



**UNDERGRADUATE
ATHLETIC TRAINING
HANDBOOK**



Revised: Fall 2008



MICHIGAN STATE UNIVERSITY
UNDERGRADUATE ATHLETIC TRAINING
HANDBOOK

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Welcome to Michigan State University's Undergraduate Athletic Training Education Program. Congratulations on being selected from among many outstanding applicants from across the country to become a part of the Spartan Athletic Training Tradition. Our staff is looking forward to working with quality students like yourself in the process of developing individuals who will contribute to the profession of athletic training.

While a very rewarding profession, athletic training is a profession which demands dedication and hard work without much public credit or thanks. As an athletic training student, you will be involved with the prevention, assessment, and rehabilitation of injuries in a variety of patients and various clinical settings. In order for our program to operate efficiently, athletic training students must work diligently and assume all responsibility that is delegated to them in a mature and responsible fashion. **It is very important that you familiarize yourself with the contents of the *Michigan State University Undergraduate Athletic Training Handbook*.** The handbook provides answers to many of your questions and describes the policies and procedures of our program.

We believe the best method of learning is to combine didactic knowledge and clinical experiences in the learning environment. The opportunity to apply classroom knowledge in the athletic training room will be greatly available and will enhance the learning process. Like the profession, our program requires many hours of both classroom and clinical time. In order to succeed as a student, as well as in our program, you must learn to budget your time and prioritize your commitments and activities.

It is the objective of every member of the MSU Sports Medicine staff to contribute to the development of each athletic training student for a successful career in the profession. Again, congratulations and welcome to the Michigan State University Undergraduate Athletic Training Education Program. Go Green!! Go White!!

Tracey Covassin, Ph.D., ATC
Director, Undergraduate Athletic Training Education

Brian Bratta, M.S., ATC, CSCS
Assistant Athletic Trainer, Clinical Coordinator

Jeff Monroe, M.S., ATC
Head Athletic Trainer

John Powell, Ph.D., ATC
Director, Graduate Athletic Training Education

**MICHIGAN STATE UNIVERSITY
UNDERGRADUATE ATHLETIC TRAINING EDUCATION PROGRAM**

Mission Statement of Michigan State University

Michigan State University holds a unique position in the state's educational system. As a respected research and teaching university, it is committed to intellectual leadership, and to excellence in both developing new knowledge and conveying that knowledge to its students and to the public. And as a pioneer land–grant institution, Michigan State University strives to discover practical uses for theoretical knowledge, and to speed the diffusion of information to residents of the state, the nation, and the world. In fostering both research and its application, this university will continue to be a catalyst for positive intellectual, social, and technological change.

Founded in 1855 as an autonomous public institution of higher learning by and for the citizens of Michigan, this institution was in 1863 designated the beneficiary of the Morrill Act endowment. It became one of the earliest land–grant institutions in the United States. Since 1863, Michigan State has evolved into an internationally–esteemed university, offering a comprehensive spectrum of programs and attracting gifted professors, staff members, and students. The University, seeks excellence in all programs and activities, and this challenge for high achievement creates a dynamic atmosphere. At Michigan State University, instruction, research, and public service are integrated to make the institution an innovative, responsive public resource.

As the only land–grant institution in the state, Michigan State University is committed to providing equal educational opportunity to all qualified applicants; to extending knowledge to all people in the state; to melding professional and technical instruction with quality liberal education; to expanding knowledge as an end in itself as well as on behalf of society; to emphasizing the applications of information; and to contributing to the understanding and the solution of significant societal problems. Michigan State University's adherence to academic freedom and open scholarly inquiry supports these essential academic functions.

The university's land–grant and service mission first originated in the areas of agriculture and the mechanic arts. While these emphases remain essential to the purpose of Michigan State, the land–grant commitment now encompasses fields such as health, human relations, business, communication, education, and government, and extends to urban and international settings. The evolution of this mission reflects the increasing complexity and cultural diversity of society, the world's greater interdependence, changes in both state and national economy, and the explosive growth of knowledge, technology, and communications. Just as the focus on agriculture and the mechanic arts was appropriate when Michigan State University was founded, the wide range of instructional research and public service commitments that now characterize this university is essential today.

By 1964, the instruction, research, and public service activities at Michigan State University had achieved the high level of excellence necessary for membership in the Association of American Universities (AAU). Innovation and leadership in these three crucial areas, and in the extension of knowledge to the state, the nation, and the world, are the hallmarks of this university. An excellent and diverse faculty insures the superior quality of academic programs, and contributes to the expansion of knowledge and its application in the public interest.

Research and scholarship help preserve and enrich cultural and creative traditions, as well as contribute to the formulation of new knowledge. Graduate programs draw upon and support faculty research, extend the benefits of research, and educate students for professional careers. The established national and international reputation of the university is based upon the quality and distinctiveness of the research and scholarly activity of its faculty and students.

Research and public service are mutually enriching activities for both faculty and students, and contribute significantly to the high quality of both undergraduate and graduate instructional programs. Through research, faculty members enhance the scope and effectiveness of their teaching. Through public service, faculty validates past research findings and identifies the need for new research and for modifications of curricula. Participating with faculty in research and service projects provides students with unique learning opportunities, and consequently improves the quality of both graduate and undergraduate education.

At the undergraduate level, the university offers strong, comprehensive programs in the liberal arts and sciences and in major professional areas which include a significant general education component. Michigan State University provides opportunities for students of varying interests, abilities, backgrounds, and expectations. Underlying all educational programs is the belief that an educated person is one who becomes an effective and productive citizen. Such a person contributes to society intellectually, through analytical abilities and in the insightful use of knowledge; economically, through productive application of skills; socially, through an understanding and appreciation of the world and for individual and group beliefs and traditions; ethically, through sensitivity and faithfulness to examined values; and politically, through the use of reason in affairs of state. Mindful of such purposes Michigan State University is committed to graduating educated men and women with diverse backgrounds who are active learners, ready to assume the responsibilities of leadership wherever opportunities arise.

Michigan State University fulfills the fundamental purposes of all major institutions of higher education: to seek, to teach, and to preserve knowledge. As a land-grant institution, this university meets these objectives in all its formal and informal educational programs, in basic and applied research, and in public service. As an AAU institution, this university meets these commitments through its instructional and research programs. Through the excellence of its academic programs, the strength of its support services, and the range of its student activities, the university provides opportunities for the fullest possible development of the potential of each student and each citizen served, and enhances the quality of life and the economic viability of Michigan. Education of its citizens is the state's best investment in its future. Michigan State University has honored, and will continue to honor, this public trust.

Mission Statement of the College of Education

The College of Education at Michigan State University has a mission of LEADERSHIP, SCHOLARSHIP, AND SERVICE IN EDUCATION.

WE PREPARE PROFESSIONALS FOR LEADERSHIP ROLES IN EDUCATION. Teaching is central to our scholarly identity and to the way we serve the educational needs of communities. We strive to develop and implement excellent, dynamic programs for the preparation of educators.

WE SEEK TO UNDERSTAND, REFORM AND IMPROVE EDUCATION. We study the processes of human learning and development. We move beyond analysis to promote education policy reform and assist in implementation. We seek to improve the conditions of learning and teaching for everyone in a technological society. We conduct comprehensive, rigorous research that addresses the needs and problems of practice. We strengthen connections between theory and practice through partnerships with schools and communities.

WE EXAMINE ISSUES OF EDUCATION ACROSS THE LIFESPAN. We seek to understand how children and adults learn and develop, and how educators can best use that knowledge for benefit of all learners. We recognize that all educators are themselves learners and we are committed to providing opportunities for their continuous professional development. We strive to sustain our College as a scholarly community for students, faculty and staff.

Mission Statement of the Department of Kinesiology

The Department of Kinesiology views its mission as being congruent with that of the College of Education and with that of Michigan State University, a land grant institution and a member of the Association of American Universities. This mission is the fostering of intellectual leadership as demonstrated by the development of new knowledge, the interpretation and application of knowledge, and the dissemination of knowledge to students and to the public at large.

The Department maintains a strong commitment to the education of individuals whose focus is the study of human physical activity and its relationship to well-being. The unique and primary focus of the Department is its role in the development, application, and communication of knowledge that enhances human performance and promotes psycho-social, behavioral and physical health. A basic assumption underlying the teaching research and service functions of the Department is that human well-being can be enhanced by an integrated approach to meeting the biological, psychological, and social needs of individuals.

The Department is involved in both the initial and continued preparation of competent persons in the areas of physical education and human performance. As such, this academic unit provides a basis for continuous professional interaction and collaboration among academic disciplines devoted to the study and advancement of human performance with a broad range of populations. To achieve this objective, the components of teaching, research, and service are related to curricular efforts at the undergraduate and graduate levels leading to bachelor's, master's, and doctoral degrees.



Mission Statement of the Athletic Training Education Program

The mission of the Michigan State University Athletic Training Education Program is to provide a comprehensive educational experience and a strong clinical foundation to prepare the undergraduate student to enter the ever-expanding allied health profession of athletic training. Through the combination of extensive didactic and clinical experiences in sports medicine, graduates of this program achieve the entry-level competencies necessary to take and pass the certification examination offered by the Board of Certification and embark on a career as a certified athletic trainer.

Program Goals

1. Develop a body of knowledge and the ability to seek additional knowledge in all domains of athletic training as determined by CAATE and the BOC; this includes:
 - Risk management and injury prevention
 - Pathology of injuries and illnesses
 - Assessment and evaluation
 - Acute care of injury and illness
 - Pharmacology
 - Therapeutic modalities
 - Therapeutic exercise
 - General medical conditions and disabilities
 - Nutritional aspects of injury and illness
 - Psychosocial intervention and referral
 - Health care administration
 - Professional development and responsibilities
2. Demonstrate the ability to utilize clinical skills in the process of injury prevention, assessment, and evaluation, therapeutic modality use, therapeutic exercise and strength training program design, recognition of general medical conditions, nutritional evaluation and recommendation, as well as psychosocial intervention and general health care administration;
3. Demonstrate the ability to work collaboratively with healthcare professionals and successfully deliver quality services to patients/athletes as well as educate the community in a variety of healthcare settings;

4. Demonstrate the ability to use verbal, written, and technological communication skills within the profession of athletic training;
5. To promote professional and ethical behavior relevant to the field of athletic training.
6. To promote quality education to athletic training students through qualified instructors, ACI's, CI's, and faculty.

Program Goal Outcomes

Program Outcome #1:

- Athletic Training Course; minimum score of CGPA 2.5.

