upon successful completion of this course. Students will also be able to gain certification in Red Cross Basic Life Support. This course will be a combination of a lecture and a lab.

Prerequisites: Acceptant into Professional Master's Athletic Training Program

ATTR 511 Foundations of Athletic Training 3 hrs

This course provides an introduction to the profession of athletic training, as well as an overview of essential principles of athletic training. Emphasis will be on the history of the profession, career opportunities and job settings; recognition, prevention, and care of athletic injuries; pre-participation physical exams, emergency preparation and procedures, environmental illnesses, tissue healing; proper selection, care, and use of protective equipment, taping, wrapping, bracing procedures. This course is designed for the graduate athletic training student.

Prerequisites: Acceptant into Professional Masters Athletic Training Program

ATTR 512 Orthopedic Assessment I 3 hrs

This course is a lecture/lab course designed to introduce students to orthopedic examination, diagnosis, and referral of orthopedic injuries to the lower extremity and lumbar spine. This course will focus on teaching students how to perform a complete orthopedic examination and develop a proper diagnosis based on the exam. Instruction will include taking a patient's history, inspecting the area, palpation of anatomical landmarks, measuring range of motion, proper performance and interpretation of ligamentous, nervous, and special tests. Focus will also include postural assessments of the lower extremity and incorporation of patient-centered care. Students will be evaluated through examinations and clinical practical tests.

Prerequisite: Acceptance into Professional Masters Athletic Training Program & Completion of PASP 501

ATTR 515 Clinical Experience I 3 hrs

This rotation will be the first clinical experience for the Athletic Training Student. Students will be assigned to an Athletic Training clinical preceptor at Marietta College or at affiliated sites in the Marietta Community. Students can expect to spend around twelve weeks with this rotation.

Prerequisite: Acceptance into Professional Masters Athletic Training Program.

PASP 508 Advanced Pharmacology I 3 hrs

This course constitutes a broad survey of the general principles of pharmacology including drugs and their application in clinical medicine. *The primary objective of the course is to lay a foundation on which sound knowledge of medical therapeutics is built.*

Pharmacology is presented from the standpoint of action and uses of drugs in diagnosis, prevention, and treatment of human disease, or in the prevention of pregnancy. Pharmacological data per se are valueless unless the student is able to apply this information in the practice of medicine. Although pharmacology is a basic medical science in its own right, it borrows freely from, and contributes generously to, the subject matters and techniques of many medical disciplines, clinical as well as preclinical. Therefore, the correlation of pharmacological information with medicine is essential for a proper presentation of pharmacology to students. During this course, lectures and presentations will emphasize basic principles of drug action and include specific information concerning classical and prototype drugs and especially drugs employed in clinical medicine. The physiological basis and clinical characteristics of disease states receptive to drug therapy are discussed where appropriate and feasible. Special attention will be devoted to the mechanisms of drug action, fate of drugs in the body, drug interactions, and untoward effects of drugs. Lesser emphasis is placed upon relatively unproven agents, except where these agents present unique characteristics. Likewise, the chemistry of therapeutic agents, preparations available, pharmaceutical arithmetic, doses, and other 'clinical' topics better covered in other sources, e.g. *Physicians' Desk Reference*, will not be discussed to any extent in this course.

ATTR 530 General Medical Assessment 3 hrs

This course is designed to enable the student to learn advanced assessment techniques and skills involving the ears, eyes, nose, and throat, along with assessment of the cardiovascular and respiratory systems and abdominal viscera.

Prerequisite: Acceptance into Professional Masters Athletic Training Program.

ATTR 521 Therapeutic Interventions I 3 hrs

This course will cover aspects of the broad field of therapeutic exercise & rehabilitation techniques for the lower extremity. Instruction covers various protocols for therapeutic rehabilitation following injury, surgery, or disease. The purpose of this course is to teach students about the orthopedic rehabilitation following injury, illness, or disease. Material will focus on the rehabilitation team, performing initial rehabilitation assessments, taking objective measurements to determine deficits in strength, range of motion, and flexibility, designing rehabilitation protocols, adjusting those protocols, and learning indications, contraindications, precautions, and adverse effects of therapeutic techniques. This course will also focus on documentation and legal issues surrounding clinicians and patients in the rehabilitation setting. The course will include a brief overview of Biomechanics including gait and posture evaluation.

Prerequisite: Acceptance into Professional Masters Athletic Training Program.

ATTR 514 Orthopedic Assessment II 3 hrs

This course is a lecture/lab course designed to introduce students to orthopedic examination, diagnosis, and referral of orthopedic injuries to the upper extremity, head, cervical spine and thoracic spine. This course will focus on teaching students how to perform a complete orthopedic examination and develop a proper diagnosis based on the exam. Instruction will include taking a patient's history, inspecting the area, palpation of anatomical landmarks, measuring range of motion, proper performance and interpretation of ligamentous, nervous, and special tests. Focus will also include postural and functional assessments of the upper extremity and incorporation of patient-centered care. Students will be evaluated through examinations and clinical practical exams.

Prerequisite: Acceptance into Professional Masters Athletic Training Program & Completion of ATTR 512 with grade of B or higher

ATTR 525 Clinical Experience II 3 hrs

This rotation will be the second clinical experience for the Athletic Training Student. Students will be assigned to an Athletic Training clinical preceptors at Marietta College or at affiliated sites in the Marietta Community. Students can expect to spend around twelve weeks with this rotation.

Prerequisite: Acceptance into Professional Masters Athletic Training Program.

PSYC 650 Psychopathology 3 hrs

This course is designed to provide students with an advanced understanding of psychopathology, the empirical study of psychological disorders. In addition to developing an in-depth understanding of the etiological and sustaining factors contributing to abnormal behavior, it is the desire of the instructor that this course will facilitate the maturing of a critical approach to these and related matters. During this course discussion will also focus on

the assessment of various disorders, as well as important psychometric issues (i.e. reliability and validity) of assessment instruments.

ATTR 590 Research & Design I 1 hr

This course is designed to introduce first year Master's level students to the research process. This course will introduce students to research design and dissemination, research ethics, PICO question formatting, literature searching, literature appraisal, and research methods. This course will require the use of library resources. This course is designed specifically for Masters level Athletic Training majors.

Prerequisite: Acceptance into Professional Masters Athletic Training Program

ATTR 605 Fundamentals Strength & Conditioning 3 hrs

This course is designed to provide students with knowledge and practical experience in the design and implementation of a strength and conditioning program. The focus of this course is to introduce the concepts of program design, movement assessment and performance evaluation, performance preparation, periodization, resistance and metabolic training, training differentiation and modification, agility, speed, energy system development, recovery and regeneration, nutritional programming, and the art of coaching.

Prerequisite: Acceptance into Professional Masters Athletic Training Program

ATTR 680 Topics Course: Study Abroad (Optional) 3 hrs

This course will allow students to learn different medical techniques and cultural differences in the United States and other countries. It will also allow students to gain hands-on practical experience in Australia. This course is linked to a study abroad trip. The class will leave in the summer. Students will participate in class work online as well as some lectures in country. Students may also be able to gain practical hours working with different clinics, teams, or hospitals. Additional costs besides tuition will be needed to pay for the trip.

Prerequisite: Acceptance into Professional Masters Athletic Training Program.

ATTR 621 Therapeutic Interventions II 3 hrs

This course will cover aspects of the broad field of therapeutic exercise & rehabilitation techniques for the upper extremity including the spine to the pelvis. Instruction covers various protocols for therapeutic rehabilitation following injury, surgery, or disease. The purpose of this course is to teach students about the orthopedic rehabilitation following injury, illness, or disease. Material will focus on the rehabilitation team, performing initial rehabilitation assessments, taking objective measurements to determine deficits in strength, range of motion, and flexibility, designing rehabilitation protocols, adjusting those protocols, and learning indications, contraindications, precautions, and adverse effects of therapeutic techniques. This course will also focus on documentation and legal issues surrounding clinicians and patients in the rehabilitation setting. The course will include a brief overview of Biomechanics including gait and posture evaluation.

