

# Longwood University

**Athletic Training Education Program**

**Curriculum Handbook**

*2011-2012*



This Program is Accredited by the



Commission on Accreditation  
of Athletic Training Education

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**TERMINOLOGY\***  
**ATHLETIC TRAINING EDUCATION PROGRAM**  
**LONGWOOD UNIVERISTY**

*Allied Health Care Personnel*

Physician Assistants, physical therapists, registered nurses, doctors of dental surgery, and other health care professionals, recognized by the AMA/AOA as allied health professionals, who are involved in direct patient care and are used in the classroom and clinical education portions of the ATEP.

*ATEP*

Athletic Training Education Program

*ATEP Faculty*

BOC Certified Athletic Trainers and other faculty who are responsible for classroom or sponsoring institution clinical instruction in the athletic training major.

*Athletic training student (ATS)*

A student who has met all program prerequisites, has applied to and been accepted into the Athletic Training Education Program (ATEP).

*Approved Clinical Instructor (ACI)*

An appropriately credentialed professional identified and trained by the program to provide instruction and evaluation of the Athletic Training Educational Competencies and/or Clinical Proficiencies.

*Clinical Coordinator*

The person designated to have the primary responsibilities for the coordination of the clinical experience activities associated with the ATEP.

*Clinical Instructor(CI)*

An individual identified to provide supervision of athletic training students during their clinical experience. An ACI may be a CI.

*Clinical Education*

The application of knowledge and skills, learned in classroom and laboratory settings, to actual practice on patients under the supervision of an ACI/CI.

*Clinical Experiences*

Those clinical education experiences for the Athletic Training Student that involve patient care and the application of athletic training skills under the supervision of a qualified instructor.

*Clinical Proficiencies*

The entry-level athletic training clinical proficiencies define the common set of skills that entry-level athletic trainers should possess and define the structure of clinical education as an outcomes-based qualitative system.

*(Directed) Observation student*

A first year student or transfer student who is interested in applying to the ATEP and has not yet completed the program prerequisites and been admitted. Observation students gain experience through observing athletic training students and certified athletic trainers in the clinical setting. Observation students assist with general athletic training room duties and recordkeeping but do not provide direct patient care. See Pre-Athletic Training Student.

*General Medical Experience*

Clinical experience that involves observation and interaction with physicians, nurse practitioners, and/or physician assistants where the majority of the experience involves general medical topics as those defined by the Athletic Training Educational Competencies.

*Learning Over Time (Mastery of Skills)*

The process by which professional knowledge and skills are learned and evaluated. This process involves the initial formal instruction and evaluation of that knowledge and skill, followed by a time of sufficient length to allow for practice and internalization of the information/skill, and then a subsequent re-evaluation of that information/skill in a clinical (actual or simulated) setting.

*Medical Director*

The physician (MD or DO) who serves as a resource for the programs director and ATEP faculty regarding the medical content of the curriculum.

*Physical Examination*

An examination performed by an appropriate health care provider (MD,DO, PA, NP) to verify that the student is able to meet the physical and mental requirements (i.e., technical standards) with or without reasonable accommodation as defined by the ADA.

*Pre-Athletic Training Student (PR AT)*

A student who has not yet been admitted formally into the ATEP. See Directed Observation Student.

*Program Director*

The full-time faculty member of Longwood University and BOC Certified Athletic Trainer responsible for the administration and implementation of the ATEP.

*Supervision*

The ACI and or CI must be physically present during the clinical experiences and have the ability to intervene on behalf of the athletic training student and the patient.

*Team Physician*

The physician(s) (MD or DO) responsible for the provision of health care services for the student athlete.

*Technical Standards*

The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the ATEP. The standards promote compliance with the Americans with Disabilities Act (ADA).

\*Adapted from *Standards for the Accreditation of Entry-Level Athletic Training Education Programs*, 2005, Commission on Accreditation of Athletic Training Education.

## **ATHLETIC TRAINING EDUCATION PROGRAM**

### **Philosophy of the Program**

Athletic training is the prevention, evaluation, treatment, and rehabilitation of injuries and conditions associated with physical activity. The Athletic Training Education Program at Longwood University is a student-oriented program designed to prepare undergraduate students both academically and clinically for the profession of athletic training. Theory and practical applications of athletic training principles are distributed through the student's undergraduate career.

The program is designed in stages for the athletic training student. The first year student will be considered a Pre-Athletic Training student. The clinical experience during the first year includes observation, assisting with medical record keeping, and general operation of the athletic training facility. The second, third, and fourth year student who has applied and been accepted into the program, will be assigned to assist a certified athletic trainer in intercollegiate or interscholastic sport coverage or will participate in general medical rotations. The fourth year will include a 12 credit hour internship experience at a health care facility of the student's choice. Progress in the program is based on knowledge and demonstration of competency in athletic training skills.

The student must complete the 28 credit hours of athletic training professional courses, supporting science and applied classes, and the general education requirements of Longwood University. Another requirement is successful completion of five semesters of clinical experience under the supervision of a clinical instructor or certified athletic trainer at Longwood University or one of its affiliated clinical sites. In addition, students also complete an off-campus clinical internship during the final semester of the program and will earn a Bachelor of Science Degree in Athletic Training. The purpose of the Athletic Training Education Program is to provide a comprehensive educational program to prepare the student for a professional career in athletic training as well as in a variety of health care related settings. Graduates of the Athletic Training Education Program will be qualified to work at any competitive level of sports as well as the clinical and industrial setting.

The Athletic Training Education Program combines strong classroom experience with clinical opportunities working along side a clinical instructor/ACI for support. Experience is a key factor in the development of a competent athletic trainer. Athletic training students will gain clinical experience with both men's and women's sports teams, upper and lower extremity sports, equipment intensive sports and in general medical settings. Upon completion of the academic and clinical aspects of the Longwood University Athletic Training Education Program, the student will be eligible to sit for the Board of Certification (BOC) examination.

## **The Mission**

The Longwood University Athletic Training Education Program develops healthcare professionals who are competent in the delivery of quality athletic health care. The Athletic Training Education Program prepares clinicians who engage in critical thinking and demonstrate leadership within the athletic training profession and the community. Students participate in a broad and diverse educational experience that fosters a lifelong desire for knowledge and an understanding of the rapidly evolving healthcare environment.

## **The Vision**

The Longwood University Athletic Training Education Program will be the premiere undergraduate professional education program among all public colleges and universities in Virginia.

## **Program Goals & Objectives**

*Goal 1: Actively engage students in a comprehensive educational experience that is enhanced through the interaction of classroom, clinical and professional educational experiences.*

### **Objectives:**

1. To provide each student with a thorough knowledge base and a quality education program.
2. To provide quality practical experiences in the athletic training facilities and laboratory that compliments the education program.
3. To encourage and promote the personal and professional growth and development of each student as an emerging professional.
4. To develop professionals who abide by high professional and personal ethical standards who will contribute in a positive manner to the continued development of the profession of athletic training and the Longwood University Athletic Training Education Program.
5. To develop professionals who value education and recognize the importance of lifelong learning.