Program Outcome #2:

- Competencies and clinical proficiency as part of the KIN 427 Clinical Rotations in Athletic Training Course; minimum score of 80%

Program Outcome #3:

- Clinical education evaluations of students completed twice a semester of their career,
- General medical rotations; minimum of 10 hours per semester

Program Outcome #4:

- Completion of the Senior Project in KIN 425; meets minimum standards for the course and is presented at the end of the Fall semester

Program Outcome #5:

- Completion of the Senior Project in KIN 425; meets minimum standards for the course and is presented at the end of the Fall semester
- Clinical education evaluations of students completed twice a semester of their career,

Program Outcome #6:

- ACI/CI evaluations completed by ATs
- Clinical site evaluations completed by ATs and the Clinical Coordinator

MSU ATHLETIC TRAINING STAFF DIRECTORY

Certified Athletic Training Staff/Faculty

Jeff Monroe, M.S., ATC Head Athletic Trainer/Assistant Athletic Director	Duffy Daugherty Football Building	(517) 353-4412
Sally Nogle, Ph.D., ATC Associate Head Athletic Trainer	Duffy Daugherty Football Building	(517) 353-1655
Dave Carrier, M.A., ATC Assistant Athletic Trainer	Munn Ice Arena	(517) 353-4564
Tom Mackowiak, Ph.D., ATC Assistant Athletic Trainer	Breslin Student Events Center	(517) 432-1015
LouAnne Jefferson, M.Ed., ATC Assistant Athletic Trainer	Duffy Daugherty Football Building Breslin Student Events Center	(517) 353-4369 (517) 432-1015
Destiny Teachnor-Hauk, M.A., ATC Assistant Athletic Trainer	Jenison Fieldhouse	(517) 355-1627
Lianna Hadden, M.S., ATC Assistant Athletic Trainer	Jenison Fieldhouse	(517) 355-1627
Brian Bratta, M.S., ATC, CSCS Clinical Coordinator	Jenison Fieldhouse	(517) 353-1627
John Powell, Ph.D., ATC Director, Graduate Program	105 IM Sports Circle IM West	(517) 432-5018 (517) 353-6738
Tracey Covassin, Ph.D., ATC Director, Undergraduate Program	105 IM Sports Circle Jenison Fieldhouse	(517) 353-2010 (517) 355-1627

Certified Intern

Athletic Trainer	Jenison Fieldhouse	(517) 355-1627
Athletic Trainer	Jenison Fieldhouse	(517) 355-1627
Athletic Trainer	Duffy Daugherty Football Building	(517) 353-1655

Graduate Assistant Certified Athletic Trainers

Doctoral Student	105B IM Sports Circle	(517) 353-0892
Graduate Assistant Athletic Trainer Football	Duffy Daugherty Football Building	(517) 353-1655
Graduate Assistant Athletic Trainer Field Hockey	Duffy Daugherty Football Building	(517) 353-1655

Graduate Assistant Athletic Trainer Wrestling	IM West	(517) 353-6738
Graduate Assistant Athletic Trainer Baseball	Jenison Fieldhouse	(517) 355-1627
Graduate Assistant Athletic Trainer Soccer (Men & Women)	Jenison Fieldhouse	(517) 355-1627
Graduate Assistant Athletic Trainer Softball	Jenison Fieldhouse	(517) 355-1627
Graduate Assistant Athletic Trainer Track & Field (Men & Women)	Jenison Fieldhouse	(517) 355-1627
Graduate Assistant Athletic Trainer	Eaton Rapids High School	(517) 490-9617 (C)
Graduate Assistant Athletic Trainer	Eastern High School	(517) 490-3088 (C)
Graduate Assistant Athletic Trainer	East Lansing High School	(517) 490-2725 (C)
Graduate Assistant Athletic Trainer	Everett High School	(517) 490-2650 (C)
Graduate Assistant Athletic Trainer	Lansing Community College	(517) 490-5975 (C)

MSU SPORTS MEDICINE PHYSICIAN DIRECTORY

Jeff Kovan, D.O. MSU HealthTeam, Director of Sports Medicine	Sports Medicine Clinic	(517) 364-8028 (O) (517) 232-2485 (P)
Doug Deitzel, DO MSU HealthTeam, Clinical Director of Sports Medicine Head Team Orthopedic Surgeon	Sports Medicine Clinic	(517) 364-8028 (O) (517) 232-0581 (P) (517) 881-8063 (C)
Phil Greenman, D.O. Osteopathic Medicine	Retired	(517) 349-3138 (H)
Lynn Brumm, D.O. Osteopathic Medicine	Retired	(517) 232-6863 (P)
Mike Shingles, D.O. MSU HealthTeam, Team Orthopedic Surgeon	Sports Medicine Clinic	(517) 364-8040 (O) (517) 232-0975 (P)
Jennifer Gilmore, D.O. MSU HealthTeam, Team Physician	Clinical Center	(517) 432-6144 (O) (517) 232-4903 (P)
Larry Nassar, D.O. MSU HealthTeam, Team Physician	Sports Medicine Clinic	(517) 364-8040 (O) (517) 228-4956 (P)
Bob Norris, M.D. MSU HealthTeam, Team Physician	Sports Medicine Clinic	(517) 353-8117 (O) (517) 364-8028 (O) (517) 226-7205 (P)
Randy Pearson, M.D. Team Physician	Sparrow Family Health Center	(517) 377-0323 (O) (517) 229-8660 (P) (517) 881-5093 (C)
Ken Marton, O.D. Optometrist	2117 East Grand River Lansing, MI	(517) 485-2213 (O)
Craig Fedore, D.D.S. Dentist	714 Abbott Road East Lansing, MI	(517) 337-0351 (O) (517) 204-3216 (C)
Mike Strauss, ATC., PA Physician Assistant	Sports Medicine Clinic	(517) 364-8028 (O) (517) 232-1265 (P)
Sports Medicine Fellow	Sports Medicine Clinic	(517) 364-8028 (O)
Sports Medicine Fellow	Sports Medicine Clinic	(517) 364-8028 (O)
Sports Medicine Fellow	Sports Medicine Clinic	(517) 364-8028 (O)

MSU SPORTS MEDICINE FACILITIES DIRECTORY

Athletic Training Rooms

Breslin Student Events Center
East Lansing, MI 48824-1003
(517) 432-1015
(517) 432-1018 FAX

IM West
East Lansing, MI 48824-1026
(517) 353-6738

Munn Ice Arena
East Lansing, MI 48824-1051
(517) 353-4564 / 355-8356
(517) 432-1879 FAX

Duffy Daugherty Football Building
East Lansing, MI 48824-1214
(517) 353-1655/4412
(517) 432-2137 FAX

Jenison Fieldhouse
East Lansing, MI 48824-1025
(517) 355-1627 / 432-2608
(517) 432-1047 FAX

105 IM Circle
East Lansing, MI 48824
(517) 353-2010 / 432-5018
(517) 353-2944 FAX

Hospitals/Clinics

MSU HealthTeam OMM Clinic
Clinical Center
138 Service Road
East Lansing, MI 48824-1313
(517) 353-3000

Ingham Regional Medical Center
Greenlawn Campus
401 W. Greenlawn
Lansing, MI 48910
(517) 334-2286

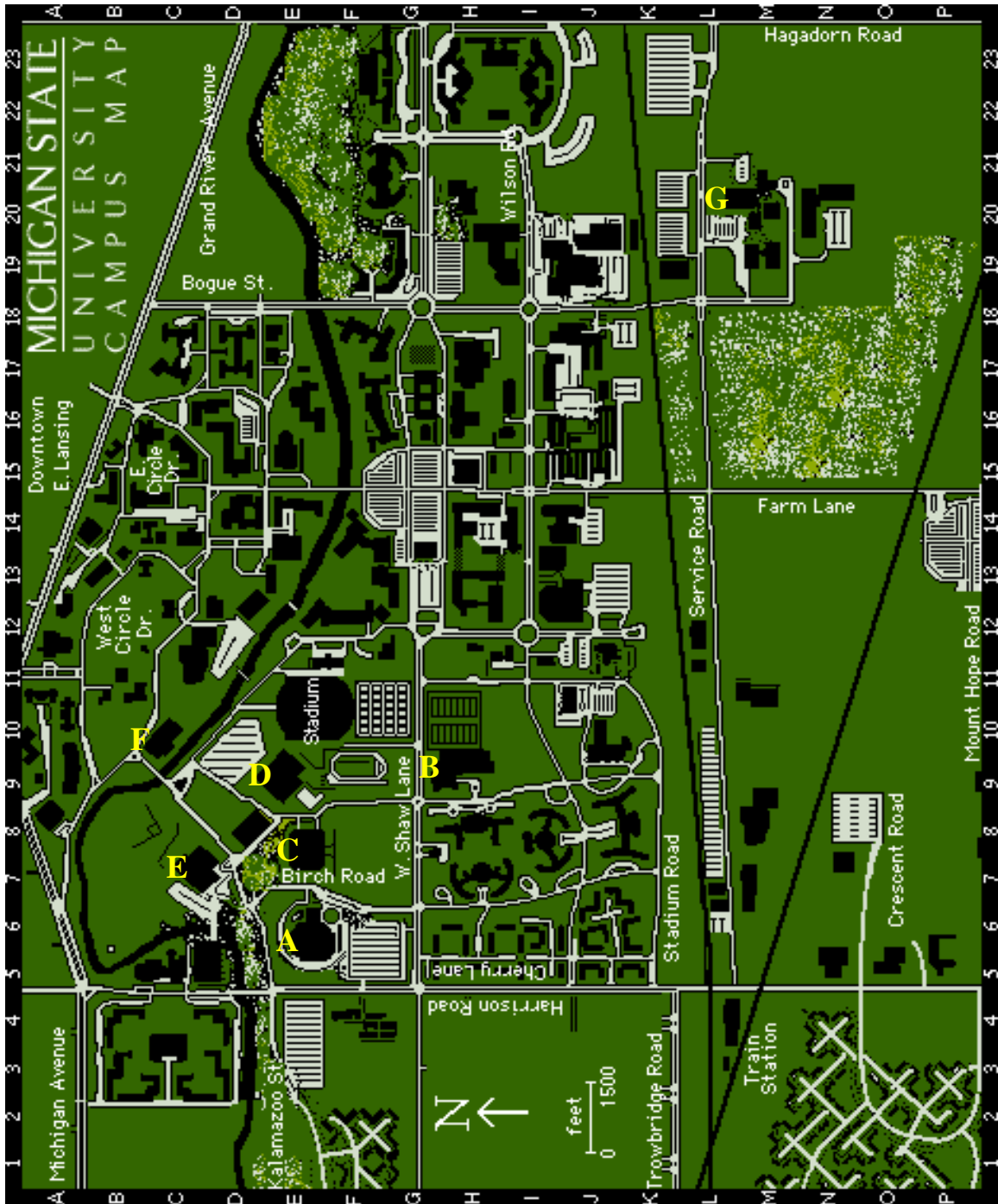
Sparrow Health System
Sparrow Hospital Campus
1215 E. Michigan Ave
Lansing, MI 48912
(517) 483-2700