Prerequisite: Acceptance into Professional Master's Athletic Training Program, Therapeutic Interventions I

ATTR 690 Research & Design II 1 hr

This course is a continuum of the Athletic Training Research and Design series. It is designed to teach students how to implement an original research methods and collect data. In this course students will be required to implement the methods they developed in Research and Design I. In addition, this course will teach students how to write a Critically Appraised Topic paper. In this course students will gain experience with the publication process through submission of the critically appraised topic paper to a journal for publication. This course will require the use of library resources, clinical laboratory tools, and clinical supplies. Prerequisite: Acceptance into Professional Masters Athletic Training Program, Completion of ATTR 590 with grade of B or higher

ATTR 615 Clinical Experience III 3 hrs

This rotation will be the third clinical experience for the Athletic Training Student. Students will be assigned to Athletic Training clinical preceptors at Marietta College or at affiliated sites in the Marietta Community. Students can expect to spend around fourteen weeks with this rotation

Prerequisite: Acceptance into Professional Masters Athletic Training program

ATTR 610 Organization & Administration in Athletic Training 3 hrs

This course will focus on the organization and administration of athletic training programs (i.e., State regulation, program management, budgeting, insurance, facility planning, ethics, legal issues, and pre-season physicals).
Prerequisite: Acceptance into Athletic Training Masters program

ATTR 691 Research & Design III 1 hrs

This course is the culmination of the Research & Design series and is designed to teach students how to effectively discuss research findings and limitations as well as develop conclusions based on findings. Students will be required to compose the discussion of results, conclusion, limitations, and future research sections of their original research study. In addition, students will learn how to conduct professional research. They will be required to analyze EMR and calculate number needed to treat, number need to harm, and number needed to benefit, injury risk, injury rate, injury incidence and prevalence ratio. Students will be required to collect and analyze outcomes relative to their clinical assignment and address findings. This course will require the use of library resources, utilization of clinical sports assignment, and utilization of clinical supplies. This course is designed specifically for Master's level Athletic Training majors.

Prerequisite: Acceptance into Professional Master Athletic Training Program, Completion of ATTR 590 and ATTR 690 with grade of B or higher

ATTR 625 Clinical Experience IV 3 hrs

This rotation will be the fourth clinical experience for the Athletic Training Student and will be the immersive clinical experience. Students will be assigned to Athletic Training clinical preceptors at affiliated sites for Marietta College. Students can expect to spend around four weeks with this rotation.

Prerequisite: Acceptance into Master Athletic Training Program

ATTR 620 AT Seminar 2 hrs

The course is designed as a culminating experience that presents an overview of current trends and topics necessary for students to understand in order to enter the field of Athletic Training. Course content will be driven by changing concepts in the field of Athletic Training and related fields. This course will include preparation for BOC exam, developing a resume and cover letter, interview skill building, inter-professional collaborations, and more.

Prerequisites: Acceptance into the Profession Master Athletic Training Program

ACADEMIC PROGRAM POLICIES AND GUIDELINES

A. CLASS ABSENCE POLICIES

The faculty of Marietta College 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. 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.

Attendance is mandatory and expected. For every class missed, 15 points will be deducted from total points within the class. If an assignment is due for the class missed, the assignment must be turned in prior to the class missed. Late assignments will not be accepted. If a quiz is given during the day missed, the points for that quiz will be forfeited and will not be allowed to be made up. If a student will be missing an exam, he or she must contact the professor prior to the exam. The exam must be made up prior to the next class time.

B. DISHONESTY

Students have a special responsibility to academic standards, since Marietta College 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 his/her/zir own).
3. Self-Plagiarizing (the submission of work from a previous course in a new course)
4. The use of notes, books, or any other unauthorized source during tests of any kind, unless specific instructions are given permitting such use.
5. Altering the record of any grade in any grade book or record.
6. Falsely documenting clinical hours (Note - students must log the exact time of entering and leaving their clinical experience for each day.)
7. Any other type of misconduct, offense or manifestation of dishonesty or unfairness in relation to academic work.

In cases of academic dishonesty where the instructor has prima facie evidence in his/her/zir classes, he/she/ze will counsel the student, and the instructor will report the case to the Provost/ Dean of the Faculty. If the instructor and the Dean are both convinced of the guilt of the student, the student will be dismissed from the class with a grade of "F," which will also result in dismissal from the Master of Athletic Training program.

In cases of dishonesty where the Athletic Training faculty/staff has prima facie evidence of false documentation of clinical hours by a student, he/she/ze will counsel the student and report the incident to the Chair of the Department of Athletic Training & Sports Medicine. If the faculty/staff member and the Chair are both convinced of the guilt of the student, the student will be dismissed from the program for violation of ethics..

A student who believes that he or she has been treated unfairly by the disciplinary process (See Grievance Procedure below), may appeal his/her/zir case to the President of the College whose decision is final.

C. GRIEVANCE PROCEDURE

The ATP faculty and staff recognize the rights of students enrolled in the program to express grievances and attempts to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between student, faculty or administration. This grievance procedure is intended for use by the ATP student in both the clinical and classroom areas at Marietta College.

SEE APPENDIX E FOR SPECIFIC DETAILS

D. DEPENDABILITY AND PUNCTUALITY

Dependability and punctuality are both paramount in the professional world, and the Department of Athletic Training & Sports Medicine feels that both are imperative to success in the Athletic Training Program and in life. Failure to be dependable and punctual for your clinical assignment will result in a below average letter of recommendation.

Students must realize that the quality of the education experience while actively observing rehabilitation programs, treatments, and clinic hours are arranged according to the number of students that we have available at a particular time. When one does not show up or is late, learning opportunities are lost, and the efficiency and effectiveness of the Athletic Training Room is severely diminished and the healthcare of the patient is compromised. Given below are the policies that will be enforced with no exceptions, regarding tardiness and absenteeism:

I. Tardy Policies

- A. *One* - Each student is allotted one time to be tardy if he/she/ze is no more than ten minutes late; you are given the "benefit of the doubt" only one time per semester. The preceptor will submit a Praise/Concern card on E-value to document the first tardiness.
- B. *Two* - The second unexcused tardiness will be documented again through submission of a Praise/Concern card on E-value. The second tardiness warrants a scheduled conference between the student, preceptor, and Clinical Education Coordinator. At this time, the student will be placed on probation for 2 weeks.
- C. *Three* - The third tardiness will alert the Clinical Education Coordinator and Program Director will be notified of the third tardiness through a Praise/Concern card submitted on E-Value. At this time, the student will be called in for a formal meeting. Being tardy a third time will result in being suspended from all clinical experience hours for that semester. The student should understand that this course of action may delay their completion of the MAT.

The most important element of this policy is communication with your preceptor. We realize there are, on occasion, problems that may arise and cause one to miss his/her/zir clinical assignment for that day or to be tardy. Each student that has an issue must make every effort to contact his/her/zir preceptor. Even with a legitimate excuse, failure to communicate with one's immediate preceptor of the problem will force the faculty/staff member to count this as an unexcused absence/tardy.

II. Clinical Absence Policies

- A. *First unexcused absence* - After the first unexcused absence, a conference will be scheduled between the student, Clinical Education Coordinator, and supervising preceptor. During this meeting, the student will be allowed to explain their absence from the clinical assignment. If it is felt by the Clinical Education Coordinator that the absence is not excusable, the student will be given a warning. Warnings will be documented through Praise/Concern cards on E-value.
- B. *Second unexcused absence* - After a second unexcused absence has occurred, a conference will be scheduled between the student, Clinical Education Coordinator, Program Director, and the supervising preceptor. During this meeting the student will be allowed to explain their absence from the clinical assignment. If it is felt by the Clinical Education Coordinator and Program Director that the absence is not excusable, the student will be suspended from their clinical experience, and assigned to the ATF during the two-week suspension. A letter stating you have accrued 2 unexcused absences will be placed in the students file on E-Value. This will be a factor in requests for letters of recommendation.
- C. *Third unexcused absence* - After the third unexcused absence, the same procedure will be followed regarding the meeting between the student, Clinical Education Coordinator, Program Director, and supervising preceptor. If it is felt by the Clinical Education Coordinator and Program Director that the absence is not excusable, the student will be suspended for the remainder of their clinical experience and will not be given credit for completion of that experience. The student should understand that this course of action may delay their completion of the MAT.