*Goal 2: Prepare students to successfully complete the BOC examination.*

### **Objectives:**

1. To monitor student progress at the entrance, mid-point, pre-internship and completion of the Athletic Training Education Program.
2. To ensure the student attainment and mastery of the minimal competencies necessary to successfully pass the BOC examination and to function as an entry-level certified athletic trainer.

*Goal 3: Continually strive to exceed the entry-level standards for athletic training education.*

### **Objectives:**

1. To meet national standards for program accreditation.
2. To ensure student mastery of knowledges, skills, attitudes and behaviors in accordance with accreditation standards.
3. To actively engage in unique learning experiences beyond the requirements of entry-level athletic training education.

Students who graduate from this program will be able to:

1. Demonstrate the cognitive and psychomotor skills delineated in the Athletic Training Educational Competencies.
2. Display skill and competence in the clinical proficiencies identified in the Competencies in Athletic Training.
3. Display ethical behavior in accordance with professional standards.
4. Collect, interpret, and disseminate information in an effective manner.
5. Display effective oral and written communication skills that are appropriate to the population being addressed.
6. Recite the purpose of professional continuing education requirements and the methods available for obtaining them and the need for life-long learning.
7. Recognize the athletic trainer's role in the present and emerging health care arena.
8. Appreciate the need for science-based efficacy of our profession through ongoing research and publication.
9. Respect and treat the patient as an individual.

## **ROLES AND RESPONSIBILITIES**

The development of a successful program requires that the athletic training education faculty, clinical instructors, and students work together to continually improve the quality of education received.

### **Responsibilities of the Student**

Each student who is enrolled in the program is expected to follow all guidelines established by Longwood University, the College of Education and Human Services, the Department of Health, Recreation, and Kinesiology, and the Athletic Training Education Program. Students are responsible for excelling in the classroom as well as in the clinical settings. This curriculum manual details the expectations of the students in both settings. It is the responsibility of the student to be familiar with program requirements and expectations. *Failure to abide by these policies can result in the student being dismissed from the Athletic Training Education Program.*

### **Responsibilities of the Athletic Training Education Faculty**

The faculty members in the Athletic Training Education Program are responsible for the classroom education, academic advising, and career counseling for the student enrolled in this program. It is the responsibility of the athletic training education faculty to provide the student with a high level of classroom instruction that prepares them to function clinically and culminates in a student possessing the skills and knowledge necessary to become a certified athletic trainer.

## **Responsibilities of the ACIs and CIs**

ACIs and CIs are responsible for a large portion of the student's total education. These are the individuals who will mentor the athletic training student during the clinical experience. The ACI or CI will assist the student in refining athletic training skills and knowledge. Walls do not limit classrooms. The practice field, game court, clinic, physician office, clinic, hospital and athletic training room are also to be viewed as learning environments.

The ATS should expect the following from his/her clinical instructor/ACI:

1. Proper orientation to the policies and procedures of the clinical setting.
2. Adequate and equal opportunities for the instruction and evaluation of athletic training cognitive and psychomotor skills as they pertain to the Role Delineation Study and Athletic Training Educational Competencies.
3. In cooperation and conjunction with the athletic training student, provide accurate documentation of the ATS' supervised athletic training clinical experience.
4. Evaluate the student's clinical skills and submit the Clinical Evaluation forms.
5. Report immediately all instances of misconduct, failure to meet program requirements and expectations, or gross clinical deficiencies to the Program Director and Coordinator of Clinical Education.

## **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

Membership in professional organizations instills a sense of professionalism in the student and provides certain rights and benefits. To be eligible for an NATA-sponsored scholarship, nominated students must be a member of the organization. Applications for professional memberships may be found via the NATA web site ([www.nata.org](http://www.nata.org)). Information on NATA scholarships can be found on the NATA Foundation web site ([www.natafoundation.org/scholarship.html](http://www.natafoundation.org/scholarship.html)).

### **National Athletic Trainers' Association**

It is recommended that students become members of the National Athletic Trainers' Association before the end of the sophomore year. The annual fee for this membership is \$73.00, which includes dues to the national organization as well as District 3 and the Virginia Athletic Trainers' Association. A one-year membership in the NATA prior to application for the certification examination will result in savings of more than \$50.00 on the fee required to sit for the exam.

### **Virginia Athletic Trainers' Association**

Students are encouraged to become members of our state's athletic training organization, the Virginia Athletic Trainers' Association. Student membership in the VATA is included in NATA membership.

### **Longwood Athletic Trainers' Association**

The Longwood Athletic Trainers' Association is the local professional organization for students in the ATEP. All students enrolled in the program are invited to join. Membership dues are \$20.00 per semester and weekly meetings are held. Election of officers occurs in December and officers serve calendar year terms. The LATA sponsors a number of activities each year and its members also participate in service and fundraising activities.

## **PROGRAM EXPENSES ATHLETIC TRAINING EDUCATION**

Costs associated with the ATEP will be the responsibility of the student. The tuition fee per semester hour is the same for students enrolled in the ATEP as for other students enrolled at Longwood University. In addition to tuition, housing, books/supplies, and usual transportation costs, students in the ATEP will incur additional expenses in at least the following areas (estimated costs are in parenthesis):

- Program admission immunizations as required by the University or clinical sites;
- Annual TB skin check (\$25)
- Criminal background check (\$35-50)
- Laboratory fees in ATTR 210 (\$65), ATTR 300 (\$25), ATTR 320 (\$20), ATTR 330 (\$25), ATTR 372 (\$15), ATTR 492 (\$100);
- Transportation and other expenses associated with daily off-campus clinical education rotations, preseason camp coverage. This does not pertain to travel with intercollegiate athletic teams or away events with the high school;
- Clothing necessary to meet the ATEP dress code, including but not limited to polo shirts, athletic training t-shirts, and khaki pants/shorts;
- Annual CPR with AED for the Professional Rescuer certification (\$8)
- All personal expenses associated with the internship, including but not limited to housing, meals, and travel.

Note: Since the ATEP is a professional education program, students will need to remain flexible with their time to participate fully in laboratory sessions, clinical education rotations, and internships. Most students are unable to maintain regular employment during enrollment in the program.

## **ACADEMIC POLICIES ATHLETIC TRAINING EDUCATION PROGRAM**

### **I. Introduction**

1. The Athletic Training Education Program of Longwood University is fully accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Through the completion of coursework and clinical experiences the student is prepared for certification by the Board of Certification (BOC). Students who successfully complete all program requirements are eligible to sit for the BOC examination.

The University remains strongly committed to maintaining and improving the program as demonstrated by the implementation of the comprehensive option in Athletic Training in 1997. A strong emphasis is placed on clinical competence and practical experience which allow the ATS to implement theories and concepts learned in the classroom. Theory courses are intended to provide the student with a basic understanding of injury prevention, injury care, treatment and management, and injury rehabilitation. Demonstrations, observations, problem solving and skill performance are among the teaching methods utilized in these courses.