MSU HealthTeam Sports Medicine Clinic
Sparrow Health Science Pavilion
2900 Hannah Blvd.
East Lansing, MI 48823
(517) 364-8028

Ingham Regional Medical Center
Pennsylvania Campus
2727 S. Pennsylvania
Lansing, MI 48910
(517) 334-2121

Sparrow Health System
St. Lawrence Campus
1210 W. Saginaw
Lansing, MI 48915
(517) 372-3610

MICHIGAN STATE UNIVERSITY CAMPUS MAP

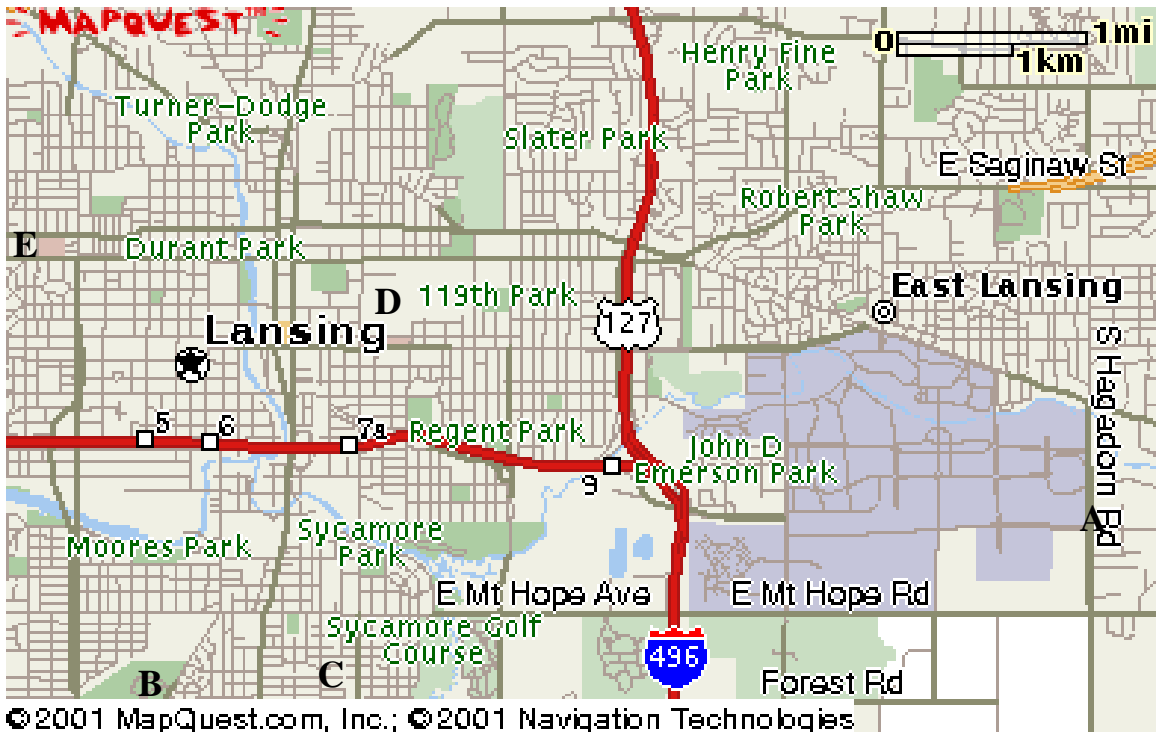


KEY:

- A** – Breslin Student Events Center
- B** – Duffy Daugherty Football Building
- C** – Munn Ice Arena

- D** – IM West
- E** – Jenison Fieldhouse
- F** – IM Sports Circle
- G** – Clinical Center

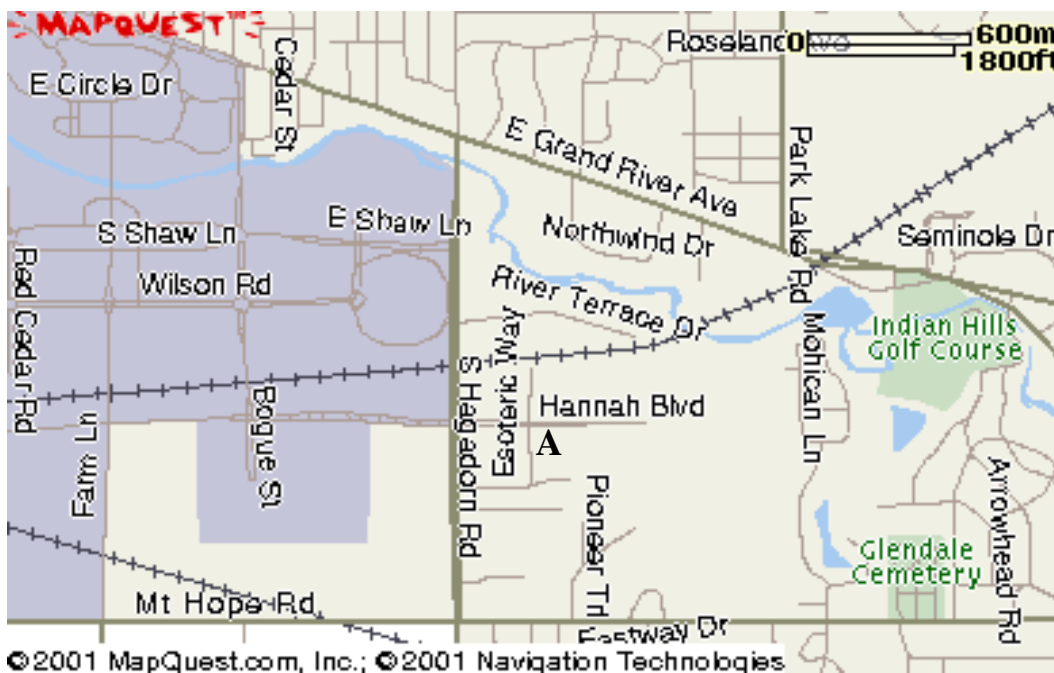
LANSING AREA MAP

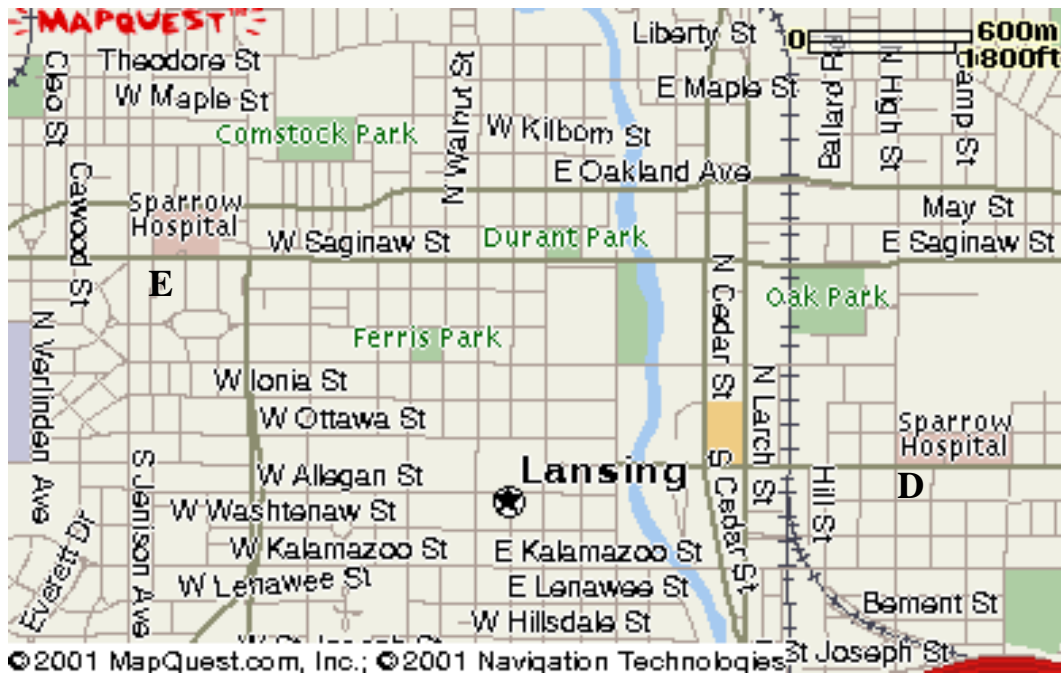
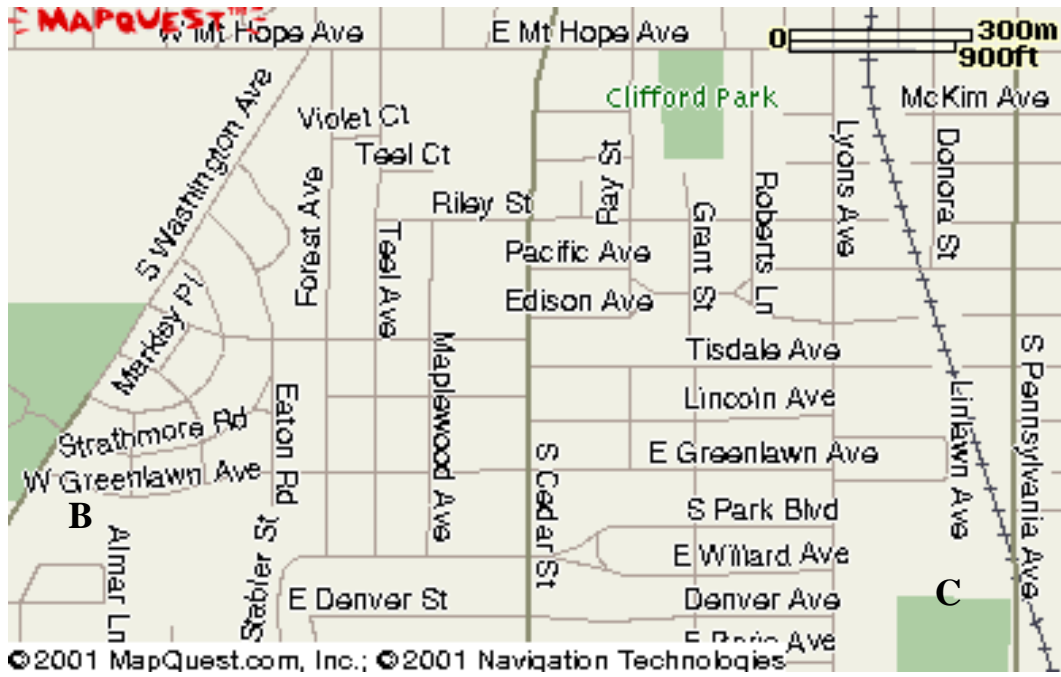


KEY:

- A – MSU Sports Medicine Clinic
- B – IRMC Greenlawn Campus
- C – IRMC Pennsylvania Campus

- D – SHS Sparrow Hospital Campus
- E – SHS St. Lawrence Campus





**MICHIGAN STATE UNIVERSITY
UNDERGRADUATE ATHLETIC TRAINING EDUCATION PROGRAM**

PROGRAM ADMISSIONS POLICY

1. Current MSU Students.

- A. Currently enrolled students wishing to apply to the Undergraduate Athletic Training Program must complete an application and submit all required materials. The application and list of required materials are available on the web sites for the Department of Kinesiology and the MSU Athletic Training Program. Students will be assigned an academic advisor in their freshman year.