The above policy applies to the entire sequence of clinical experiences. In other words, a student will only be allowed one unexcused absence during their time in the MAT without significant consequences. **All of the above can be avoided if you communicate with your Preceptor.** All conferences will be documented and kept as part of the student's personal file. This file will be used when a student asks for recommendations for graduate school or employment. The Athletic Training Program is hopeful that the above actions will deter any problems we might encounter with students missing clinical assignments.

E. PROFESSIONAL APPEARANCE POLICY

Each pre-athletic training and athletic training student must adhere to the following professional appearance guidelines during all athletic training program-related events and clinical education experiences. This includes attendance in the athletic training clinics, whether during the clinical education or classroom experience. Failure to comply with the professional appearance guidelines will result in dismissal from the event and/or clinical site for the day. The Athletic Training Program behavior policies will be honored.

General Guidelines

- When attending class students should be dressed in business casual attire unless participating in lab. For courses involving a lab, students should arrive dressed in business casual, change for lab, then change back into business casual once lab has ended.
- When completing clinical education experiences, collared shirt or professional blouse should be worn. Attire for game day may vary from this policy and will be discussed by the preceptor.
- Shorts length must be mid-thigh at minimum. To determine appropriateness of shorts length, measure in a kneeling position from the superior border of the patella to mid-thigh. The shorts should be no shorter than 8 inches above the knee when kneeling. In order to purchase appropriate length shorts, it is recommended to look for inseams that are 5 to 7 inches, or longer.
- All clothing worn should allow for the body to freely move without significant restrictions. No leggings, spandex, or joggers permitted.
- All clothing must be free of holes, stains, and in good condition.
- All shoes worn while providing healthcare and/or inside of the athletic training clinics must be closed toe, even on "off" days.
- No athletic clothing should be worn for indoor clinical education experiences and/or sports. Athletic attire, determined by the discretion of the preceptor, can be worn for extreme temperatures (i.e., preseason). However, once the temperature for the season stabilizes, professional attire must be worn, unless otherwise instructed by the preceptor.
- All students must practice proper hygiene as referenced by the Centers for Disease Control. No artificial or long fingernails.
- Facial piercings are discouraged during patient care or during any athletic training related event. If a facial piercing is worn it must be professional and not distracting.
- Males should not wear earrings during patient care or during any athletic training related event.
- Natural-like hair color should be maintained during all clinical education experiences. No extreme colors (i.e., purple, pink, blue, etc.) are permitted. Hair must be in the "family" of a natural hair color (i.e., brown, black, red, blonde).

Presentation and Professional Event Attire

Students must adhere to professional business attire for all presentation and professional events associated with the Athletic Training Program, including those related to academic courses. The following guidelines must be followed at all times unless otherwise instructed by the Program Director.

- Students must comply with the general guidelines established by the Professional Appearance Policy. In addition, students should consider:
 - Hair neatly styled, avoid casual ponytails
 - Accessories including make-up should be conservative, especially avoiding heavy eye makeup, strong perfume or body scent, and large, bold jewelry.
 - Clothes should fit comfortably, not too tight.
 - Clothes should be wrinkle-free.

- Attire must be business casual, at minimum. Examples include:
 - dress shirt with tie; sport coat is optional
 - slacks or dress pants
 - low-cut dresses or tops should be avoided
- Sports logos must be covered or unseen in a tasteful manner
- dresses that are knee-length or longer
- knee-length skirts
- Shoes
 - Shoes should be in good condition, without broken-down heels or uppers.
 - Conservative in color such as brown, black or neutral.
 - Clean, with no broken shoelaces.

Infractions Policy and Reporting Procedures for Professional Appearance Policy

The following criteria will be used to monitor unprofessional behavior and misconduct infractions of athletic training students. Information regarding infractions will be used when considerations are made for clinical education experience assignments, and probation, suspension or dismissal from the Athletic Training Program. If a student is penalized two (2) infraction points during a clinical education experience, he/she/ze will immediately be placed on probation. Additional actions may be taken depending on the severity of the infractions (this includes suspension or dismissal). See below sections for procedures related to probation, suspension and dismissal. If a student is penalized five (5) infraction points during a clinical education experience, he/she/ze will immediately be suspended from the clinical education experience for the remainder of the semester. Additional actions may be taken depending on the severity of the infractions (this includes dismissal). See above sections for procedures related to probation, suspension and dismissal.

Points	Penalty	Infraction
0	Warning	<ul style="list-style-type: none"> • Improper dress in athletic training facility and/or in clinical assignments • Arriving to assignment late or leaving early without making prior arrangements with the preceptor • Failure to arrange weekly clinical schedule with preceptor in a timely & responsible manner. • Inappropriate use of cell phone during clinical education experience • Not completing designated tasks in assigned clinical rotation • Failure to take initiative in completing designated tasks (e.g. set-up and take-down for practices & events, record keeping, treatments, rehabilitation, maintaining clean work environment) • Inappropriate displays of affection shown in the athletic training facility, on the field, or during travel to or from a contest • Inappropriate verbal or nonverbal communication (language unbecoming of professionals, unprofessional content of discussion)
1		<ul style="list-style-type: none"> • Second infraction of any of the above
2		<ul style="list-style-type: none"> • Violation of the NATA Code of Ethics and/or BOC Standards of Professional Practice • Improper dress for contest • Grossly unprofessional conduct while representing the Marietta College Athletic Training Program.
1-4		<ul style="list-style-type: none"> • Failure to follow policy and/or procedure of ATP or clinical site (points assigned based on severity of infraction)
5		<ul style="list-style-type: none"> • Major breach of ethics, major breach of professional behavior, drug/alcohol impairment which effects completion of assigned duties, use of tobacco, alcohol, illegal drugs, or other banned/illegal substances while representing Marietta College Athletic Training Program

Both ATP faculty members and preceptor are responsible for reporting infractions to the clinical education coordinator and program director via praise/concern cards or email. Such reports must be in writing and submitted as soon as reasonably possible after the infraction. Pertinent details of the infraction, including the recommended infraction points, should be included. Copies of reports will be maintained in the student's file on E-value. The student will be notified via formal written letter within two weeks of the infraction. This notification will be placed in the ATP file and copied to preceptor. The student will have one week from the date of the letter to appeal. The student must file a written appeal with the program director. The appeal will be considered by a committee that includes but is not limited to: the program director, clinical education coordinator, the student's preceptor, and one additional preceptor or department faculty member of the student's choice.

The Clinical Education Coordinator will review cumulative infractions at the time of each infraction and at the end of each academic semester for each student with his/her/zir preceptor.

Because of an increased visibility in the intercollegiate, clinical, and high school settings, athletic training students are highly recognized and identified. This demands higher levels of professional conduct because the student is also held accountable for the codes of conduct at their assigned facility. These facilities may also impose additional and more stringent code of conduct violation sanctions. The ATP will strictly support these sanctions.

F. PROGRAM DISCIPLINARY PROCESS

Probation: An athletic training student may be placed on probation for:

- failure to maintain ATP Academic Retention and Promotion requirements
- failure to follow established policy and/or procedure pertaining to academic courses and/or clinical education
- accumulation of 2 or more infraction points as explained previously

Suspension: An athletic training student will be placed on suspension:

- failure to meet ATP Retention and Promotion standards
- if an athletic training student, while on probation, commits an additional infraction of the Professional Behavior Expectations
- accumulation of a total of 5 or more infraction points as explained previously

Dismissal: An athletic training student may be dismissed from the ATP for:

- failure to remedy suspension status
- failure to meet College or Program academic standards
- for a third offense of the ATP Disciplinary Policy.