Clinical methods courses introduce the student to additional skills necessary in day-to-day athletic healthcare. Students work directly with athletes and patients and function under the supervision of a certified athletic trainer in addition to attending weekly seminar sessions. Longwood ATS complete practical experiences which are invaluable in preparing the student for their future professional endeavors.

2. Program requirements include completion of academic coursework (Table 1, pg 32) and a minimum of clinical experience (Table 2, pg 33). By fulfilling these requirements, the student will gain the knowledge and develop the competencies necessary to prevent, identify, rehabilitate, and care for injuries and conditions associated with physical activity.

3. The program of study extends over the entire undergraduate career (Table 3, pg 34). Students may transfer into the program as upperclassmen. Although the time required for transfer students to complete the course of study will vary, the minimum time commitment is three years. CAATE requires accumulation of supervised clinical experiences over a minimum of a 2-year period. This time period is exclusive of the pre-admission semester(s) and the internship experience.

4. Transfer students are held to the same program admission criteria and timeline as freshman students.

### **II. Program Admission Prerequisites and Procedures**

1. The program leading to the Bachelor of Science Degree via the Athletic Training Education Program includes one year of pre-athletic training, a selection process, and three years in the professional and clinical education phase of the program. *The course of study for students planning to participate as a member of an intercollegiate athletic team is five years.*

Admission to the Athletic Training Education Program is competitive. **Because of enrollment limitations, students who have completed the pre-athletic training year at Longwood University cannot be assured admission to the professional and clinical education phase of the Athletic Training Education Program**

2. Admission to the Longwood University Athletic Training Education Program is a three stage process. In the first stage students must (a) meet a number of grade and grade point criteria, (b) file a formal written application for admission, (c) successfully complete prerequisite courses, and(d) complete a directed observation requirement.

Once those criteria are met the student will enter the second stage which includes (a) obtaining updated grade estimates and (b) participation in an admission interview. At the completion of stage two, students will be informed by the program director of denial of admission or the preliminary admission decision.

Students granted preliminary admission enter stage three. In the final stage, final semester grades are subject to the grade and grade point criteria. The program director verifies that the student's final semester grades meet the grade and grade point requirements. Final admission decisions are made following the verification of candidates' semester grades.

Students may apply for admission to the program after the completion of the first academic year (freshmen) or the first semester on campus providing that all prerequisite courses are completed. The admissions process will be administered at the end of the spring semester. Students will be informed by the program director of exact dates.

The following criteria will be used to determine eligibility for admittance into the Longwood University Athletic Training Education Program:

- a) a formal written application,
- b) 75 hours of athletic training directed observation/work experience as identified in section III.2,
- c) 30 semester hours of coursework completed.
- d) A 2.25 overall grade point average (GPA) and a 2.5 GPA or better in all athletic training major courses required at the time of application,
- e) courses ATTR 200, 210, BIOL 206 and or BIOL 207,
- f) grades of C- or better in ATTR 200, 210, and BIOL 206 & 207,
- g) completion of all Level I Skill Competencies and Proficiencies, and
- h) demonstrated appropriate clinical performance and conduct as determined by clinical instructor/ACI evaluations of the directed-observation experience.\*

\*Demonstrated work habits.

Demonstrated ability to work in harmony with all (athletes, coaches, peers, and certified staff).

Demonstrated self-motivation and ability to accept and carry out responsibilities as assigned and directed.

Neat in appearance and dress.

Exhibits professionalism appropriate for level.

Punctuality.

Willing to assist others in completion of responsibilities.

Utilizes time effectively.

Demonstrates patient.

Exhibits maturity.

3. Transfer students declaring athletic training as their major must arrange a meeting with the program director to map out their program of study. All transfer students begin as Pre-Athletic Training students in the ATEP.

- (a) All transfer students in the ATEP will be required to attend Longwood University for a minimum of six semesters. Transfer students should be aware that the time to complete the ATEP degree requirements may be longer than six semesters depending on previous course work from other institutions and the completion of five semesters of clinical experience and an internship semester. This is essential to fulfill proper course sequencing. Transfer students must formally apply and meet all entrance requirements to be accepted into the professional and clinical education phase of the ATEP.
- (b) The course content of courses accepted for transfer credit by the University will be checked by the program director to ensure that each course contains all of the NATA 4<sup>th</sup> edition educational competencies as the equivalent Longwood University course, or the course must be retaken at Longwood University.

4. The application is due by the end of business on the first day following spring break and a verification of all current course grades must be submitted by the end of the business day of the first Friday after spring break. Students will be notified of the exact dates by the program director.

5. Following the submission of all application materials, the prospective candidate will be interviewed. The interview will be conducted during the second half of the spring semester of the student's first academic year at Longwood University. The athletic training program director will chair the Athletic Training Review Committee (ATRC) which will include the classroom instructors and clinical instructors/ACIs involved in the program, two curriculum students, and may include the department chairperson of the Department of Health, Recreation and Kinesiology or a representative from the department.

- (a) Questions in the personal interview are intended to derive information about the student's athletic training and academic background. In addition, it is intended to seek out information about the student's academic and career intentions. The student will be asked if they are aware of the time commitment of both the professional program and of the career. One-on-one interaction, being essential to athletic training, will be assessed also.
- (b) Interviews will be evaluated on the basis of how the student performed the interview and how the questions were answered.

6. Students will be selected into the program based on a cumulative scoring procedure. The scoring procedure includes the rank ordering of candidates interview results (as scored by each committee member), grade point averages, and assessment of the written application (as scored by each committee member).

7. Determination of admission to the program is the responsibility of the Athletic Training Review Committee as identified in paragraph II.2 and II.5. The committee is responsible for reviewing applications, reviewing pertinent written information, interviewing appropriate personnel, and rendering a final decision via the democratic process.

- (a) Rank ordering of candidates by grade point averages and results of clinical evaluations will be completed by the program director. The program director places the results for all components of the admission process for all candidates into a

spreadsheet, rank orders student scores on the written application and interview, and calculates a final rank ordering based on the total of all components of the application process. The ATRC meets to discuss the overall ranking of candidates and then renders preliminary admission decisions based on collective results across all pre-admission categories.

- (b) Candidates will be accepted into the program provided that the student/clinical instructor ratio as determined by CAATE will not be exceeded.
- (c) In the event that this ratio would be exceeded, admission into the program will be limited to those eligible candidates who possess the highest GPA's and the greatest potential to excel as athletic trainers as determined by their athletic training experience and the results of the interview (the highest final rank order results).

8. All students who are granted preliminary admission will be reviewed following the completion of the semester and the posting of final grades. Those students who continue to meet or exceed the minimum grade and grade point average requirements will be officially admitted into the program effective the next academic semester.

9. Each candidate will receive written notification from the program director regarding the admission decision. Students who are not accepted into the program will not be permitted to take any athletic training clinical courses or work in any of the University's athletic training facilities or affiliated settings.

10. *If enrollment numbers permit*, students may be granted conditional acceptance for a period of one semester. If at the end of one semester all entrance requirements have NOT been satisfactorily met, the student will be dismissed from the program. During the semester of conditional acceptance, the student may be subject to certain clinical and/or academic requirements and limitations.