- B. Admission to the Athletic Training Program is competitive and selective. Admission to the Athletic Training Program occurs when a student has reached Junior status. Students will complete the requirements during their freshman and sophomore years. Occasionally, a student can complete all the requirements in their sophomore year. Because the program usually receives more applications than it has spaces available, students meeting all selection (application) criteria may be denied admission to this program. Space availability in the formal curriculum is limited to an average of 15 new students each academic year.

- C. The decision regarding final admission is based on the following criteria:
 - ✓ Completed Athletic Training Education Program Application.
 - ✓ Completion of KIN 125 (First Aid and Personal Safety), KIN 126 (Introduction to Athletic Training), KIN 127 (Clinical Observation in Athletic Training), Kin 320 (Pathology of Sports Injuries), KIN 227 (Clinical Rotations in AT) with a minimum average GPA of 2.5 for the 12 credits.
 - ✓ University cumulative GPA of 2.5 or above.
 - ✓ A minimum grade of 2.0 in each of the following classes: CEM 141, MTH 103, PHY 231, PSL 250, KIN 216
 - ✓ Essay expressing reasons for selecting Athletic Training.
 - ✓ Three personal references.
 - ✓ Interview with Athletic Training Admissions Board.
 - ✓ Space availability in the formal clinical curriculum sites.

D. The deadline to submit the application to the Director of Athletic Training Education is **February 1st** of each year. If February 1st falls on a weekend, the application will be due on the following Monday.

2. Transfer Students

- A. Transfer students who wish to apply to the Undergraduate Athletic Training Education Program must follow the same published procedures and guidelines as current MSU students.
- B. The Athletic Training Admission Board will review transfer credits in Athletic Training and First Aid.
- C. Transfer students admitted to the Undergraduate Athletic Training Education Program must complete all remaining requirements.

3. Extra Curricular Involvement (Example: Student Athletes/Band Members)

- A. Students involved in time consuming extra curricular activities are eligible to apply for admissions into the Undergraduate Athletic Training Education Program. It should be noted that it is not possible to complete the program requirements without full cooperation from the athlete's coaching staff, band directors, or club leadership.
- B. Athletic training students involved in extra curricular activities will not receive exceptions to course sequencing, nor will exceptions be made for meeting the required guidelines for clinical experience, to accommodate their extra curricular schedules.
- C. Clinical experience assignments during the athletic training student's "in-season" may be deferred to the off-season upon approval by the Director of Undergraduate Athletic Training Education. However, during the off-season, the athletic training student will not be permitted to participate in his/her respective activity if it conflicts with the clinical experience/field experience requirements.

ACADEMIC AND CLINICAL POLICIES

1. Students formally admitted to the Undergraduate Athletic Training Education Program and individuals enrolled in KIN 227 are regulated by the policies and procedures described in the *Michigan State University Undergraduate Athletic Training Handbook ("Handbook")*. Collectively, the policies contained in this Handbook (including the Code of Ethics of the National Association of Athletics Trainers) constitute the professional standards applicable to students enrolled in the Undergraduate Athletic Training Program.
2. Violations of any policies or procedures contained in this Handbook will be reported to the Head Athletic Trainer and the Director of Undergraduate Athletic Training Education.
3. The Athletic Training Advisory Board ("Advisory Board") will determine whether a student has violated a policy or procedure contained in this Handbook. Adjudication of alleged violations of this Handbook will be conducted by the Advisory Board in a manner consistent with the relevant provisions of the Academic Freedom Report for Students regarding violations of professional standards. Where a violation has been found, appropriate sanctions will be determined by the Advisory Board. The Advisory Board will consist of three faculty/staff and three undergraduate students.
4. Any member of the University community may file a written complaint alleging that a student has violated a policy or procedure contained in this Handbook. Complaints must be filed with the Director of Undergraduate Athletic Training Education. The Director of Undergraduate Athletic Training Education program will attempt to address the complaint with the student. If the complaint cannot be addressed on a one on one basis, it will be forwarded to the Advisory Board for resolution.
5. In situations where a complaint has been forwarded to the Advisory Board, the student may seek assistance understanding the complaint process from the Department of Kinesiology, Associate Dean for External Relations and Student Affairs in the College of Education, and Academic Services in the Office of the Provost, or the MSU Ombudsman. Contact information for these individuals and departments are available on the university web site.

EVALUATION AND RETENTION POLICY

Continuance into the Michigan State University Athletic Training Major requires a continued level of academic and clinical credibility.

1. Satisfactory fulfillment of program requirements is the responsibility of the student.
2. Normal progression toward completion of the program requirements will be monitored by the student, the student's academic advisor, and the Director of Undergraduate Athletic Training Education.
3. Students are evaluated in the following categories:
 - (1) Academic Achievement (minimum 2.5 cumulative GPA)
 - (2) Clinical Experience Evaluations
4. A student falling below a **2.5 cumulative GPA** at the end of a semester will be placed on Probationary Status for the following semester.
5. A student on Probationary Status must attain a 2.5 cumulative GPA at the end of that semester to return to good standing. A student who fails to meet this requirement will be placed on Final Probationary Status for the next semester.
6. A student on Final Probationary Status will be removed from the clinical setting for the duration of the semester and must attain a 2.5 cumulative GPA at the end of that semester. Failure to meet this requirement will result in dismissal from the program.
7. No grade lower than a 2.0 will be accepted in any Athletic Training core course. Students may repeat an Athletic Training core course only once in their academic career.

8. Students must maintain the following minimum scores on their clinical evaluations:

- 427 1A- 75 points
- 427 1B- 100 points
- 427 2A- 200 points
- 427 2B- 225 points

If a student scores below the minimum score, he/she will immediately be placed on Probationary status. The student has until his/her next evaluation to achieve the minimum standard. If the student remains below the minimum standard, he/she will be placed on Final Probationary status from the program for one semester. The student must then meet with the Athletic Training Advisory Board for re-admittance.

9. Students must maintain current certification in CPR, First Aid, and the ORCBS Blood Borne Pathogens course throughout the duration of the program.
10. Failure to maintain standards will result in Probationary Status, Final Probationary Status, or dismissal from the Undergraduate Athletic Training Education Program.

COURSE REQUIREMENTS AND SUGGESTED SEQUENCING

DEPARTMENT OF KINESIOLOGY ATHLETIC TRAINING MAJOR				
	<u>FALL</u>	(cr)	<u>SPRING</u>	(cr)
<i>Freshman</i>	KIN 125 First Aid	3	KIN 121 Healthy Lifestyle	3
	KIN 170 Foundations of Kinesiology	2	CEM 141 General Chemistry	4
	MTH	3	CEM 161 Chemistry Lab I	1
	ATL 110-150 Writing requirement	4	ISS 200 level Integrative Studies	4
			MTH	3
	KIN 126 Intro to Athletic Training	3	KIN 127 Clinical Observation in AT	1
		<u>15</u>		<u>16</u>
<i>Sophomore</i>			KIN 217 Applied Human Anatomy Laboratory	1
	KIN 216 Applied Human Anatomy	3		
	KIN 260 Physical Growth & Motor Behavior	3	PSL 250 Introductory Physiology	4
	PHY 231 Introductory Physics	3	IAH 201, 202, or 206 Integrative Studies	4
	PHY 251 Introductory Physics Laboratory I	1	PSY 101 Introduction to Psychology	4
	KIN 320 Pathology of Sports Injuries	3	HNF 150 Introduction to Nutrition	3
	KIN 227 (IA) Clinical Rotations in AT	1	KIN 227 (IB) Clinical Rotations in AT	1
		<u>14</u>		<u>17</u>
<i>Junior</i>	KIN 310 Physiological Basis of Phy. Activity	3	KIN 445 (W) Sociocultural Analysis of Phy. Act.	3
	KIN 465 Adapted Physical Activity	3	IAH (2) Integrative Studies	4
	KIN 423 Therapeutic Modalities	3	KIN 422 Advanced Rehabilitation	3
	KIN 421 Lower Body Injury Evaluation	3	KIN 426 Upper Body Injury Evaluation	3
	KIN 427 (IA) Clinical Rotations in AT	1	KIN 427 (IB) Clinical Rotations in AT	1
	Elective	3	Elective	2
		<u>14</u>		<u>16</u>
<i>Senior</i>	KIN 411 Lab. Experiences in Exc. Physiology	2	KIN 250 Measurement in Kinesiology	3
	KIN 370 Proseminar in Kinesiology	2	ISS 300 Level	4
	KIN 330 Struct. & Mech. Analysis of Phy. Act.	3	KIN 340 Psychological Basis of Physical Activity	3
	KIN 425 Org. & Admin. in AT	3	KIN 427 (IIIB) Clinical Rotations in AT	1
	KIN 427 (IIIA) Clinical Rotations in AT	1	Elective	3
	Elective	3		
	<u>14</u>		<u>14</u>	
TOTAL CREDITS:				120

FEES

Students are responsible for all required fees associated with this program. These required fees include, but are not limited to:

- ATs are responsible for gas mileage to and from off-campus clinical sites
- Required Student Liability Insurance (2006 - 2007) = \$29 per year
- BOC Certification Examination (Spring of Senior Year) = \$325

CLINICAL EXPERIENCE GUIDELINES

The clinical experience provides the student with opportunities to integrate psychomotor, cognitive and affective skills with clinical proficiencies within the context of direct patient care. During the clinical experience, the student will be responsible for injury prevention, recognition, management, and/or rehabilitation for athletes/patients in various settings. The clinical experience allows for formal/informal learning, practice, and application of the Entry Level Athletic Training Clinical Proficiencies in a clinical environment.

The primary settings for clinical experiences include athletic training rooms, athletic practices, and competitive events. The student will also be exposed to other settings or facilities such as physician offices, emergency rooms, and physical therapy clinics. Students will be provided the opportunity to experience working with athletic practices and competitive events in both men's and women's sports. The clinical experience will expose the student to sports for upper extremity injuries and lower extremity injuries, equipment intensive sports, and general medical needs of both genders.