It is the decision of the Program Director in consultation with the appropriate parties, determined on a case-by-case basis, that will include athletic training faculty members at minimum. Additional consultation may occur with the Clinical Education Coordinator and preceptor(s) to place the student on probation. The student will be notified in writing of the findings and decision including the probation or suspension time period, within two weeks of the decision. A copy of the notification will be maintained in the student's file.

Students have the right to appeal their status within one week of the date of the letter in writing to the program director. In this case, a committee will be formed which will include but is not limited to: the Program Director, athletic training faculty member, Clinical Education Coordinator, the student's preceptor, and one additional preceptor or department faculty member of the student's choice as deemed appropriate based on infractions identified. The committee will make the final decision regarding the student's status in the ATP. At the discretion of the committee, the student may be required to meet with one or more of the committee members to review the committee's decision.

A student on probation may be ineligible to begin or continue with a team assignment/ clinical assignment during the probationary time period stated. *Each decision will be made on a case-by-case basis determined by the Program Director in consultation with that athletic training faculty and Clinical Education Coordinator.* Decisions will be rendered based on the infraction(s), student's academic and/or performance.

A student placed on suspension will not have a clinical experience and may not enroll in a Clinical Experience course (ATTR 515, 525, 615, 625) during the suspension time period. *A student placed on*

suspension is ineligible to gain clinical education experience hours and will not continue with their clinical education experience during the suspension time period stated. If a student fails to follow the terms of the suspension, he/she/ze will be dismissed from the ATP. (see section below).

Multiple probations, or failure to remedy existing deficiencies will result in the student being suspended from the program (see section below).

- When the probationary period has expired, the student will be reinstated to the program if all of the following criteria have been met:
 - deficiencies that resulted in the student being placed on probation have been resolved
 - a written plan of action is received by the program director from the student
 - the student has met with the program director, clinical education coordinator, and preceptor.

It is important for the student to understand that extended probation may result in having to repeat a course or courses (i.e., athletic training major courses) due to failure to meet course requirements. Deviations in expected course progression often interfere with graduating in two years, as well.

When the suspension period has expired, the student will be reinstated to the program provided deficiencies have been resolved and after a written plan of action is received by the program director from the student. It is important for the student to understand that suspension will likely result in having to repeat a clinical methods course, due to failure to meet course requirements. Deviations in expected course progression often interfere with graduating in two years, as well.

G. GRADING SYSTEM

While enrolled in MAT classes, the following grading scale will be used for all courses:

A =100-93 %	B =86-83 %	C =76-73 %	D =66-63 %
A- =92-90 %	B- =82-80 %	C- =72-70 %	D- =62-60 %
B+ =89-87 %	C+ =79-77 %	D+ =69-67 %	F =59 % and below

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

H. ACADEMIC AND CLINICAL COUNSELING

Students will be advised by faculty of the MAT program. The MAT program will use block scheduling. As courses in the MAT are taken in a sequential order, meetings with academic advisors are not necessary for scheduling. However, students should utilize their adviser for guidance in internships, future professional goals, and overall academic trajectory. Advisers are assigned to guide the student in their professional and personal development and to support academic, research, and professional achievement while in the program and beyond.

I. ACADEMIC SCHEDULING AND CLINICAL EXPERIENCES

Courses in the Master of Athletic Training Program are scheduled to conclude prior the start of the clinical day in the first year. In the second year, class schedule is made and timed in accordance with clinical placements to allow for immersion experiences and hands-on experience.

J. CLINICAL EXPERIENCES

Throughout the program, students will be assigned to Preceptors working at high schools, colleges hospitals, PT clinics, physician offices, and other allied clinical settings. Clinical assignments will change from semester to semester and may vary within a given semester. Laboratory times are somewhat inflexible due to the practice times of athletic teams, either on or off campus, and/or the "open" hours of other allied clinical settings, thus making part-time employment extremely difficult to impossible. Students must realize their top priority is the

educational preparation necessary for the field of athletic training. Due to the clinical experiences that will occur throughout the students MAT study, students may not participate in varsity or junior varsity athletics at Marietta College. Recreational sports are permitted, however, will not be accepted as an excuse from clinical or educational obligations related to the MAT.

Given below are the affiliated clinical settings that an Athletic Training Student could be assigned to during an academic year:

1. Marietta College
2. Physicians Care
3. Marietta Memorial Hospital Out-patient Physical Therapy
4. Marietta Memorial Hospital In-Patient Physical Therapy
5. Marietta Memorial Surgical Department
6. Marietta Memorial Hospital Wayne Street Campus
7. Selby General Hospital
8. First Settlement Physical Therapy
9. First Settlement Orthopedics
10. Marietta Health and Wellness
11. Marietta High School (under auspice of Marietta Memorial Hospital)
12. Warren High School (under auspice of Marietta Memorial Hospital)
13. Fort Frye High School (under auspice of Marietta Memorial Hospital)
14. Waterford High School (under auspice of Marietta Memorial Hospital)
15. Ohio Valley University (under auspice of Mountain River Physical Therapy)

K. TRANSPORTATION TO CLINICAL EXPERIENCES

Students are expected to assume responsibility for their own transportation to the various clinical assignments that are off-campus. Please note that the ATP will attempt to work with those students who do not have their own transportation. However, it is the student's responsibility in making sure that he/she/ze arrives to his/her/zir clinical assignment on time. Travel to and from clinical sites is at the student's expense; carpooling with the preceptor or other students assigned to the same site is encouraged.

L. CLINICAL EDUCATION POLICY

All athletic training students are required to complete a minimum of four clinical experiences, over a minimum of four semesters. The clinical experiences will begin in the second semester of the ATP. The athletic training students will be assigned to a Preceptor. The Preceptor will be responsible for supervising the athletic training student during the clinical experience as well as providing instruction and evaluating the athletic training student. The athletic training student will be assigned to a Preceptor working within the chosen sites. Clinical experience sites will be chosen based on student need in their clinical experiences. During their clinical education, students will gain clinical practice opportunities with a varied client/patient population. These populations will include clients/patients: throughout the lifespan, of different sexes, with different socioeconomic statuses, of varying levels of activity and athletic ability, and who participate in non-sport activities. Additionally, at least one clinical experience will be an immersive clinical experience in which the student will be immersed in the experience for a minimum of four weeks. The athletic training student's clinical experience is linked to four individualized courses. These courses are ATTR 515, 525, 615, and 625.

Athletic Training students will be evaluated a minimum of 2 times during each clinical field experience.

Athletic Training students can expect to work an average of 20 hours per week with their rotations. The Preceptor will monitor the amount of hours athletic training students are working during the rotations, and will give appropriate time off for the Athletic Training students. Athletic Training students are encouraged to communicate with their Preceptor regarding the need for time away from their clinical experience.

M. CLINICAL SUPERVISION POLICY

The athletic training program at Marietta College requires that all athletic training student clinical hours occur under the direct supervision of a Preceptor. Preceptor is defined as a certified/licensed professional who teaches and/or evaluates students in a clinical setting using an actual patient base. Preceptors for credited clinical courses must be an athletic trainer or physician; however, supplemental experiences will also occur with professionals from varying healthcare fields. All clinical hours must be gained at a MC ATP affiliated clinical site.

Direct supervision is defined as the constant, physical presence of a Preceptor in the immediate area of an athletic training student. The supervisor must be available to provide consistent, on-going educational instruction and feedback to the ATS. Students may not practice athletic training in an unsupervised situation. If a student voluntarily chooses to work outside of the assigned clinical rotations of the ATP, he/she/ze understands that they are not acting as an athletic training student, but are acting under their own volition utilizing only their first aid and CPR certifications, and may not represent themselves as an athletic training student in the ATP.

Students in the ATP may be offered the opportunity to travel with a sport or team with a Preceptor. The Marietta College ATP feels that valuable experience may be had when students travel with athletics teams. Therefore, students are expected to travel when possible. Travel with teams should not interfere with other academic commitments, such as class times, unless pre-approved by the faculty member teaching the course of interference. In the event that a Preceptor does not travel, the student may not travel with the team as an ATS. Please refer to the ATP Travel Policy for more details on this topic.