11. Students denied admission to the Athletic Training Education Program may formally appeal the Review Committee's decision. The following steps outline the appeal process.

- (a) The student must write a detailed letter of appeal to the Chair of the Department of Health, Recreation, and Kinesiology. This letter must be received by 12:00 noon of the last day of final examinations.
- (b) The written appeal will be reviewed by the Department Chair.
- (c) The Department Chair will consult with the Director of the Athletic Training Education Program and review all materials from the selection process.
- (d) A decision regarding the appeal will be made within two weeks and the student submitting the appeal will receive written notice.
- (e) The decision of the appeal is final.

12. Students who are not accepted into the program may reapply for acceptance into the program. Acceptance will be based upon the criteria identified in paragraphs II.2 being met.

13. Students who are accepted into the program must have a physical examination to determine that their health will permit them to meet the established program standards. Arrangements are made for students to have the physical examination completed by the team physician or students may have the physical examination completed by their family physician. If

students complete the physical examination at a location other than with the team physician, the student is responsible for submitting appropriate documentation to the Health Center prior to the first day of the clinical assignment.

Students are also expected to obtain all required immunizations. The cost of the immunizations is the responsibility of the student. Failure to have the physical examination in the stated time period will result in removal of the student from the clinical portion of the program.

14. The Athletic Training Educational Program at Longwood University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The *technical standards* set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program. In the event a student is unable to fulfill these *technical standards*, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's *technical standards* does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to the Athletic Training Educational Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to record the physical examination results and a treatment plan clearly and accurately.
5. the capacity to maintain composure and continue to function well during periods of high stress.
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the athletic training education program will be required to verify they understand and meet these *technical standards* or that they believe that, with certain accommodations, they can meet the standards. (See Technical Standards affirmation, p. 41).

The Longwood University Academic Support Center and Disability Support Services will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review as to whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

15. All curriculum students must read and acknowledge understanding of the Confidentiality Statement (p. 24) and Communicable Disease/Illness Policy (p. 25). In addition, all students must participate in yearly blood borne pathogen training.

16. All students must comply with Occupational Safety and Health Administration or appropriate blood-borne pathogen procedures. Students will receive formal blood-borne pathogen training before being placed in a potential exposure situation during ATTR 200. Once admitted to the program students must participate in annual blood borne pathogens training.

17. All curriculum students must participate in annual recertification for CPR and AED administration. Program faculty will schedule recertification sessions during the fall semester. It is the responsibility of the student to attend these sessions. Should a student not participate in the available recertification sessions, he/she is responsible for locating and attending an appropriate recertification class and obtaining the appropriate CPR and AED credentials.

### **III. Program Clinical Experiences**

1. Supervised athletic training clinical experiences are required by CAATE in order to provide the student with sufficient opportunity to develop specific competencies pertaining to the health care of the athlete. Within Longwood's program of study, athletic training clinical experiences (clinical and observational) are taken in conjunction with academic coursework. Each clinical course carries two academic credits. The number of experience hours required for each course are listed in Table 2.

2. Pre-admission requirements for observation students:

a. ATTR 200: Initial exposure to the clinical aspect of athletic training is gained through ATTR 200. This course includes 15 hours of observation in Longwood University's athletic training facilities and/or those of our affiliated clinical sites.

b. ATTR 210: Continued exposure to the field of athletic training is gained through ATTR 210. This course includes 60 hours of clinical observation experience in Longwood's intercollegiate athletic training facilities and/or those of our affiliated clinical sites. This course utilizes a "Student Mentor Program" in which ATS serve as "mentors", exemplifying the duties and responsibilities expected of the ATS. Observational hours must be recorded on the "Clinical Hours Log Sheet" and do not count towards the five semester clinical requirement.

3. Clinical experience requirements for ATS:

a. A student who has formally been accepted into the undergraduate athletic training program must meet the clinical experience requirements. These hours are necessary for the athletic training student to develop the competencies expected of the entry-level athletic trainer. The clinical experience is to be distributed as equally as possible over the program of study.

b. The clinical experience requirements for the ATS will be met during enrollment in clinical methods courses. In these courses, ATS will gain experience working with an ACI/CI with Longwood University's athletic teams or at an affiliated site. These experiences are accumulated and receive academic credit (Table 2) and are directly supervised by BOC certified athletic trainers or appropriate medical or allied health professionals. All hours must be recorded on the weekly "Clinical Hours Log Sheet" and signed by one of the clinical instructors/ACIs.

c. One of the assigned clinical experiences will involve rotation through a number of general medical and allied health venues. During this rotation the student will be supervised by appropriate personnel at the host site.

#### **IV. Program Standards and Graduation Requirements**

1. Graduation is contingent upon meeting all program requirements, including minimum GPA as identified in paragraph II(1) and completion of athletic training clinical experiences (includes the directed-observation hours of the first year experience).

a. The GPA standards as identified in paragraph II(2) must also be maintained in order to remain in the program and complete the internship experience. Substandard academic (GPA) and/or clinical field experience performance will result in the student being placed on probation.

(1) The period of probation will be one semester.

(2) During the probation semester the student may not enroll in athletic training clinical methods courses nor may they work in the University's athletic training facilities or at any of the affiliated sites.

(3) If at the end of the probationary period the student fails to meet the required grade point averages and/or clinical work performance criteria as determined by the Athletic Training Review Committee he/she will be dismissed from the program. Students who are dismissed will not be permitted to take any additional athletic training courses as an athletic training major student or work in any of the University's athletic training facilities or in affiliated clinical sites.

b. A second occurrence of program probation status will result in the student being dismissed from the program.

2. Students who are dismissed from the program may reapply for admission into the program, provided that all program requirements as identified in paragraph II.2 have been met. Students in this category who do not meet all program requirements will not be considered for acceptance into the program. Final acceptance into the program will be based upon the criteria identified in paragraph II.2, II.4 and II.7.

3. Students will successfully complete a series of formal assessments.

- a. The first formal assessment occurs at program admission with the completion of all criteria for program admission.
- b. All students will complete the second year competency examination during the spring semester of the completion of the ATTR 300-310 course sequence.
- c. All students will complete the exit level competency examination during the semester of enrollment in ATTR 473, when all on-campus courses are completed, just prior to the off-campus clinical internship experience.
- d. An ATS will be reviewed upon application to complete the internship. For this review the student must have completed (or currently be enrolled in) all requirements of the ATEP with the required minimum grades, and have successfully completed all sections of the Exit Level Athletic Training Competency Examination.

4. During the second semester of the junior year (or equivalent) students must file an application for graduation. It is the responsibility of the student to obtain application materials from his/her advisor early in the semester. Although the student will be assisted in the completion of the application by his/her advisor, the student is responsible for submitting the completed application to the registrar.