CLINICAL COORDINATOR

Brian Bratta, M.S., ATC, CSCS

The undergraduate athletic training clinical experience is monitored by the clinical coordinator. Rotation schedule for each athletic training student is established by the Program Director and the clinical coordinator. It is the clinical coordinator's responsibility to ensure that the students' clinical experience provides educational learning opportunities while fulfilling requirements as established by the Board of Certification (BOC) and the Commission on Accreditation of Athletic Training (CAATE).

APPROVED CLINICAL INSTRUCTORS (ACI) AND CLINICAL INSTRUCTORS (CI)

The ATEP Program uses Approved Clinical Instructors (ACI) to supervise clinical education experiences for students and assess clinical proficiency of the student as a requirement of accreditation. ACIs are certified athletic trainers (ATC) or other recognized health care professionals; each must be in good standing with their respective credentialing body and have a minimum of one year of experience. The ACI must participate in an initial Approved Clinical Instructor Workshop offered by the ATEP program (via a Clinical Instructor Educator) and a workshop every three years. Our program offers frequent workshops available to all ACIs.

ACIs provide direct visual and auditory supervision for the students assigned to him/her. In coordination with the practicum instructor, the ACI works with a student to develop proficiency in the assigned clinical proficiencies delineated by the practicum course at the level of a certified athletic trainer.

A Clinical Instructor (CI) is utilized by the ATEP Program to supervise clinical education experiences for students. However, the CI does not formally assess the clinical proficiency of a student. Our program offers frequent workshops available to all CIs.

CLINICAL ATTENDANCE

Each student enrolled in the ATEP program has the privilege, not the right, to attend the assigned clinical education experience. Students are expected to follow all rules of ethics and conduct so prescribed. If any student is dismissed from the clinical education experience for disciplinary behavior, his/her education in the ATEP program may be terminated.

Students are to attend the clinical education experience at the time and facility designated by Clinical Coordinator and Program Director as it relates to the practicum course number. Students cannot miss ATEP courses or practicum classes to attend clinical education experiences. A schedule of educational hours will be developed between the ACI or CI and student at the beginning of the educational experience, with the Clinical Coordinator providing assistance as needed. Students are expected to be present at all designated hours. In the event a student needs to miss the assigned working time, the student should present the request in writing to the ACI at the beginning of the rotation. The request must be approved by the ACI.

Prior to beginning the clinical education experience, the student is responsible for contacting the ACI or CI to establish the first day to report. Upon arrival at the clinical site, the student must check in with the ACI or CI prior to

beginning the clinical education experience. Prior to departing the clinical site each day, the student is responsible to check out with the ACI or CI and document the correct number of hours on the *Clinical Education Hours Log* on a daily basis. Hours are to be rounded to the closest half hour. Punctuality is a high priority, as this is a sign of dependability.

If snow or flooding or any other act of God prevents a student from attending the clinical education experience then the student will be allowed to make-up the clinical time during the current rotation.

Sudden conflicts, illnesses, or emergencies do occur, albeit rare. In the event that a sudden conflict arises, the student must notify the ACI or CI immediately via phone or in person. Only in the most extreme conditions (e.g., death in the immediate family, hospitalization) will this notification be waived.

If a student fails to attend a clinical education experience at the designated time the student is subject to a written warning. Multiple written warnings for the same offense can result in a disciplinary action within the program of probation, final probation, or dismissal.

CLINICAL SETTINGS

Michigan State University fields 25 varsity sports teams. These teams operate out of 5 athletic training rooms. The athletic training rooms are staffed by 10 certified athletic trainers (8 of whom have full-time appointment to the Department of Intercollegiate Athletics [DIA] and the other 2 having partial appointment to DIA) and 6 graduate assistant certified athletic trainers. All MSU certified athletic trainers serve as an Approved Clinical Instructor (ACI) or a Clinical Instructor (CI). Students are assigned to an ACI throughout their clinical education.

PRE-SEASON/POST-SEASON/HOLIDAY RESPONSIBILITIES

Athletic training students assigned to a fall sport with a pre-season that starts before classes begin may be required to return to school 3 to 5 days before the practices start. Individuals should attempt to make arrangements for housing during this period. If a problem arises, the supervising staff athletic trainer should be notified and may assist in providing housing. Athletic training students may be able to eat meals with the team or receive the same amount of per diem meal money as the athletes. All arrangements should be discussed with the student's supervising athletic trainer.

Athletic training students assigned to a sport in-season during a holiday break may be required to stay at the University with their assigned team. Meals or per diem meal money may be provided, and arrangements should be made for housing. All plans should be discussed with the student's supervising athletic trainer.

If an athletic training student is assigned to a spring sport with a season that continues past the end of spring semester, the student is encouraged to continue providing athletic training services with that sport. It is not required due to summer school and employment responsibilities. Athletic training students should discuss their plans with their supervising athletic trainer early in the semester. If an athletic training student chooses to continue training past the end of spring semester, he/she will be provided with meals or per diem meal money.

CLINICAL EDUCATION

The ATEP Program at Michigan State University utilizes the learning over time model throughout the program. In this program a student will enroll in a didactic course to learn the cognitive competencies and psychomotor skills of a selected topic. The following semester the same student will enroll in a clinical course to review psychomotor skills and develop clinical proficiency and put into use evidence based practice. The learning over time schedule for our ATEP program is:

KIN 125, 126, 127, 227 → KIN 427 1A

KIN 421: Lower Extremity Assessment → KIN 427 1B

KIN 423: Therapeutic Modalities → KIN 427 1B

KIN 426: Upper Extremity Assessment → KIN 427 2A

KIN 422: Therapeutic Rehabilitation → KIN 427 2A

KIN 425: Organization & Administration → KIN 427 2B

The purpose of the clinical education experience is to offer each student an opportunity to develop increased proficiency in the skills required to become a BOC certified athletic trainer. This experience is a component of KIN 427 Clinical Rotations in Athletic Training Courses. During the class meetings for the Clinical Courses the student and instructor review and practice clinical proficiencies learned during the didactic course the prior semester.

In addition to the class meetings, the student attends the clinical education experience, obtaining all of their clinical education hours under the direct auditory and visual supervision of an assigned ACI/CI. During the clinical education experience with an ACI/CI the student is able to work in the field under the direct supervision of the ACI/CI and apply the competencies and proficiencies learned. The ACI/CI is readily available to guide and interact with the student, and be able to intervene on the behalf of the patient, at the same time allowing for progressive autonomy.

Clinical education experiences are directly linked to the competencies and proficiencies of the practicum courses. Students are assigned to an ACI/CI and clinical responsibility/sport assignment that best fulfills the competencies and proficiencies of the practicum courses. The outline is:

KIN 427 1A: Taping, Bracing, Splinting, Equipment, Heat(Fall) (Equipment Intensive)

- MSU Football
- MSU Men's/ Women's BB
- MSU Ice Hockey
- MSU Volleyball
- MSU Field Hockey
- MSU Gymnastics
- General Medical

KIN 427 1B: Lower Extremity Evaluation & Modalities (Spring)

- MSU Men's/Women's Soccer
- MSU Ice Hockey
- MSU Gymnastics
- MSU Men's/Women's Track & Field
- MSU Baseball
- MSU Softball
- MSU Wrestling
- MSU Men's/Women's BB
- General Medical

KIN 427 2A: Upper Extremity Evaluation & Rehabilitation (Fall Semester)

- MSU Men's/Women's Tennis
- MSU Men's/Women's Swimming/Diving
- MSU Crew
- MSU Men's/Women's Soccer
- MSU Men's/Women's Track & Field
- MSU Men's/Women's Cross Country
- HS Football
- General Medical

KIN 427 2B: Organization & Administration (Spring)

- MSU Men's/Women's Tennis
- MSU Men's/Women's Swimming/Diving
- MSU Crew
- MSU Men's/Women's Track & Field
- MSU Men's/Women's Cross Country
- HS Rotation
- General Medical

Clinical education sites may be added or removed throughout the year.

During a clinical education experience a student **cannot** perform skills on a patient until the skill has been taught and assessed in the classroom. This does not prevent the student and ACI/CI from discussing or learning new material with the student. However, the patient has a right to receive medical care from an individual trained in the specific skill.

The Pre-ATEP Student participates in direct observation hours, which are different from direct supervision hours. Direct observation hours offer the new student an opportunity to **observe** the clinical education environment and become familiar with the responsibilities and roles of the ACI/CI and student. The Pre-ATEP student does not perform any direct patient care.

CLINICAL EDUCATION GUIDELINES

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

The Athletic Training Student should:

1. place a priority on academic courses.
2. communicate with the ACI/CI regarding daily clinical experience opportunities.
3. practice competencies with ACI/CIs and peers to develop proficiency.
4. mentor and teach other students in the program.
5. apply critical thinking, communication, and problem solving skills.
6. be prepared for proficiency assessments on a daily basis.
7. obtain ATEP clinical experiences during scheduled direct patient care supervision by the ACI/CI.
8. perform skills on patients only once assessed on the skill in the didactic course.
9. be willing to learn about variations in applying the same technique or skill.
10. provide honest feedback of the ATEP clinical experience through the ACI Evaluation and the Clinical Site Evaluation, completed at the end of each rotation.

The Approved Clinical Instructor/Clinical Instructor should:

1. accept the ATS assigned to his/her facility without discrimination.
2. utilized the ATS for no more than 29 hours/week.
3. provide direct supervision of the ATS in the context of direct patient care, which is defined as direct visual and auditory interaction between the ACI/CI and the ATS.
4. allow the ATS an opportunity to answer his/her own questions using critical thinking and problem solving skills.
5. provide supervised opportunities for the ATS to actively participate in patient care related to the clinical course and clinical experience level of the ATS.
6. allow the ATS to only perform skills on patients once assessed on the skill in the didactic course.
7. guide the ATS in using communication skills and developing professional and ethical behaviors.
8. assess the ATS on competencies related to the clinical course and clinical experience level of the ATS.
9. provide ongoing feedback to assist the ATS in developing proficiency in skills related to the clinical course and clinical experience level of the ATS.

CLINICAL EDUCATION RELATED INJURIES AND ILLNESSES

Athletic Training students enrolled in ATEP clinical courses or completing observation experiences are assigned clinical education experiences to a variety of on-campus activities and off-campus affiliate sites. These affiliate sites do **not** usually assume responsibility for or treat students at no charge who become sick or injured during their clinical education experience. Michigan State University is not responsible to provide or pay for treatment for sickness or accident for students.