The Preceptor should have consistent communication with the ATP regarding student progress, clinical site status, and supervisor evaluation.

N. ATHLETIC TRAINING STUDENT TRAVEL POLICY

The Athletic Training Program believes that the opportunity to travel with athletic teams plays a role in the overall education of the athletic training student. This experience gives the athletic training student an opportunity to understand the responsibilities of an athletic trainer in regard to organization and administration, coach interaction, and other travel responsibilities. The opportunity to travel with an athletic team will be at the discretion of the supervising certified athletic trainer, as well as the athletic training student. Should an athletic training student decide to travel with an athletic team, it must be with the certified athletic trainer accompanying the team. Student travel for athletic training clinical experiences should not interfere with athletic training courses.

O. PROFESSIONAL RESPONSIBILITIES

Professionalism in attitude, behavior, and dress is required of all Athletic Training Students. Honesty and dependability are essential. It is your responsibility to read and understand the following sections concerning your relationship with other members of the sports medicine team. It is also expected that you give your best effort to assure that all of the responsibilities identified herein are fulfilled. As you develop knowledge and gain experience, you will become progressively more involved. Progress will bring additional responsibilities.

SPECIFIC RESPONSIBILITIES

1. The student is expected to fulfill all scheduled weekly clinic hours assigned to him/her/zir by the ATP staff.
2. The student is expected to fulfill all responsibilities assigned to him/her/zir related to the clinical experience to which the student is assigned.
3. The student is expected to attend all staff and continuing education meetings as announced.
4. The student is expected to be prompt and attentive to all classes, meetings, and assignments.
(NOTE: If you find it impossible to keep these commitments you are to notify a faculty member in advance of the event, preferably 24 hours in advance of the scheduled time.)
5. From the moment the student is accepted to the ATP he/her/hir becomes a representative of the standards

and ideals of the program. Athletic training has a prominent role on campus and Athletic Training Students should be aware that they are representing the ATP at all times. It is hoped therefore that the student will display a professional attitude and responsible behavior in all settings (academic and social).

OTHER RESPONSIBILITIES

1. Students will be given information concerning available scholarships and grants and are encouraged to apply.
2. Students are expected to stay informed of current research and the latest findings via journals available in the Legacy Library. Reading journals is a habit which should be developed early in one's career. This will assist students in choosing a research topic, as well as, give students new ideas for treatment and rehab of patients.
3. MCATSO membership, service and fund-raising activities are the responsibility of all involved in the program. Students are expected to help when they can.
4. Students are encouraged to attend national and district meetings when possible. Transportation and lodging are usually provided by the department, when budget allows. Grants, up to \$500, may also be obtained through Graduate Council to help defray costs.

P. POLICY ON CPR CARDS

A photocopy of each student's current CPR card must be uploaded to E-Value by August 1st of each year. Failure to comply with this policy at the designated time means that the student cannot participate in his/her/zir assigned clinical experience until the student has a valid, current certification in CPR on file. The student will also be placed on "probation" until he/she/ze fulfills this essential requirement.

In August of each year, the Department of Athletic Training & Sports Medicine conducts a recertification class for all ATP students on campus. Failing to participate in this class means that the student is responsible for obtaining recertification off-campus. When participating in clinical experiences while enrolled in the ATP at MC, each student must renew his/her/zir CPR card ever 2 years, and re-certify in First Aid every 2 years.

Q. STUDENT HEALTH POLICY (PHYSICAL EXAMS, IMMUNIZATIONS, ETC.)

Upon acceptance to the ATP, all students must produce evidence of immunization/vaccination record (Tdap, MMR, Hepatitis A, B, Meningitis A, C, Y, & W, and Meningitis B). These forms will be uploaded to E-value by the student.

R. THE RELATIONSHIP OF THE ATHLETIC TRAINING STUDENT TO OTHERS

Athletic Training Student and Sports Medicine Faculty/Clinical Instructors/Staff

The SPTM/ATP Faculty/Staff and off-campus clinical instructors are your immediate supervisors and you will be responsible to them at all times. Feel free to discuss anything with them at any time.

Athletic Training Student and Team Physicians

As an Athletic Training Student you will have a wonderful opportunity to get to know and work with several physicians, as well as other medical specialists associated with the ATP. You can learn a great deal by watching them work and listening to them discuss injuries. Feel free to ask questions. Typically, most of the arrangements with the doctors will be made by the staff certified athletic trainers. However, if you are called upon to report to the doctors, be sure to give them detailed information and follow their orders immediately and efficiently.

Athletic Training Student and Coaches

This area is highly important to the ATSS' professional development. Proactive, consistent communication with the coaching staff is encouraged. Any problems you encounter can and should be discussed freely with the staff

ATC's. As an ATS, you should not discuss injuries with a coach unless given direct permission to do so by your Preceptor. Professionalism must be maintained at all times and HIPAA guidelines should be strictly adhered to.

Athletic Training Students to other Students

The Athletic Training & Sports Medicine staff does not hold inflexible rules in regard to this topic; however, it is inadvisable for the athletic training students to casually date members of the coaching staff, Athletic Training/Sports Medicine staff, or other employees of the college. Athletic Training students are discouraged, but not prohibited from, dating student athletes. However, if it in any way detracts from normal operation of the Athletic Training Facility, such a relationship may necessitate reassignment to different clinical experience. It is expected that the ATS will be able to distinguish between personal and professional matters, and will not create a conflict of interest between the two areas. Professionalism must be maintained at all times and HIPAA guidelines should be strictly followed.

Probational and Educational Expectations

Mr. Jerry Rhea, fifth president of the NATA, stated in 1988, that athletic trainers do not lose their job or get into trouble for being a bad practitioner. They get into trouble and get fired for not knowing how to deal with people. Athletic training students must recognize and realize this issue and understand that they must be more responsible for their actions than the average MC student. The general rule at MC is that your personal life is private until it becomes an issue in the Department of Athletic Training & Sports Medicine or while performing your clinical experiences. You are expected to learn to work cooperatively with the medical staff, college staff and faculty, and your peers at an early stage in your professional career. Problems in this area should be brought to the attention of the athletic training staff.

S. PARTICIPATION IN ATHLETICS BY MC ATHLETIC TRAINING STUDENTS

In order to fulfill all requirements of the ATP, students must participate in a clinical rotation during all semesters of the program. For this reason, participation in Varsity and Junior Varsity athletics at Marietta College is prohibited for Athletic Training Students. Students are permitted to participate in intramural sports with the understanding that it must not interfere with requirements of the ATP.

T. NATIONAL AND STATE ORGANIZATIONS

"Why join national/state professional organizations?"

Students are required to be members of the National Athletic Trainers' Association while enrolled in the program. In the following section you will find information on joining national and state professional organizations in Sports Medicine/Athletic Training - the American College of Sports Medicine, the National Athletic Trainers Association, and the Ohio Athletic Trainers Association. It is the student's choice to continue membership fees after graduation from the ATP. When contemplating membership, please take the following benefits into consideration.

1. Joining a professional organization is one mechanism of demonstrating to others your interest and commitment to the profession. (i.e., prospective employers, graduate schools, and professional schools always look for this!)
2. Registration costs for conventions and symposiums is drastically decreased.
3. Professional journals and publications will be made available to you via internet access or direct mailings to your home.
4. Membership allows you to apply for more grants and scholarship money.

U. MC ATHLETIC TRAINING STUDENT ORGANIZATION (MCATSO)

The Department faculty and staff believe it is very important for students to take an active role in the continuing development and support of the MCATSO. Moreover, by having more students participate and become active members, fund-raising for the club should increase, as well as the camaraderie among students and

faculty/staff. Additionally, fund-raising will enhance the potential for more students to attend state, district, and/or national Sports Medicine/Athletic Training Conferences.