## **PROGRAM ADMISSION PROCESS ATHLETIC TRAINING EDUCATION PROGRAM**

Admittance into the Longwood University Athletic Training Education Program is done in three stages. The first stage consists of meeting a number of grade and grade point criteria, filing a formal application for admission, successful completion of prerequisite courses, and a directed observation requirement. Once those criteria are met the student will enter the second stage which includes obtaining updated grade estimates and participation in an admission interview. At the completion of the interview stage, students will be informed of denial of admission or the preliminary admission decision by the program director. Students granted preliminary admission then enter stage three. In this stage, final semester grades are subject to the grade and grade point criteria. Final admission decisions are made following the posting of candidates' semester grades.

Students may apply for admission to the program after the completion of the first academic year (freshmen) or the first semester on campus providing that all prerequisite courses are completed. The admissions process will be administered at the end of the spring semester. Students will be informed by the program director of exact dates.

### **Stage one:**

The following criteria will be used to determine eligibility for admittance into the Longwood University Athletic Training Education Program:

1. File a formal written application for program admission (can be obtained from the program director)
2. 30 semester hours of coursework completed.
3. A 2.25 overall grade point average (GPA) and a 2.5 GPA or better in all kinesiology and athletic training major courses are required at the time of application,
4. Courses ATTR 200, 210, HLTH 260, BIOL 206, and BIOL 207,
5. Grades of C- or better in ATTR 200, 210, and BIOL 206 & 207,
6. 75 hours of athletic training directed observation experience.

### **Stage two:**

Once the above criteria are met the student may complete the following steps in the admission process:

1. Obtain updated grade estimates for the current semester (form available from program director).
2. Complete a formal interview with the Athletic Training Review Committee (ATRC).

Preliminary admission decisions are made following the interview process. At that time students will be selected into the program based on a cumulative scoring procedure. The scoring procedure includes the combination and rank ordering of candidates by results from the interview (as scored by each committee member), assessment of the written application interview (as scored by each committee member), grade point averages, and results of clinical evaluations derived from the directed observation experience.

Rank ordering of candidates by grade point averages and results of clinical evaluations will be completed by the program director. The program director places the rank order results for all components of the admission process for all candidates into a spreadsheet. The ATRC meets to discuss the overall ranking of candidates and then renders preliminary admission decisions based on collective results across all pre-admission categories. The total number of students admitted will be based on the student/clinical instructor ratio indicated in the CAATE Standards and Guidelines.

Students who are not admitted to the program may reapply for admission in a subsequent semester if they wish. Students who reapply must again meet all pre-admission and admission criteria.

**Stage 3:**

All students who are granted preliminary admission will be reviewed following the completion of the semester and the posting of final grades. Those students who continue to meet the minimum grade and grade point average requirements will be officially admitted into the program effective the first day of the following semester.

## EDUCATIONAL PLAN

Each academic year has a specific focus in preparing the ATS to become a certified athletic trainer. The knowledge and skills developed in one course carry over to future courses. Throughout the education program the ATS will develop an appreciation for the moral and ethical duties of athletic trainers. The following is an overview of the program's educational plan:

### **Freshman year (Pre-athletic training student)**

The freshman year provides an introduction to the profession of athletic training, preparation for admission to the professional program and the clinical experience, and training in the life-saving skills of first aid, cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). Also during this year the ATS will complete a human anatomy and physiology sequence that will provide essential knowledge of the human body. During the second semester the athletic training students will develop proficiency in the day-to-day skills required of an athletic trainer and will also take many "Goal" courses to fulfill the University general education requirements.

### **Sophomore year**

During the second year the ATS enters the professional education and clinical education components of the program. Throughout this academic year athletic training students will learn how to evaluate orthopedic and neurological trauma to the extremities and recognize signs and symptoms of injuries to the extremities. The ATS will also gain knowledge of biomechanics, pathomechanics, and develop an understanding to the relationship between structure and function.

### **Junior year**

During this academic year athletic training students will learn how to evaluate orthopedic and neurological trauma to the head, neck and spine, recognize signs and symptoms of injury to the internal organs, and various illnesses and disease states. In addition, the junior year experience provides the knowledge necessary to return an injured athlete to competition or pre-injury status. Courses include Therapeutic Modalities, Principles of Therapeutic Exercise, and Exercise Physiology. Also in the junior year the program courses will provide the ATS with a refined knowledge and understanding of the administrative demands of the practicing athletic trainer.

### **Senior year**

The final year of the program will prepare students to enter the job market or graduate school. Athletic training students may develop a research thesis during the Research Methods course, conduct a research study, develop the findings into a thesis-style report and present the findings to peers and professional colleagues. During the final semester, athletic training students participate in a twelve-week off-campus clinical internship at the site of their choice. The clinical internship facilitates a smooth transition from student to professional allows the ATS to experience an employment venue prior to entering the job market.

## COURSE PROGRESSION

Athletic training major courses (ATTR 200, 210, 300, 310, 320, 325, 326, 330, 410, 420) and clinical methods courses must be taken in a sequential manner where lower numbered courses must be successfully completed before taking the next course in the sequence. Students who receive the grade of "F" must first remediate the course before progressing to the next course in the sequence. Students who receive the grade of "D+ or D or D-" may progress to the next sequence, but must remediate the insufficient grade as soon as possible. Please refer to section IV(1) on page 11 for a further description of academic standing and program probation.

## CLINICAL METHODS COURSES

Beginning in the first semester of the professional program (post admission) students must enroll in one of five clinical methods courses (ATTR 371, 372, 471, 472, or 473) each semester. Each clinical methods course is a two-credit course and has academic as well as clinical requirements. Stipulations and limitations for the clinical methods courses are as follows:

1. Clinical credit may only be obtained during semesters or summer sessions in which the student is enrolled.
2. The student may only earn two credits for Clinical Methods during any given semester or summer session.
3. Students enrolled in Clinical Methods courses are expected to make a commitment to their clinical site within the guidelines for clinical experience hours. Actual time commitment may vary depending on the assignment and the student's level in the program.

## GRADING SYSTEM USED FOR CLINICAL METHODS COURSES

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Rating	Equivalent Letter Grade	Criteria
4	A	Superior. The student demonstrates unequalled skill, knowledge, and competence in this area.
3	B	Above Average. The student demonstrates above average understanding of the competencies in this area and only requires minimal input and guidance from the clinical instructor.
2	C	Average. The student demonstrates a basic understanding of the competencies in this area, but requires continued instruction and guidance from the clinical instructor/ACI.
1	D	Below Average. The student demonstrates some proficiency in this area. Can perform some of the tasks without guidance, but requires constant intervention from the clinical instructor/ACI.
0	F	Unacceptable. The student displays unacceptably low proficiency in this area; cannot perform the task without direct supervision and guidance.

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Clinical instructors and ACIs will also provide objective and subjective feedback regarding the professional attributes and professional ethics of the ATS. The objective measures to be considered are attendance, punctuality, adherence to the institution's policies and procedures, respect of professional ethics and confidentiality, and professional appearance. Subjective measures include the student's sense of responsibility and independence, professional demeanor, communication skills, dependability, and motivation. The final grade will be based on the successful completion of the assignments and requirements of the Clinical Methods class and the clinical instructor's or ACI's evaluation of the professional performance of the ATS.