The Athletic Training student is responsible to provide his/her health insurance either through a family or individual policy. Any student not covered by health insurance assumes total financial responsibility for medical treatment should any accident or illness occur while enrolled as an athletic training student at Michigan State University.

If an injury or illness occurs during the clinical education experience the following procedure should be followed:

1. The student may receive treatment at the affiliate site or elsewhere and is responsible for the cost of the treatment.
2. An incident report form should be completed by the injured or ill student and submitted to the Clinical Coordinator for the ATEP program to be retained in the student's permanent file.

CLINICAL ROTATION EVALUATIONS

Evaluations are a crucial part of the academic process, both for the program and the student. Students are required to complete the following evaluations, which include but are not limited to:

1. an ACI/CI Evaluation Form at the end of each clinical education experience.
2. an Affiliate Clinical Site Evaluation at the end of each clinical education experience.

Students have a responsibility to provide a copy of the Athletic Training Student Evaluation Form to the ACI/CI at the mid-point and end of the clinical education experience. This form is completed by the ACI and then reviewed and signed by the ACI/CI and student together. The student also has the responsibility for submitting this completed and signed form to the Coordinator of Clinical Education on the specified due date.

CLINICAL ROTATION LENGTH & HOURS

During the clinical education experience a student must document the number of hours directly supervised by an ACI/CI on the *Clinical Education Hour Log*. The documentation must occur each day and must be accurate; hours can be rounded to the nearest half hour. The following hours cannot be included when documenting hours on the *Clinical Education Hour Log*:

1. time spent traveling with a team
2. academic hours
3. unsupervised hours
4. time spent hanging out in the ATR

A student in the clinical education setting does not replace a full-time employee nor is treated as a full time employee. A student works a maximum of 29 hours per week, similar to a federal work-study student. A student cannot load clinical education experience hours at the beginning, middle, or end of the experience; this is not conducive to learning over time and developing proficiency in a skill or technique.

Occasionally a unique opportunity may present itself for the student to obtain an outstanding educational opportunity requiring more than 29 hours during the week; these opportunities should be discussed with the Clinical Coordinator.

Additional Hours

Clinical education hours are obtained as part of a clinical course. Clinical education hours obtained outside of the clinical courses, such as pre-season or Christmas/Winter Break, **cannot** be counted towards the 29 hour weekly maximum.

PRACTICE CONDUCT

The athletic training student should arrive on time and stay the length of the entire practice. The proper equipment (athletic training kit, water, ice, emergency equipment, etc.) should be in the proper locations and in working order by the start of practice. An advantageous position should be chosen where the athletic training student will be close to the action, be able to see all of the athletes and not be in the way of practice. First aid should be administered as necessary. Athletic training students should always pay attention to the activities going on and always have scissors, band-aids, tape, gloves, gauze pads, etc. in a fanny pack or in their pockets. Emergency action plans are located in each athletic training room. The athletic training student should be aware of the emergency action plan for the facility where the practice is taking place. The athletic training student is always under the supervision of a staff athletic trainer and he/she can be called on whenever necessary.

EVENT CONDUCT

The athletic training student should arrive on time and in uniform. At home contests, the athletic training student should introduce himself/herself to the visiting team's athletic trainer and offer available services. When at away contests, athletic training students should locate the athletic training room and introduce themselves to the athletic trainer. All athletic training equipment, emergency equipment, water, ice and other supplies should be in the proper position by the beginning of the game. Athletic training students should not cheer or make critical comments towards or about any athlete or official during an event. Encouraging or positive comments may be made toward the athletes. The athletic training student should know the emergency action plan for the facility where the event is taking place. The emergency action plan will be located in the athletic training room. Athletic training students should act professionally at all times and be aware and attentive to the event taking place.

DIRECTED OBSERVATION

Students seeking admission into the ATEP must attain 160 clinical hours through directed observation during the KIN 227 clinical observation experiences (80 hours each semester). Direct observation hours offer the new student an opportunity to **observe** the clinical education environment and become familiar with the responsibilities and roles of the ACI/CI and student. The Pre-ATEP student does not perform any direct patient care. The Pre-ATEP student follows the guidelines outlined in the *ATEP Student Handbook*.

PERSONAL BELONGINGS

Personal belongings (e.g., purse, wallet, book bag, vehicle) are the responsibility of the student **not** the clinical site. The University and the clinical site assume **no financial responsibility** for the loss or damage of personal belongings at the clinical site.

TRANSPORTATION TO CLINICAL EDUCATION EXPERIENCE

Students are expected to assume responsibility for their own transportation to the various clinical education experience assignments that are off campus. Please note that the Program Director and Clinical Coordinator will attempt to work with those students who do not have their own transportation, but remember that the student has the ultimate responsibility in making sure that s/he arrives to his/her clinical experience assignment on time.

ATHLETIC TRAINING STUDENTS DRESS CODE

All athletic training students are expected to dress appropriately and professionally at all times when they are in the athletic training room and when representing the Michigan State University Athletic Training Program. Students should present themselves as a health care professional by being neatly groomed and wearing clothes that are clean and neat. If a student is not properly dressed, he/she will be sent home to change. The following is a list of what can and cannot be worn in the athletic training room, and when representing the Michigan State University Athletic Training Program.

1. Athletic training students should wear a collared polo shirt (green or white) or sweatshirt. These items should have the Michigan State Athletic Trainer logo on them.

2. Athletic training students should wear dress shorts or slacks (khaki, green, or black). Shorts must be of an appropriate length and have hemmed edges (denim shorts are prohibited).
3. Outdoor weather gear may be worn when appropriate but must conform to previously described colors and logo.
4. Athletic training students should wear sneakers that are clean and functional to perform their duties in the athletic training room and at practice and games.
5. No hats are allowed to be worn in the athletic training room.
6. Socks should be of an appropriate color and worn at all times.
7. While traveling with a Michigan State University athletic team, the student should adhere to that team's dress code.
8. All facial hair should be neatly groomed.
9. Make-up must be worn in the manner representative of a health care professional.
10. Earrings must be of the stud type or not hang farther than 1 inch from the ear lobe.
11. Jewelry worn any where else on the face is prohibited (i.e., nose ring) unless for religious reasons.
12. All forms of advertisements (i.e., logos on hats, words on a shirt) that may be construed as unprofessional are prohibited.
13. The Michigan State University Athletic Training Program staff/faculty reserves the right to address other dress code issues not previously mentioned as they arise.
14. Sanctions may be imposed for violations of the dress code. Decisions regarding appropriate sanctions will be reviewed and established on a case by case basis by the Advisory Board.

COMMUNICABLE DISEASE POLICY

If an athletic training student becomes ill with a communicable disease, he/she will report to the Director of Sports Medicine for evaluation as soon as possible. Upon evaluation the medical practitioner will determine the appropriate intervention needed and the amount of time the ATS shall remain out of contact with others to prevent transmission.

If the ATS acquires a communicable disease, the student will notify their ACI/CI and Program Director as soon as possible. A signed release from a medical practitioner may be required with certain illnesses, prior to resuming clinical experiences. The CDC lists the following communicable diseases:

- Blood borne pathogens
- Conjunctivitis
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Measles
- Meningococcal disease
- Mumps
- Parovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcal aureus infection
- Streptococcus infection
- Tuberculosis

HEALTH PHYSICAL AND IMMUNIZATION

All ATSs must have a physical examination with immunization records (must be printed from Olin Health Center immunization records) by a MD/DO by **September 15th** of the year entering the ATEP. Information regarding immunization policies at Michigan State University is available at the university health center (Olin Health Center) web site: www.olin.msu.edu. The physical exam includes a medical history (operations, previous illness, current medications, vision, mental screening) and a review of technical standards and immunization records. The same physician completes the physical and reviews

the immunization records and technical standards. ATs have an option of completing their physical examination over the summer with their family physician or with one of MSU's physicians. If ATs choose to have a family physician complete the physical, ATs must use the medical form provided by the ATEP.

Students failing to submit such evidence may be unable to attend the assigned clinical education site as a requirement to successfully complete a clinical course and to successfully complete the requirements for graduation.

BLOOD BORNE PATHOGENS

While performing the duties of an athletic training student, there is a potential for exposure to blood and other possibly infectious material. With this possible exposure is a risk of acquiring Hepatitis B Virus (HBV) and Human Immuno-deficiency Virus (HIV) infection. HBV is a serious and potentially life threatening disease and all athletic training students are **STRONGLY** encouraged to become vaccinated against HBV. The vaccination is a series of three shots given over a six month period. There is no cost to the student to receive the shots at the Michigan State University Olin Center, if the student has not already been vaccinated. Athletic training students must fill out a form stating that they have either: 1) already received the vaccine, 2) are in the process of receiving the vaccine, or 3) have chosen not to receive the vaccine. If the student chooses not to become vaccinated against HBV, then they are stating that they acknowledge the fact they are at high risk for acquiring HBV.

At this time, there are no vaccinations against HIV. To help protect against acquiring the virus, universal precautions must be used at all times.

All new athletic training students must complete a Blood Borne Pathogen Exposure Control seminar for First-Aid Responders presented by the Michigan State University Office of Radiation, Chemical, and Biological Safety. This seminar is offered at the beginning of each school year. Every year after that, a refresher course must be taken on the web site for the Office of Radiation, Chemical, and Biological Safety at www.orbcs.msu.edu, to stay up to date and to keep current certification.

GRIEVANCE PROCEDURE

The Athletic Training major recognizes the rights of students enrolled in the ATEP 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. Whenever a misunderstanding or problem exists, students are expected to address the misunderstanding immediately with the person(s) directly involved.

A student with an academic grievance must follow the procedure outlined in the current handbook. The grievance procedure listed below is for use by the athletic training student for clinical rotation issues:

STEP 1 – Faculty Instructor or Approved Clinical Instructor/Clinical Instructor

In order to minimize a misunderstanding, students are required to discuss their problem or complaint with the instructor or ACI/CI within three academic days of the occurrence of the situation creating the grievance.

STEP 2 – Clinical Coordinator

If the situation is not resolved through direct discussion with the instructor or ACI/CI, the student may opt to bring the complaint or grievance to the Clinical Coordinator.

STEP 3 – Program Director

If, after verbal discussion, the complaint or grievance is not satisfactorily resolved, the student may appeal to the Program Director in writing.

STEP 4 – Chair, Department of Kinesiology

If the decision of Step 3 does not provide satisfactory solution, the student may appeal in writing to the Chair of the Department of Kinesiology, Michigan State University.

STEP 5 – Provost & Dean of Faculty, Michigan State University

If the decision of Step 4 does not provide a satisfactory solution, the student may appeal in writing to the Provost of Michigan State University.