PROGRAM POLICIES AND GUIDELINES RELATED TO ATHLETICS

A. GENERAL GUIDELINES FOR THE ATHLETIC TRAINING ROOM

The following are general guidelines that affect the operation of every Athletic Training Room at Marietta College. Specific procedures and policies pertaining to each facility will be posted in the facility.

1. These facilities are co-educational, so proper dress is required at all times.
2. Good aseptic technique is to be practiced at all times.
3. Tables, whirlpools, and counter areas are to be kept clean and disinfected as indicated by the cleaning schedule.
4. Gloves are to be worn AT ALL TIMES when there is a chance of contact with blood. In addition,
5. dressings and other blood contaminated materials are to be disposed of properly (NOTE: See Universal Precautions, p. 40).
6. The ice machine is considered a modality; unauthorized persons should not be removing ice from the ice maker or ice chest. Ice is for medical and treatment purposes.
7. Do not remove ice from the machine with your fingers. There is a chance that the ice will be used for drinking water and this practice is very unsanitary.
8. The supplies we use are budgeted by Marietta College with the expressed purpose of being used for student athletes that participate in intercollegiate sports. NO ONE is to “help themselves” to any supplies.
9. Athletic Training students are not to take supplies out of the ATR for personal use back in the dorm without expressed permission from a Preceptor. Such action will be considered theft and is grounds for dismissal from the ATP.
10. Distribution of all non-disposable items (braces, crutches, splints, etc.) is to be recorded in Athletic Trainer System EMR.
11. Supplies are very expensive and limited. It is everyone’s responsibility to see that supplies are not stolen and/or wasted.
12. All therapeutic modalities must be used responsibly and treated with care.
13. Students must be “checked off” on the use of each modality in the “Therapeutic Interventions” course before implementing the modality into a treatment program. Once the student has been “checked off,” the modality may be used under the direct supervision of a Preceptor or direction of the team physician.
14. Athletic training students are NOT permitted to use the modality unsupervised.
15. Athletic Training students are not to issue, prescribe, or dispense any medications to athletes or coaches. Violation of this policy is grounds for dismissal from the program.
16. Students are encouraged to be well informed of liability and legal aspects of athletic training. You must do what a prudent person in your capacity is allowed and expected to do. NEVER GO BEYOND YOUR LIMITATIONS.

Additional duties, as well as previously indicated duties (stated in a different format) are given below:

1. Keep the ATF clean AT ALL TIMES! (Daily)
2. Restock supplies: sundry jars, taping areas, cabinets, etc. (Weekly)
3. Maintain complete records of care rendered in the EMR. (Daily)
4. Administer necessary first aid. (Daily)
5. Clean: countertops, taping tables, modalities and rehab equipment. (Daily/Weekly)
6. Keep field kits stocked, clean and in their proper place.
7. Clean whirlpools and all sinks - Weekly (Note - if open wound is present, clean whirlpool after each treatment!)
8. Stock ice cups. (As needed)
9. Only tape what you have been evaluated on.
10. Clean all water coolers and ice chests after use, clean them, dry them out and store properly. (Daily)
11. Clean tables with isoquin or similar solution. (Daily)
12. Maintain proper water level in hydrocollators and whirlpools. (As needed)
13. Make heel and lace pads. (As needed)

14. Report or correct physical hazards you see in the Athletic Training room to the Coordinator of Athletic Training services.
15. Conduct adequate rehabilitation programs to help prevent re-injury. Seek adequate guidance from ATC. (Daily)
16. Maintain an adequate supply of materials utilized in the clinic (i.e., tape, gauze, band-aids, etc.) from the storage room. (NOTE: only staff and one designated upper-class student is allowed in the storage room). (Weekly)
17. Roll wraps and fold towels, and place in proper location. (Daily)
18. Clean up your "mess". This includes returning all items to their proper place(s) after using them. (Daily)
19. Make the contact with the athlete once he/she/ze arrives in the Clinic, not vice versa, and remember no self-service.
20. You will not be allowed to gain clinical hours if you are not dressed appropriately (See Professional Appearance Policy.)
21. Check the washer and dryer to see if towels/hydrocollater covers need washed/dried/folded. (Daily as needed.)

Students should familiarize themselves with all daily cleaning duties and contribute their share. The appearance of the Sports Medicine Clinic and the Athletic Training facilities are always scrutinized by all who have reason to be there, and even those individuals who are there on an irregular basis. An unkempt, unsightly, dirty, disarranged facility is the one key to how any athletic trainer or other Sports Medicine professional views his/her/ze athletes and profession. Be proud to have anyone walk into our facility and remark how neat and clean it is. Also, keep in mind that a person (group) may not say anything if the Clinic is as it should be, but they certainly will if it has not been taken care of in a professional manner.

B. PROCEDURES TO FOLLOW ON THE PRACTICE FIELD/GYM

Choose an advantageous position on the field (close to the action, but not in the way). Always keep your eyes on the action to witness mechanisms of injuries. Always carry scissors, gauze pads, band-aids, tape, penlight, latex gloves, etc. in your pockets or kit. Do not stand in a group; circulate around the field. Do not sit down, but be attentive at practices because when you are attentive to the coach(es), he/she/ze will be more attentive to you when the need arises. Above all do not study or read while obtaining experiences in any clinical setting! The proper equipment (first aid kit, ice, water, etc.) should be in the correct location and fully stocked and/or in good working order. Injuries can occur during the first and/or final minute or practice, so it is imperative that you arrive on time, pay attention and do not leave early!

C. GAME CONDUCT

Be on time and in uniform. Make sure that you arrive at the time designated by the staff athletic trainer. Introduce yourself to the visiting coach and/or athletic trainer and offer available services (ie. pre-game, half-time and post-game). Do not cheerlead or make critical comments in regard to an athlete's performance, an official's call, and/or coaching strategies. Only comments of positive or encouraging nature should be made to an athlete, and keep in mind that coaches will correct mistakes made by athletes.

D. INJURY DISCUSSION WITH NEWS MEDIA

In compliance with HIPPA guidelines, do not discuss the health status of any athlete with anyone! Do not "leak" any information to friends, press, radio, etc. Direct all inquiries to the staff ATC or Sports Information Director. All public comments about injuries will be handled by the team physician, staff ATC or coach. Keep in mind that by releasing such information you will be "breaching" the confidentiality of the athlete, which is a punishable offense by law.

E. MEDICATION POLICY

Under no circumstances shall an Athletic Training student be responsible for the administration of prescription drugs or medication. That is under the jurisdiction of the team physician and strictly controlled by

him/her/ze and the certified athletic trainers. For any person other than the team physician to dispense prescription drugs would be a violation of federal law. Moreover, ATS's may give out O.T.C. (over the counter or non-prescription) medications; however, they must be countersigned by the Preceptor. Furthermore, medication given to athletes must be recorded in the athletes' individual file, and medication given to an athlete on-the-road must also be filed and co-signed by a Preceptor.

F. MC ATHLETIC TRAINING ROOM POLICIES FOR ATHLETES

1. Report all injuries and sicknesses first to the certified athletic training staff. Athletes injured or sick and unable to practice should check with the full-time staff athletic trainers for daily prescribed activity. (NOTE: In-season athletic teams will be given first priority in the ATF).
2. Shower prior to receiving treatment. Dry off before entering the Athletic Training facility.
3. Wear shorts in the Athletic Training facility. (NOTE: Special wraps require shorts to be worn in certain instances).
4. Cleats, spikes or turf shoes are not be worn in the Athletic Training facility.
5. All shoes will be kept off treatment tables.
6. The Athletic Training facility will not be used as a dressing room so keep equipment out.
7. The Athletic Training facility is for prevention, care, recognition, treatment and rehabilitation of athletic injuries only! It is not a social club.
8. Profanity is not acceptable in the Athletic Training facility.
9. Replace items in their proper place after using.
10. Athletic Training facility cleanliness is imperative to its function! Please help to keep it clean.
11. Athletes should make requests for special needs well in advance of any trips.
12. No self-service! Ask one of the Sports Medicine staff members for what you want and/or need.
13. No food or drinks are permitted in the Athletic Training facility.
14. No tobacco is permitted in the athletic training facility
15. Offices are off limits, except for Sports Medicine business. Athletes will be invited to enter the office. The open-door policy is always in effect, but don't abuse it.
16. Cell phones are prohibited in the athletic training facility. Use of a cell phone without permission may result in confiscation until the athlete exits the facility.
17. Medical kits and cabinets are off limits except to Sports Medicine staff.
18. Music should not be played without permission from a Sports Medicine staff member. In the event that music is permitted, it should be kept at a non-disruptive volume.
19. Students (and athletes) are to stay out of the Storage Room, unless given permission to enter by one of the full-time faculty/staff members.
20. Athletic Training facility hours will be posted and all athletes are expected to be there if treatment is needed. The Head Coach will be notified if treatments are missed! (NOTE: Come to the Athletic Training facility only during posted hours.)
21. If there is a problem you would like to discuss, please see the Sports Medicine staff for advising, consultation and/or referral. All meetings will be kept strictly confidential!
22. No one is ever late for practice because he/she/ze was detained in the Clinic.