### **Clinical Rotation Plan**

Clinical rotations are designed to build upon previous assignments and classroom/laboratory experience. Following completion of the first semester, the student gains observation experience during the spring semester in ATTR 210 (Basic Skills in Athletic Training). Students are required to complete 60 hours of directed clinical observation. The initial placements are determined by class size and student transportation needs. During the semester the student will rotate through three directed observation experiences. At least one of the rotations will be assigned at an affiliated site. At the completion of each rotation, the clinical instructor and/or the athletic training student mentor submits an evaluation.

Once admitted to the professional program, the student will complete five Clinical Methods courses/clinical experiences. Each course involves additional lab sessions that emphasize psychomotor skills. Students are required to complete a series of allied health/medical observation rotations during one of the Clinical Methods courses. Prior to the beginning of the each clinical experience, the student will formulate a list of goals based on perceived and strengths and weaknesses. At the conclusion of each Clinical Methods course, the student will reflect on the experience and whether the goals were met. This reflection along with clinical evaluations of the student's performance will provide the clinical faculty with information to help the student enhance their clinical knowledge in future clinical experiences. Areas include evaluation and treatment procedures, as well as types of conditions/illnesses identified through the BOC role delineation study.

The Program Director and Clinical Coordinator will make clinical assignments according to the following standards:

1. Students will be assigned to clinical instructor/ACIs depending on their progress in the didactic portion of the program.
2. Each student will spend a minimum of one semester at each of the affiliated clinical sites (Hampden-Sydney College and Prince Edward County High School).
3. Each student will spend one semester or summer session in a General Medical rotation with various medical and allied health professionals.
4. Each student must gain experience with a minimum of one upper extremity sport, one lower extremity sport, one equipment intensive sport, and general medical settings.
5. The length of clinical assignments is usually either one semester or one sport season. In the incidence of a student being assigned to an ACI for a sport season that extends beyond one semester, the student will work with the Clinical Coordinator and the clinical instructor/ACI to determine an appropriate clinical schedule for the period prior to and after the sport season.
6. No athletic training student will be allowed to work with assigned teams for three consecutive seasons in any one academic year.

During the course of the clinical assignment, students at affiliated sites will be visited by the clinical coordinator a minimum of two times during the semester. The clinical coordinator also meets with the on-site clinical instructor to discuss the progress of the student. In addition, the student is interviewed by the clinical coordinator away from the site of the clinical experience to discuss their progress and address any concerns of the student's experience.

At the midpoint of the semester, each student will complete a self-evaluation, will discuss the self-evaluation with the clinical instructor/ACI and the clinical coordinator, and will submit the completed self-evaluation form to the clinical coordinator. At the conclusion of the semester, the clinical instructor/ACI will submit a student evaluation that will be used to determine the student's course grade. Evaluation information is entered into the student's clinical file.

### **Recording Clinical Experience**

It is the student's responsibility to document the clinical experience that has been completed under the direct supervision of a certified athletic trainer. The student must indicate the amount of time spent in the clinical setting on a daily basis on the appropriate weekly time sheet. Time sheets must be submitted to the coordinator of clinical education.

### **CRITERIA FOR CLINICAL HOURS**

1. Athletic training students will work no more than five days per week (Monday-through-Sunday).
2. Each Clinical Methods course has assigned minimum and maximum number of clinical hours.
  - a. Athletic training students will not be allowed to work more than the maximum number of hours per week (Monday - Sunday) indicated for their level.
  - b. Athletic training students must complete the minimum of 200 (150 hours in ATTR 371) clinical experience hours per semester.
  - c. Weekly maximums pertain to clinical hours obtained only while classes are in session exclusive of special events (marathon weekend, Special Olympics, etc).
3. **No athletic training student will travel without appropriate supervision.**
4. When an athletic training student travels with appropriate supervision, the travel time hours do not count toward the maximum clinical hours for the week or semester. However, each day of the trip will count as a day worked for the week.
5. Each athletic training student will have two personal days per semester. It is the responsibility of the student to *request the personal day in writing no less than one week in advance*. Personal days are for students' personal use and will not be surrendered for emergencies.
  - a. A memo or email requesting a personal day must be sent to the supervising athletic trainer with copies to the Clinical Coordinator and Program Director.
6. Athletic training students will not receive sport assignments in three consecutive sport seasons.
7. Specific clinical hour experience requirements are located in Table 2.

8. All clinical hour requirements shall be met within the academic semester/clinical assignment period.
  - a. Students who do not complete all required hours within the specified time period will receive an initial grade of Incomplete (I).
  - b. Students who do not complete all required hours within the specified time period will have their final grade for the Clinical Methods course lowered one letter grade.

## CONFIDENTIALITY STATEMENT

I understand that in the course of my clinical experiences I may have access to confidential medical information concerning athletes/patients at any of the clinical sites associated with the Longwood University ATEP. I understand that this information has been obtained and recorded for the purpose of medical treatment and that all athlete/patient records are to be kept confidential.

Medical records utilized for research projects, clinical demonstrations or case studies may only be obtained with written consent of the student athlete/patient. No written references to patients name (including paper, electronic communication, and audiovisual presentations) may include the student athlete/patient's name or identifying information. All information regarding athletes/patients is held in strict confidence and may not be discussed out of the classroom or clinical experience setting.

I agree that I will use this information only for the purpose of my clinical responsibilities and under no circumstances will I disclose any information about any athlete/patient to non-authorized personnel.

I understand that violation of this policy may be considered grounds for dismissal from the clinical experience and the Athletic Training Education Program. I also agree that if I have any questions about this policy, I will consult with my clinical instructor/ACI, the Clinical Coordinator, or the Program Director.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## **Athletic Training Education Program Communicable Disease/Illness Policy**

Prior to engaging in the clinical portion of the athletic training education program all students must have an updated immunization record which includes: hepatitis B, MMR, polio, tetanus-diphtheria, meningococcal, and tuberculosis screening. All immunizations are the responsibility of the individual student. In addition, each student must complete a physical examination and submit a record of the examination to the Longwood University Student Health Service.

Blood borne pathogen training sessions are done annually at the start of each academic school year. Records for training sessions are kept on file in the office of the program director and are noted in student clinical files.

When an athletic training student becomes ill he/she must follow the procedures outlined below.

- 1) An athletic training student suffering from any of the following symptoms: fever, respiratory illness, flu like symptoms, nausea, and body ache should notify his/her clinical instructor /ACI by 8:00 am.
- 2) The athletic training student should then report to the Student Health Service. For same day appointments student health should be contacted by 9:00 am at x-2102.
- 3) Once the athletic training student has been evaluated by the student health staff they must report to his/her clinical instructor/ACI immediately.
- 4) After being apprised of the athletic training students health status the clinical instructor will determine the clinical status of the student.

Failure to follow these guidelines will result in the athletic training student reporting at the assigned time for their clinical assignment. However, the clinical instructor/ACI has the final decision as to the status of the athletic training student's assignment.

I have read and agree to abide by the Athletic Training Education Program Communicable Disease Policy.