STEP 6 – President, Michigan State University

If the decision of Step 5 does not provide a satisfactory solution, the student may appeal in writing to the President of Michigan State University.

HARASSMENT

Michigan State University Department of Kinesiology respects and encourages the dignity and professionalism of its staff and students and is firmly committed to maintaining a learning and working environment that is free from any form of discrimination and harassment. Discrimination and harassment in any form based on gender, race, color, age, national origin, disability, religion, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation. In keeping with this commitment, this department follows the Michigan State University no tolerance policy and will not tolerate any unlawful harassment of its staff or students. Harassment that interferes with an individual's work, or academic performance, or that creates an intimidating, hostile, or offensive working environment will not be tolerated.

All members of the Athletic Training major are expected to follow and enforce this policy, and as such, are responsible for addressing all forms of harassment, and shall notify immediately the appropriate supervisor of any alleged infractions. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted.

Definitions:

Harassment – consists of unwelcome conduct, whether verbal, physical, or visual which is based on a person's race, color, religion, gender, age or disability. Types of harassment behavior which may be deemed inappropriate or offensive include but are not limited to: derogatory remarks, epithets, off color jokes, comments or actions that reinforce male/female stereotypes, devaluation of males or females, advising males and females differently regarding major, career goals, course selection, or job expectations, the display or circulation of offensive printed or visual material, or offensive physical or verbal actions, conduct, or contact.

Sexual Harassment – is defined as unwelcome sexual advances, requests for sexual favors, and other physical and verbal conduct of a sexual nature, where (1) submission to such conduct is made wither explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or education environment.

Quid-pro-quo Sexual Harassment – involves (1) making submission to sexual demands an implicit or explicit term or condition of a student’s academic performance or condition of employment; or (2) making decisions affecting someone’s employment or compensation on the basis of whether the person submits to or rejects sexual demands.

Complaint Procedures:

If a student believes s/he has been subjected to harassment (including sexual harassment) or discrimination or has witnessed any act of harassment or discrimination, a complaint can be filed with the Office of Judicial Affairs, Division of Student Affairs and Services.

HIPAA, CONFIDENTIALITY, PRIVACY, AND SECURITY

Michigan State University and the Athletic Training major are committed to safeguarding the confidentiality of protected health information (PHI) and other confidential information which is or may be contained in the medical records. Michigan State University and the Athletic Training major is committed to ensuring that PHI and other confidential information is used and/or disclosed only in accordance with the University’s policies and procedures and applicable state and federal law.

All Department of Intercollegiate employees and athletic training students must hold confidential information used or obtained in the course of their educational experience in confidence. All protected health information and other individually identifiable health information must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements.

Everyone with access to PHI and other confidential information is responsible for safeguarding its confidentiality. Health information and other confidential information may be in paper, electronic, verbal, video, oral, or any other form, and must be protected regardless of form. Access to health information in any format must be limited to those persons who have a valid business or medical need for the information, or otherwise have a right to know the information. Individuals who access clinical records from other organization are expected to follow that organization’s requirements.

To abide with this policy one must only:

- Discuss patient/student-athlete information with authorized personnel only and only in a private location where unauthorized persons cannot overhear.

- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records or information.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient/student-athlete's name and other unique identifiers when using case reports or hypothetical situations for educational or training purposes.
- Verify with the patient/student-athlete what information may be given to the patient/student-athlete's family and friends with the patient/student-athlete's knowledge and permission.
- Screen requests for access to all patient/student-athlete and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing or administrative operations.
- Release patient/student-athlete medical records and other confidential information to external sources only upon receipt of written authorization from the patient/student-athlete.
- Use appropriate information security procedures for users of electronic information systems. Medical information should be transmitted electronically.

Any knowledge of a violation of this confidentiality policy must be reported to an immediate supervisor. The supervisor will present the information to the Clinical Coordinator for review, and, if necessary, investigation through the Head Athletic Trainer, Program Director, the Provost, and the University's general counsel.

IN-SERVICE

Each student is required to attend two yearly ATEP Student In-services held each August and January prior the start of classes. The student may not begin assigned clinical education experiences until the ATEP Student In-service has been completed. The fall ATEP In-Service will occur around the 23rd of August, with the official date announced by May 1st. The spring ATEP In-Service will occur on the Sunday before classes begin in January. All in-service activities are required.

LIABILITY INSURANCE

For the protection of the student accepted into the ATEP, all students enrolled in clinical courses will be required to carry medical liability insurance from the beginning of the junior year until the time of graduation. The student's responsibility is to pay for the insurance premium (~\$30.00) at the beginning of each academic year. The liability insurance coverage applies to all classroom and clinical education experiences delineated by the ATEP program. This insurance does not cover student activities such as summer camps, transporting an injured or ill athlete, driving an institutional vehicle, or other similar activities.

ATHLETIC TRAINING STUDENTS AND PROFESSIONALISM

Athletic training students are responsible for performing many duties while in the athletic training program. They are expected to provide care for athletes while also learning and improving upon their athletic training skills by observing, practicing and attending class. To best accomplish these goals, athletic training students must maintain a high level of professionalism in all aspects of the program. In particular, students should:

- ✓ Adhere to the Code of Ethics of the National Athletic Trainers' Association.
- ✓ Promote good health, vitality and physical fitness.
- ✓ Display professional dress and personal cleanliness.
- ✓ Exhibit optimism, enthusiasm, understanding, sympathy and tact.
- ✓ Exert a sense of leadership, self-confidence, initiative, scholarship and intellectual curiosity.
- ✓ Use common sense and good judgment.

Outside Employment and Athletic Training

The athletic training student has many responsibilities and duties that he/she must perform. An athletic training student should be dedicated to his/her roles as a student and as an athletic training student. The student's clinical experience and class work should be given top priority. If a student wishes to hold a part-time job and/or participate in other activities, these interests should be scheduled secondary to his/her athletic training responsibilities.

Drug and Alcohol Policy

MSU athletic training students are covered by the Michigan State University, Department of Intercollegiate Athletics, Student-Athlete Drug Education and Testing Policy. This is a physician-directed program and as such resides under the guidance of the Director of Sports Medicine, or designee. Although this is primarily a student-athlete program, the policy also includes cheerleaders, student managers and athletic training students. As such, athletic training students are subject to drug testing as defined by the program. This program and its sanctions are independent of the NCAA Drug Testing Program.

The overall priority of the program is to institute an acceptable standard of professionalism for the athletic training student and to protect the health and safety of the Michigan State University student-athlete. The focus of the

program is to create a state of awareness, recognition, and acknowledgment of the athletic training student's professional and personal environmental surroundings.

1. The goals of the Student-Athlete Drug Education and Testing Policy in regards to the athletic training students are:
 - A. To promote a safe and healthy environment for the Michigan State University athletic training student.
 - B. To create an awareness and recognition of professional and social dilemmas involving the possible use of drugs and alcohol.
 - C. To assist students to acknowledge a possible substance abuse situation or problem and seek the proper assistance and educational components.
 - D. To create an educated, healthy and safe environment for the present and future careers of the athletic training student.
 - E. To create a professional knowledge of alcohol and drug program guidelines.
 - F. To understand all campus, local and state drug and alcohol regulations and bylaws.

2. In addition to the provisions of the Student-Athlete Drug Education and Testing Policy, athletic training students covered by this Handbook are expected to abide by the following standards of conduct:
 - A. Athletic training students will adhere to all federal and state laws, as well as University policies and ordinances, pertaining to alcohol and drug use.
 - B. Athletic training students will not consume alcoholic beverages or other illegal substances with any current student-athlete.
 - C. Athletic training students will not publicly consume alcohol in apparel that identifies the individual with the Michigan State University Athletic Training Program or as part of a Michigan State University athletic team.

- D. Athletic training students will consume alcohol responsibly (if of legal age to do so) and will not be intoxicated in public.
 - E. Students will not use alcohol or drugs in a manner that interferes with the athletic training student's academic success, performance as an athletic training student, or professional relationships.
3. Any athletic training student found to have violated the Student-Athlete Drug Education and Testing Policy or the provisions of this Handbook may be subject to sanctions, including but not limited to, referral for professional counseling, probation, or dismissal from the Athletic Training program.
 4. Decisions regarding sanctions will be reviewed on a per case basis by the Advisory Board and will follow the guidelines established by the Student-Athlete Drug Education and Testing Policy.
 5. The provisions of this Handbook are in addition to all Federal and State laws, as well as University policies and ordinances, pertaining to alcohol and drugs.
 6. Details of the Student-Athlete Drug Education and Testing Policy are available through the DIA Compliance Office.

Social Relationships Policy

The field of Athletic Training is a health care profession which involves caring, concern, discipline, and self awareness. The athletic training student should be aware of the potential problems with social relationships with an athlete/patient.

1. An amorous or sexual relationship between an athletic training student and an athlete may impair or undermine the ongoing trust needed for effective athletic training skills. Because of the athletic training student or power over the athlete, inherently conflicting interests and perceptions of unfair advantage arise when an athletic training student assumes or maintains medical responsibility for an athlete. It is, therefore, the policy of Michigan State University that each athletic training student who has medical responsibilities for athletes shall not assume or maintain medical responsibility for an athlete with whom the athletic training student has engaged in amorous or sexual relations, even if such relations were consensual. Whether such amorous or sexual relationships predate the assumption of medical responsibility for the student, or arise out of the medical relationship, the athletic training student shall immediately disclose the amorous or sexual relationship to the Program director, who shall promptly arrange other oversight for the athletic training student.

2. Violating this policy must be reported to the Director of Undergraduate Athletic Training Education and the Advisory Board. The Advisory Board will review alleged violations of this policy. Violations of the policy may result in sanctions, including but not limited to:
 - A. Advisory Board Mandatory counseling;
 - B. Mandatory participation in drug & alcohol testing;
 - C. Suspension from program;
 - D. Dismissal from program;

In addition to any action taken by the Advisory Board, alleged violations of this policy that also constitute a possible violation of criminal law will be forwarded to the appropriate law enforcement agency.

APPENDIX A

ATHLETIC TRAINING ROOM POLICIES AND PROCEDURES

Athletic Training Student Guidelines

1. Athletic training students are expected to report promptly to all clinical experiences. It is expected that they will be present to provide athletic training services for their athletes. They should arrive in time to do all pre-event taping and treatments and stay after the event until all their athletes have been treated and have left the athletic training room.
2. Athletic training students will dress appropriately and professionally at all times when representing the Michigan State University athletic training program (see dress code).
3. Athletic training students are responsible for assisting in the on-going, daily and weekly maintenance of the athletic training room, and for maintaining athletic training room cleanliness.
4. Athletic training students are expected to act in a professional manner when representing the Michigan State University athletic training program. Athletic training students will be held accountable for their actions while on or off duty.
5. Athletic training students are responsible for maintaining the academic standards required of them (see evaluation and retention policy).
6. Athletic training students are expected to schedule their classes at appropriate times as to allow for no conflicts with their scheduled athletic training room duties.
7. Athletic training students shall not discuss any confidential information or knowledge about student-athletes with anyone not associated with the athletic training program.
8. Athletic training students are required to abide by the travel rules of the team that they are traveling with.
9. Athletic training students are expected to maintain current First Aid and CPR certifications.
10. Athletic training students are required to maintain the ethical standards of the athletic trainer as set by the National Athletic Trainers Association.