G. PROGRAM STANDARD OPERATING PROCEDURES

Standard Operating Procedures (S.O.P.)

I. GENERAL

- A. Make sure you read and familiarize yourself with the "Sports Medicine Clinic Policies for Athletes," (previous page) - You are the enforcers of these policies!
- B. Log all activities in the clinic: treatments, rehab, medication, injury evaluation, wound care, etc. Use ATS to document all information.
- C. Log all clinical hours and patient encounters in E-Value. Your preceptor will check you off for your hours.
- D. Do not, at any time, give out information to anyone! What you do, hear, and say regarding the ATP, coaches, athletes etc. STAYS HERE!!!
- E. Avoid confrontations with athletes and coaches. See your Preceptor if you have a problem.

II. PERSONAL

- A. Be on time for assigned clinical hours in the Athletic Training facility.
- B. Being consistently late or absent for Athletic Training duties can eventually lead to dismissal from the program.
- C. Be punctual and polite in all classes, as you are reflecting the MC Athletic Training Program. (Note: Getting up in the middle of class is not being polite.)
- D. Try to spend as much time as possible in the Athletic Training facility and any of the affiliated clinical settings, as this will help reflect your interest in the program.
- E. Do not study while obtaining clinical experiences or while with athletic teams, unless there are no duties for you to perform. (NOTE: Take the initiative about job-related responsibilities!)
- F. Dress professionally. (See Professional Appearance Policy discussed in other sections of the *ATP Student Handbook*.)

III. TAPING

- A. All students will observe until they have been deemed proficient in taping techniques by ATP Program faculty and/or Preceptors. (Note: "Check Offs" will take place at various times during the semester.)
- B. Do not tape what you have not yet learned. Refer to an upper-class student and/or faculty or staff ATC.
- C. Do not waste supplies. Use what you need and need what you use.

IV. TREATMENT, REHABILITATION

- A. Log all procedures including name, injury, progress, sport, time, type, and your initials in ATS.
- B. Check athletes periodically while they are being treated. Explain the purpose of the treatment and what they should feel. (NOTE: Check with staff ATC prior to starting new Tx.)
- C. Staff will set up and supervise all treatments and rehab.
- D. Students will observe all treatment and rehab set-ups and applications until they have completed the necessary course work and are given the "go-ahead" by Supervising Staff ATC's to perform the treatment or rehab procedures themselves.

V. ACADEMIC

- A. Each course in the Masters of Athletic Training Program will have course objectives that will be measured through exams, practicals, papers and group projects. The program will have a probation and dismissal policy as well as a remediation policy for students not achieving the required grade.

Academic Probation and Dismissal

Academic probation and/or dismissal of a MAT student is determined by the department faculty and the College Provost. To remain in good academic standing, normal progress in didactic and laboratory courses requires all students to earn a B or better and to maintain an overall GPA of 3.0 in the professional program. A student who is in danger of earning a grade below a B in any MAT course will be required to follow the remediation procedures below.

Remediation Procedures

Student progress is monitored and documented throughout the MAT program in a way to identify deficiencies in knowledge or skills. The remediation protocol is as follows:

1. A student earning below a B in any particular component of a course will remediate the identified deficient area
2. The specific remediation plan will be developed at the discretion of the course instructor and may include but is not limited to:
 - a. Reading assignments
 - b. Written completion of course objectives
 - c. Exam retake
 - d. Problem-based learning in the area of weakness
 - e. Individual tutoring
 - f. Retaking practical exams
3. All remediation plans will include
 - a. Composition of the assessment and requirement to be successful
 - b. Date by which remediation is to be completed
4. All remediation will be documented in the student's file.

A student earning a final grade below a B in any MAT will be dismissed from the program. A student may appeal a decision of dismissal to the Graduate Council. Students who submit an appeal and have it granted by the Graduate Council or College Provost will remain on academic probation and will be dismissed again in the instance of a second grade below a B in any MAT course. Successful completion of the program will require that the student repeat the course in which the unsatisfactory grade was received with a final grade of B or better

I. MANAGEMENT OF INJURIES ON THE FIELD OR COURT

When an injury occurs on the field or gym, go to the injured athlete along with your supervising preceptor as quickly as possible. Observe the injury assessment process followed by the preceptor and assist him/her/zir as needed.

J. STANDARD OPERATING PROCEDURES (SOP) FOR GENERAL INJURY ASSESSMENT

The Standard Operating Procedures (SOP) and Emergency Action Plans (EAP) are updated annually. The SOP's and EAP's are stored in E-Value for each affiliated site. Students can assess the EAP and SOP for their assigned site within E-Value.

APPENDIX A

**"DIRECTED OBSERVATION" VS. "DIRECTED SUPERVISION"
UNACCEPTABLE VS. ACCEPTABLE HOUR GUIDELINES**

**"DIRECTED OBSERVATION" VS. "DIRECTED SUPERVISION
UNACCEPTABLE VS. ACCEPTABLE HOUR GUIDELINES**

- I. The student must have continual communication and direction, on a daily basis, with a BOC Certified Athletic Trainer (ATC) or Physician. In the Marietta College Athletic Training Program, this will include the following positions/personnel:

Chair, Department of Athletic Training & Sports Medicine Department
Marietta College ATC's and Affiliated Preceptors
Instructors/ATCs, or other allied health care professionals at affiliated
clinical settings

II. Unacceptable Hour Guidelines

- A. Hours spent in a program/facility not supervised or directed by an ATC, and/or is not a MC affiliate clinical setting.
- B. Time spent traveling with teams.
- C. Academic hours.

III. Acceptable Hour Guidelines

- A. In order for hours to be credited for academic purposes, hours must be obtained under the direct supervision of one of the BOC Certified Athletic Trainers or Preceptor listed in Section I, above.
- B. The hours must be verified electronically via E-Value by one of the Preceptors listed in Section I, above.

IV. "Directed Supervision":

- A. Once a student is accepted into the Athletic Training Program, all hours must be under the direct supervision of one of the personnel listed in Section I above.
- B. Direct supervision involves daily personal contact between the clinical instructor and the athletic training student in the same clinical setting.
- C. Direct supervision implies constant personal contact between the clinical instructor and the student, clinical instructors must be readily accessible to the student on a daily basis for on-going instruction, guidance, and prompt intervention in the event of a medical emergency.