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Student Signature

Date

## Program Behavioral Regulations

Professionalism is regarded with the utmost importance during the student's athletic training clinical experience. Each student, regardless of their class status or the clinical site, is viewed as an extension and representative of Longwood University. Every student must maintain the highest standards while functioning as an athletic training student, and commitment to the profession must be displayed through professional appearance, conduct and attitude. The student should consult with clinical instructor/ACI and the athletic training education faculty regarding appearance and conduct prior to each clinical experience.

The clinical instructor/ACI, in conjunction with the athletic training education faculty, retains the authority to determine the appropriateness of the student's attire, appearance, language and manner inasmuch as it is a reflection on the Longwood University Athletic Training Education Program.

### Professional Behavior Expectations

#### 1. Attire

- a. Longwood University attire required unless specified otherwise
- b. No jeans, cut-offs, tanks, straps, hats (indoors)
- c. Shoes must not have open toes or heels
- d. Shirts must be tucked in and clean
- e. Appropriate attire for events, as determined by clinical instructor/ACI

#### 2. Promptness

- a. Arrive on time
- b. Designation of "tardy" is left to the discretion of the clinical instructor/ACI
- c. An extended period of tardiness could be counted as an absence if the bulk of the assignment or duties are missed as a result of tardiness

#### 3. Attendance

- a. The student will arrange weekly clinical schedule with clinical instructor/ACI in a timely and responsible manner.
- b. The student should inform their clinical instructor/ACI if an absence is imminent
- c. Emergency absences should be reported as soon as possible
- d. Personal day requests must be submitted one week in advance in writing to ACI in accordance with the ATEP Policies and Procedures
- e. Remain at clinical site until dismissed by clinical instructor/ACI

#### 4. Performance

- a. Take initiative in completing designated tasks (e.g. set-up and take-down for practices and events, record keeping, treatments, rehabilitation, maintaining clean work environment)
- b. Submit all assignments and paperwork related to clinical rotation on time (e.g. proficiency worksheets, three-week evaluation, evaluation meetings with the clinical coordinator).
- c. Submit all paperwork as required in the ATEP Curriculum Manual (e.g. internship paperwork, physical examination, criminal background check, CPR certification)

#### 5. Relationships

- a. While no attempt to curtail relationships amongst athletic training students or between athletic training students and athletes will be made, proper behavior is expected
  - 1) No inappropriate displays of affection are to be shown in the athletic training room, on the field, or during travel to or from a contest
  - 2) Relationships should not affect the better judgment of both parties
  - 3) Relationships should not affect the health care of any athletes

- 4) Relationships should not affect any other regulations contained herein
- 6. Conversation / Manner**
  - a. Students should maintain appropriate professional communication in the athletic training room, on the field, or during travel to or from a contest
    - 1) Language unbecoming of professionals will not be tolerated
    - 2) Content of discussions not appropriate for professionals will not be tolerated
    - 3) Mannerisms or actions unbecoming of professionals will not be tolerated
    - 4) The definition of unbecoming will be left to the individual clinical instructor/ACI and includes but is not limited to:
      - a) Profanity; racist or sexist language or innuendo
      - b) Discussion of participation in illegal activity; sexual activity; abuse/misuse of substances
      - c) Degrading colleagues, students, staff or faculty
- 7. Athletic training room computer / equipment / supplies**
  - a. a. The abuse/misuse of athletic training room equipment and supplies for personal use or benefit will not be tolerated.
  - b. Any unsupervised use of equipment should be pre-arranged with clinical instructor/ACI
    - 1) Includes but not limited to – modalities, television, computer, telephone, printer, fax
    - 2) Includes but not limited to – crutches, braces, tape, paper, books, etc.
- 8. Athletic training room pharmaceuticals**
  - a. a. The abuse/misuse of athletic training room pharmaceuticals for personal use or benefit will not be tolerated.
  - b. All use and dispensation of medication should be pre-arranged with clinical instructor/ACI with appropriate approval and supervision
- 9. Recording of Clinical Hours**
  - a. All students are expected to uphold the Longwood University Honor Code and the NATA Code of Ethics as they relate to accurate reporting of clinical hours logged
- 10. Ethical behavior**
  - a. All students are expected to uphold the NATA Code of Ethics and BOC Standards of Professional Practice. Violations of these codes may result in program probation, suspension or dismissal. See Discipline Policy below.
  - a. The codes are accessible at the following locations:
    - 1) [www.nata.org/codeofethics/code\\_of\\_ethics.pdf](http://www.nata.org/codeofethics/code_of_ethics.pdf)
    - 2) [www.bocatc.org/images/stories/multiple\\_references/standardsprofessionalpractice.pdf](http://www.bocatc.org/images/stories/multiple_references/standardsprofessionalpractice.pdf)

**Poor exercise in judgment or conduct unbecoming a Longwood University athletic training student may bring cause for disciplinary actions according to the following procedures.**

## Discipline Procedures

### **1. Probation: An athletic training student may be placed on probation for:**

- a. failure to maintain ATEP Academic Retention and Promotion requirements
- b. failure to follow established policy and/or procedure pertaining to clinical education
- c. accumulation of 2 or more infraction points as explained later

It is the decision of the program director, the clinical coordinator, and the clinical instructor/ACI to place the student on probation. The student will be notified in writing of the findings and decision including the probation time period, within two weeks of the decision. A copy of the notification will be maintained in the student's file.

Students have the right to appeal their status within one week of the date of the letter in writing to the program director. In this case, a committee will be formed which will include but is not limited to: the program director, clinical coordinator, the student's clinical instructor/ACI, and one additional clinical instructor/ACI or department faculty member of the student's choice. The committee will make the final decision regarding the student's status in the ATEP. At the discretion of the committee, the student may be required to meet with one or more of the committee members to review the committee's decision.

### **A student on probation may be ineligible to begin or continue with a team assignment/clinical assignment during the probationary time period stated.**

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

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

It is important for the student to understand that extended probation may result in having to repeat a clinical methods course, due to failure to meet course requirements. Deviations in expected course progression often interfere with graduating in four years, as well.

### **2. Suspension: An athletic training student will be placed on suspension:**

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

It is the decision of the program director, the clinical coordinator, and the student's current clinical instructor(s) to place the student on suspension. Students will be notified in writing of the findings and decision, including the suspension time period, within two weeks of the decision. A copy of the notification will be maintained in the student's file.

Students have the right to appeal their status within one week of the date of the letter in writing to the program director. In this case, a committee will be formed which will include but is not limited to: the program director, clinical coordinator, the student's clinical instructor/ACI, and one additional clinical instructor/ACI or department faculty member of the student's choice. The committee will make the final decision regarding the student's status in the ATEP. At the discretion of the committee, the student may be required to meet with one or more of the committee members to review the committee's decision.

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

When the suspension period has expired, the student will be reinstated to the program provided deficiencies have been resolved and after a written plan of action is received by the program director from the student.

It is important for the student to understand that suspension will likely result in having to repeat a clinical methods course, due to failure to meet course requirements. Deviations in expected course progression often interfere with graduating in four years, as well.