11. Documentation should be kept on all athletes who are treated in the athletic training room. All records should be kept in SIMS in the manner of a SOAP note style format. Athlete's records and files should be kept in either the doctors office or SIMS computer program,.
12. Any Michigan State University athletic training student may be sanctioned for inappropriate professional or ethical conduct, or academic deficiencies. Decisions regarding sanctions will be reviewed individually and established by the Director of Undergraduate Athletic Training Education and/or the Advisory Board. Violations may be related to, but are not limited to, the following:
 - a. Academic standard deficiencies
 - b. Inappropriate completion of competency skills testing program requirements
 - c. In-service program attendance
 - d. Unethical professional or personal behavior
 - e. Tardiness or absenteeism
 - f. Improper professional attire
 - g. Improper use of athletic training room facilities
 - h. Improper use of athletic facilities for personal interests
 - i. Improper use of job position for personal opportunities
 - j. In appropriate personal use of keys, computers, telephones, or office supplies
 - k. Use of medical supplies for personal venture
 - l. Theft or selling of medical supplies for personal ventures
 - m. Illegal dispensation of prescription medication
 - n. Sexual harassment or other prohibited discrimination
 - o. Insubordination or disregard for Athletic Training or Athletic Department guidelines
 - p. Communication of injury or athletic team history with non medical personnel
 - q. Unreported personal relationship with Michigan State University athletic team members

Athletic Training Room Rules and Regulations

1. All athletic training room rules and regulations will be monitored by athletic training staff and faculty.
2. The athletic training room is a medical facility and should be treated as one.
3. Athletes should not be allowed in the athletic training room without supervision and should not be allowed to self-treat.
4. All reusable supplies given out must be first approved by a staff athletic trainer, signed out and then returned when finished. Athletes may not help themselves to any supplies or medication.
5. Only athletes waiting for or receiving treatment should be in the athletic training room.
6. There shall be no horseplay, shouting, swearing, loitering or any other type of disruptive behavior allowed.
7. All athletic equipment should be left outside the athletic training room or placed in the designated area.
8. No cleats, spikes or muddy shoes are allowed in the athletic training room.
9. Appropriate dress should be worn at all times.
10. No eating or drinking in the athletic training room.
11. The athletic training room should be kept clean and neat at all times. All garbage should be placed in the trash can, and all supplies and equipment should be put in their proper place when finished.
12. Athletes are not allowed to use the phone without the permission of a staff athletic trainer.
13. No tobacco products are allowed in the athletic training room.

Rules, regulations and duties are not limited to those listed. Each specific athletic training room will have its own specific rules and duties. Supervising athletic trainers are responsible for reviewing these rules and regulations with athletic training students at the beginning of each semester.

University Van Use and Transporting Student Athletes

A Michigan State University van may be needed to transport athletic training equipment and supplies to and from a practice or event, or to transport an injured or ill athlete. Athletic training students may use the vans for these purposes only. The van is the property of Michigan State University and should be kept in the condition that it was found. Permission from a staff athletic trainer is needed before the van may be used. All traffic laws and parking rules of the University should be obeyed at all times while operating the University vehicle.

The NCAA Rules and Extra Benefits state that a Michigan State University employee may provide a student athlete only reasonable and occasional local (i.e., within a 30 mile radius of campus) transportation. Thus, transportation by a staff or athletic training student of a student-athlete to a medical appointment is permissible. An employee may not utilize a University vehicle for the purposes of assisting a student-athlete move from one residence to another.

Injured Athletes from Visiting Teams

When an athlete from a visiting team is injured while participating in an event at the campus of Michigan State University, the athlete will be given the same medical attention and services as a Michigan State University athlete. If a visiting team has a staff athletic trainer, athletic training student and/or team physician traveling with them, they will be allowed to handle the injury or illness according to their own policies. They shall be allowed to use the athletic training and medical facilities of Michigan State University and they shall be treated with courtesy and respect. Treatments and use of modalities for visiting injured athletes that are not accompanied by their staff athletic trainer, athletic training students or team physician, must have a note from their team physician or staff athletic trainer to receive treatment.

APPENDIX B

NATIONAL ATHLETIC TRAINERS' ASSOCIATION

Background

The National Athletic Trainers' Association (NATA) was organized in 1950 to secure a position for athletic trainers in the allied health care profession. The NATA has worked to raise professional standards, to encourage ethical conduct of its members, and to advance the profession of athletic training. The NATA provides a certification examination to become a certified athletic trainer. A quarterly journal is published by the NATA and an annual convention is held by the NATA to inform members of the profession of new developments in the field of athletic training. The main purpose of the NATA is to improve the quality and status of the athletic training profession.

Membership

Athletic training students are strongly encouraged to become members of the NATA as early in their undergraduate education as possible. Benefits of becoming a member include: discounted fees to state, district and national athletic training conventions, a subscription to the Athletic Training Journal, the NATA NEWS, and eligibility for NATA scholarship.

The application process of becoming a member of the NATA consists of completing the application form for student membership, and returning the form, with the accompanying fee, to the NATA. Student membership applications may be obtained by writing to the NATA or visiting the NATA website at www.nata.org. Memberships run from January 1 to December 31 of each year, and renewal applications are sent out each year.

Certification

The Board of Certification (BOC) Inc. was formed to provide a certification program for entry-level athletic trainers and continuing education standards for certified athletic trainers. The purpose of the BOC Inc. and its program is to establish standards for entry into the profession of athletic training and to require all certified athletic trainers to complete continuing education credits to maintain their status in the profession.

Individuals wishing to become a certified athletic trainer must satisfy the basic requirements, the section requirements used to meet eligibility requirements, and pass a three part national certification examination. There is an application process to obtain a spot to sit for the certification examination. To acquire credentialing information, look on the BOC website or write to the BOC Inc. Make sure you meet all of the requirements to sit for the examination and then choose the closest date to graduation or a date post-graduation. You should submit your application at least 3 months before the testing date to assure yourself a spot.

BOC Practice Standards

Standard 1: Direction

The Athletic Trainer renders service or treatment under the direction of a physician.

Standard 2: Prevention

The Athletic Trainer understands and uses preventive measures to ensure the highest quality of care for every patient.

Standard 3: Immediate Care

The Athletic Trainer provides standard immediate care procedures used in emergency situations, independent of setting.

Standard 4: Clinical Evaluation and Diagnosis

Prior to treatment, the Athletic Trainer assesses the patient's level of function. The patient's input is considered an integral part of the initial assessment. The Athletic Trainer follows standardized clinical practice in the area of diagnostic reasoning and medical decision making.

Standard 5: Treatment, Rehabilitation and Reconditioning

In development of a treatment program, the Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program are incorporated into the program.

Standard 6: Program Discontinuation

The Athletic Trainer, with collaboration of the physician, recommends discontinuation of the athletic training service when the patient has received optimal benefit of the program. The Athletic Trainer, at the time of discontinuation, notes the final assessment of the patient's status.

Standard 7: Organization and Administration

All services are documented in writing by the Athletic Trainer and are part of the patient's permanent records. The Athletic Trainer accepts responsibility for recording details of the patient's health status.

II. Code of Professional Responsibility *Preamble*

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The *Professional Practice and Discipline Guidelines and Procedures* may be accessed via the BOC website, www.bocatc.org.

Code 1: Patient Responsibility

The Athletic Trainer or applicant:

1.1 Renders quality patient care regardless of the patient's race, religion, age, sex, nationality, disability, social/economic status or any other characteristic protected by law ©Board of Certification, Inc.

1.2 Protects the patient from harm, acts always in the patient's best interests and is an advocate for the patient's welfare.

1.3 Takes appropriate action to protect patients from Athletic Trainers, other healthcare providers or athletic training students who are incompetent, impaired or engaged in illegal or unethical practice.

1.4 Maintains the confidentiality of patient information in accordance with applicable law.

1.5 Communicates clearly and truthfully with patients and other persons involved in the patient's program, including, but not limited to, appropriate discussion of assessment results, program plans and progress.

1.6 Respects and safeguards his or her relationship of trust and confidence with the patient and does not exploit his or her relationship with the patient for personal or financial gain.

1.7 Exercises reasonable care, skill and judgment in all professional work.

Code 2: Competency

The Athletic Trainer or applicant:

- 2.1 Engages in lifelong, professional and continuing educational activities.
- 2.2 Participates in continuous quality improvement activities.
- 2.3 Complies with the most current BOC recertification policies and requirements.

Code 3: Professional Responsibility

The Athletic Trainer or applicant:

- 3.1 Practices in accordance with the most current BOC Practice Standards.
- 3.2 Knows and complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.
- 3.3 Collaborates and cooperates with other healthcare providers involved in a patient's care.
- 3.4 Respects the expertise and responsibility of all healthcare providers involved in a patient's care.
- 3.5 Reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training, public health, patient care or education.
- 3.6 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another Athletic Trainer that is related to athletic training, public health, patient care or education.
- 3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful.

3.8 Does not, without proper authority, possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials.

3.9 Is candid, responsible and truthful in making any statement to the BOC, and in making any statement in connection with athletic training to the public.

3.10 Complies with all confidentiality and disclosure requirements of the BOC

3.11 Does not take any action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an Athletic Trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity.

**Michigan State University
Undergraduate Athletic Training Education Program**

Contractual Agreement

I, _____ accept the position of athletic training student at the Michigan State University. I have been read the ***Michigan State University Undergraduate Athletic Training Handbook*** and understand all of the information contained in it.

I accept this contract with the understanding that I am representing the Michigan State University Undergraduate Athletic Training Education Program at all times. In accepting the terms of this contractual agreement, I understand that being an athletic training student is a commitment which is preparing me to be a certified athletic trainer. I understand that I will be closely supervised by the Michigan State University Athletic Training Staff and that my progress will be evaluated according to the criteria in the syllabus of clinical education courses and the Academic and Clinical Policies section of the Undergraduate Athletic Training Handbook. I furthermore understand that my evaluation will become part of my personal records and my performance will partially determine my continuance in the program.

Student's Name: _____
(Print)

Student's Signature: _____ Date: _____