APPENDIX B

ACADEMIC PLAN AND CURRICULUM SEQUENCE

**MARIETTA COLLEGE DEPARTMENT OF ATHLETIC TRAINING &
SPORTS MEDICINE
MASTER OF ATHLETIC TRAINING PROGRAM**

Year 1		
Summer 1		
PASP 501	Gross Anatomy	6 hrs
ATTR 510	Intro to Clinical Education	3 hrs
ATTR 511	Foundations of Athletic Training	3 hrs
		12 hrs
Fall 1		
ATTR 512	Orthopedic Assessment I	3 hrs
ATTR 515	Clinical Experience I	3 hrs
PASP 508	Advanced Pharmacology I	3 hrs
ATTR 521	Therapeutic Interventions I	3 hrs
		12 hrs
Spring 1		
ATTR 530	General Medical Assessment	3 hrs
ATTR 514	Orthopedic Assessment II	3 hrs
ATTR 525	Clinical Experience II	3 hrs
PSYC 650	Psychopathology	3 hrs
ATTR 621	Therapeutic Interventions II	3 hrs
		15 hrs
Year 2		
Summer 2		
ATTR 590	Research & Design I	1 hr
ATTR 605	Fundamentals Strength & Conditioning	3 hrs
ATTR 680	Topics Course: Study Abroad (Optional)	3 hrs
		7 hrs
Fall 2		
ATTR 690	Research & Design II	1 hr
ATTR 615	Clinical Field Experience III	3 hrs
ATTR 610	Organization & Administration in Athletic Training	3 hrs
		7 hrs
Spring 2		
ATTR 691	Research & Design III	1 hr
ATTR 625	Clinical Field Experience IV	3 hrs
ATTR 620	Athletic Training Seminar	2 hrs
		6 hrs
	Total Credit Hours	56-59 hrs

E. Admission into the Master of Athletic Training Program

All students should apply to the Master of Athletic Training program through the ATCAS program.

Students enrolled in the Sports Medicine major at Marietta College can apply for the 3+2 or 4+2 option. Students pursuing the 3+2 track will apply for admission into the Master of Athletic Training (MAT) Program through ATCAS during the spring semester immediately preceding the first semester of the MAT Program. Students pursuing the 4+2 track will apply for admission to the program during the spring semester of their final year and will submit official transcript upon completion of a bachelor's degree through ATCAS.

Students completing the 3+2 option will need to be within one semester of completing required general education requirements and prerequisite classes prior to applying.

Students coming from another institution should apply during the spring semester of their final year and will need to submit their official transcripts upon completion of the bachelor's degree through ATCAS. The quota of applicants accepted and enrolled in the program is limited to 15. Students not accepted can resubmit an application the following year.

Admission Requirements:

- a.) 3.0 grade point average or higher is preferred in the Master of Athletic Training prerequisite classes including COMM 203 and WRIT 102 or equivalent, a minimum of 2.75 will be accepted.
- b.) A minimum of 75 directed observation hours supervised by and signed off by a certified athletic trainer
- c.) GRE scores submitted through ATCAS application
- d.) Official Transcripts upon graduation (an unofficial transcript can be used until then)
- e.) Three reference evaluations from college/university faculty, staff, administrators, coaches, personal acquaintances, etc. These letters should detail the student's demonstration of skills and traits, i.e. dependability, responsibility, initiative, leadership, communication skills, etc., that are critical for the success of an entry level BOC-certified Athletic Trainer
- f.) Letter of application answering the following questions
 - a. Why do you want to be an athletic trainer?
 - b. Strengths that would benefit the MAT program
 - c. How does Marietta College MAT program fit your future goals?
- g.) Verification that the student understands and meets the Technical Standards for admission into the Master of Athletic Training Program.
- h.) Admission interview with the faculty/staff of the Athletic Training Department

Clinical Experience Requirements

By August 1 students will be required to submit the following:

- a.) Background Check
- b.) Proof of required vaccinations and immunizations (Hepatitis A, B, MMR, Tdap, Meningitis A, C, Y, & W, Meningitis B)

F. Clinical Education/Field Experience Requirements

Students must be admitted into the Athletic Training Program prior to beginning their clinical education/field experience requirements. The clinical education/field experience is composed of four courses. The courses will be completed over a minimum of four (4) semester period.

Students will be assigned to a Preceptor during these rotations to review competencies and proficiencies assigned to the rotation.

APPENDIX C
ACADEMIC GRIEVANCES

ACADEMIC GRIEVANCES

Marietta College is committed to the highest principles of academic and personal integrity and a sensitive regard for the rights of others. Essential to these rights are the individual responsibilities of faculty and students.

Faculty are responsible for clearly communicating their grading policies, testing procedures, and expectations of student performance at the beginning of each course, as described in the Faculty Handbook. Students are responsible for following these policies and fulfilling those expectations. Even though students have the right to their own opinions about course content and delivery, they remain responsible for learning the content of the course.

Teaching, like any human relationship, inevitably results in occasional misunderstandings, disagreements, and grievances. Most-but by no means all-of these grievances relate to the grading policy.

The purpose of this policy is to spell out a procedure for managing grievances about academic due process and for correcting injustices as they occur.

Definitions for Academic Grievance

1. **Complaint:** An informal claim by an affected student that a faculty member of an academic administrator has carried out his/her/zir responsibilities improperly. (See Step I below.) Maintain confidentiality concerning any information presented in the hearing.
2. **Grievance:** A written allegation by an affected student that a faculty member or academic administrator has carried out his/her/zir responsibilities improperly. (See Step II below.)
3. **Respondent:** The faculty member(s) and/or academic administrator(s), identified by the affected student as causing or contributing to the complaint or grievance.
4. **Time Limit:** The time limit of a grievance or complaint is defined as the semester following the incident in which the grievance/complaint took place.

Procedure

If a student believes he/she/ze has a legitimate complaint or grievance, the student should follow the following procedure:

Step I

It is recommended that a student consult with his/her/zir academic advisor before and while initiating a complaint or grievance.

1. The student shall discuss the problem with the respondent.
2. If a problem is not mutually resolved, the student shall confer with the immediate supervisor (usually the department chair) of the respondent. If the respondent is a supervisor or department chair, the student shall confer with the provost or the person in that office to whom the provost has delegated this responsibility, hereafter referred to as the provost or the provost's designate.

A student should not assume that petitioning a complaint or grievance means that the person will be granted. The student should continue to attend classes and fulfill the requirements of the course in which the student is currently enrolled.

Step II

1. If the complaint is not satisfactorily resolved in Step I, the student has the right to file a

grievance with the provost or the provost's designate. This written allegation shall describe the grievance, a summary of the circumstances surrounding it, the related evidence, and what has already been done in attempting to resolve it.

2. The provost or the provost's designate shall convene a grievance committee and a hearing shall be scheduled within 15 days after the receipt of the written grievance.
 - a. The grievance committee shall be composed of three members of the teaching faculty, one chosen by the student, one chosen by the respondent, and one chosen by the provost or the provost's designate.
 - b. The grievance committee shall hear testimony from the student, the respondent and whomever else it deems appropriate.
 - c. The grievance committee shall maintain confidentiality concerning any information presented in the hearing.
 - d. There shall be no legal counsel present in the hearing of the grievance committee.
 - e. The committee shall have access to all material it feels is relevant to the case.
3. Within 15 days after completion of the hearing, the grievance committee shall submit its findings to the provost or the provost's designate for his/her/zir consideration. A copy of the findings shall be sent to the respondent and the student.
4. The student may withdraw the grievance at any point in the proceedings by requesting in writing to the provost or the provost's designate.
5. The provost or the provost's designate may grant an extension of the time limit this procedure for good cause.
6. The student or the faculty members may appeal to the provost (if the provost has not handled the case himself or herself), and then to the president of the College either finds the resolution of the matter satisfactory.

APPENDIX D

OTHER RESOURCES AND LOCATION FOR REFERENCE

**MARIETTA COLLEGE
ATHLETIC TRAINING PROGRAM**

Resource	Location of Reference
Marietta College Athletic Training Program Technical Standards for Admission	INSERT WEBSITE LINK E-value
Communicable Disease Policy	E-value
OSHA Training Documentation	E-value
Bloodborne Pathogen Policy	E-Value
Marietta College Standard Operating Procedures	INSERT WEBSITE LINK E-Value
Standard Operating Procedures of Individual Clinical Sites	E-value
Disclosure of Medical Information: Athletic Training Student Declaration Form	E-value
Marietta College Athletic Training Student Agreement	E-value
Clinical Evaluation forms	E-value