- 3. Dismissal:** An athletic training student may be dismissed from the ATEP for:
  - a. failure to remedy suspension status
  - b. failure to meet University academic standards
  - c. repeated failure to meet ATEP Retention and Promotion standards
  - d. for a third offense of the ATEP Disciplinary Policy.

It is the decision of the ATEP faculty and staff to dismiss the student from the program. Students will be notified in writing of the findings and decision regarding their dismissal within two weeks of the decision. A copy of the notification will be maintained in the student's file.

Students have the right to appeal their status within one week of the date of the letter in writing to the program director. In this case, a committee will be formed which will include but is not limited to: the program director, clinical coordinator, the student's clinical instructor/ACI, and one additional clinical instructor/ACI or department faculty member of the student's choice. The committee will make the final decision regarding the student's status in the ATEP. At the discretion of the committee, the student may be required to meet with one or more of the committee members to discuss the committee's decision.

In certain instances, such as failure to meet University academic standards, other policies may be enforced in addition to or in lieu of ATEP policy.

### **Infractions Policy**

The following criteria will be used to monitor unprofessional behavior and misconduct infractions of athletic training students. Information regarding infractions will be used when considerations are made for program acceptance, clinical rotation assignments, and probation, suspension or dismissal from the Athletic Training Education Program.

If a student is penalized two (2) infraction points during a clinical rotation, he/she will immediately be placed on probation. Additional actions may be taken depending on the severity of the infractions (this includes suspension or dismissal). See above sections for procedures related to probation, suspension and dismissal.

If a student is penalized five (5) infraction points during a clinical rotation, he/she will immediately be suspended from the clinical rotation for the remainder of the semester. Additional actions may be taken depending on the severity of the infractions (this includes dismissal). See above sections for procedures related to probation, suspension and dismissal.

<b>Points</b>	<b>Penalty</b>	<b>Infraction</b>
<b>0</b>	Warning	<ul style="list-style-type: none"> <li>- improper dress in athletic training room and/or in clinical assignments</li> <li>- arriving to assignment late or leaving early without making prior arrangements with the clinical instructor/ACI</li> <li>- failure to arrange weekly clinical schedule with clinical instructor/ACI in a timely and responsible manner</li> <li>- inappropriate use of cell phone during clinical experience</li> <li>- not completing designated tasks in assigned sport or activity</li> <li>- failure to take initiative in completing designated tasks (e.g. set-up and take-down for practices and events, record keeping, treatments, rehabilitation, maintaining clean work environment)</li> <li>- failure to submit all assignments and paperwork related to clinical rotation on time (e.g. proficiency worksheets, three-week evaluation, evaluation meetings with the clinical coordinator).</li> <li>- failure to submit personal day requests one week in advance in writing to ACI and clinical coordinator</li> <li>- failure to submit all paperwork as required in the ATEP Curriculum Manual (e.g. internship paperwork, physical examination, criminal background check, CPR certification)</li> <li>- inappropriate displays of affection shown in the athletic training room, on the field, or during travel to or from a contest</li> <li>- misuse of athletic training room computer, equipment or facilities</li> <li>- Inappropriate verbal communication (e.g. language unbecoming of professionals, unprofessional content of discussions)</li> <li>- Inappropriate non-verbal communication (e.g. mannerisms or actions unbecoming of professionals)</li> </ul>
<b>1</b>		- Second infraction of any of the above
<b>2</b>		<ul style="list-style-type: none"> <li>- Abuse/misuse of athletic training room pharmaceuticals for personal use or benefit</li> <li>- Violating the NATA Code of Ethics and/or BOC Standards of Professional Practice</li> <li>- improper dress for a contest</li> <li>- missing a contest, practice, or clinical assignment without permission from the clinical instructor/ACI</li> <li>- intentionally inaccurate reporting of clinical hours</li> <li>- grossly unprofessional conduct while representing the Longwood University Athletic Training Education Program</li> </ul>
<b>1-4</b>		- Failure to follow policy and/or procedure of ATEP or clinical site (points assigned based on severity of infraction)
<b>5</b>		- Major breach of ethics, major breach of professional behavior, drug/alcohol impairment which effects completion of assigned duties, use of tobacco, alcohol, illegal drugs, or other banned/illegal substances while representing Longwood University Athletic Training Education Program

## **Reporting Infractions**

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

The clinical coordinator will review cumulative infractions at the time of each infraction and at the end of each academic semester for each student with his/her ACI.

Because of an increased visibility in the intercollegiate, clinical, and high school settings, athletic training students are highly recognized and identified. This demands higher levels of professional conduct because the student is also held accountable for the codes of conduct at their assigned facility (e.g. PECHS, H-SC, Longwood Athletic Training Department). These facilities may also impose additional and more stringent code of conduct violation sanctions. The ATEP will strictly support these sanctions.

## **BEING A STUDENT-ATHLETE AND AN ATHLETIC TRAINING STUDENT**

Student athletes are eligible to apply for admittance into the Athletic Training Education Program. However, the student must understand that the minimum time to completion for student athletes is five years. It will not be possible to complete the program requirements without the full cooperation of the coaching staff. Since the program has a significant clinical component which requires athletic training student commitment during afternoons, evenings, and on weekends, time conflicts between sport demands and clinical requirements can occur. The faculty of the Athletic Training Education Program is committed to making sure that the athletic training student can graduate in a timely manner, fulfill all the requirements for the program, and have quality clinical experiences to prepare them for successful careers as certified athletic trainers. The following guidelines are designed to ensure that the athletic training student/student athlete is given the opportunity to complete the program and participate in intercollegiate athletics.

1. Whenever a student is enrolled in the athletic training curriculum his/her participation is limited to only one sport during the academic year.
2. The student must be available for clinical experiences in the athletic training room, or affiliated site, 15 weeks (or one semester) during each academic year. This can be done in the following manner:
  - A. Student must be available for a full semester during the academic year with the other semester devoted to the intercollegiate sport. For example, a fall sport athlete (field hockey, soccer) will participate in his/her sport during the traditional competition season. Spring semester he/she would complete clinical field experience hours with minimal involvement in their sport. The student would be held responsible for completion of clinical hour requirements during this semester.
  - B. Those students whose athletic season overlaps both semesters (basketball) must be available to participate in clinical experiences prior to their season in the fall and after their season in the spring. This time must total 15 weeks. The student will not register for the clinical methods course in the fall but does register in the spring to receive credit. The student must also submit, in writing, a schedule of when they will be available to complete clinical experiences for the year. This schedule is to be given to the clinical coordinator of the Athletic Training Education Program prior to the start of classes in the fall. A copy will be given to the student's academic advisor, the athletic academic advisor, and the coach.

We hope that the Athletic Department will be sensitive to the academic and clinical requirements of students enrolled in the Athletic Training Education Program. We recognize the coaches' responsibility to provide programs that lead to successful athletic experiences. The coaches must also recognize the need to provide the student with the academic background for a successful lifelong career. We feel that with the above requirements, the student athletes can meet minimum standards in our program of athletic training education.

**TABLE 1**

<b>Bachelor of Science in Athletic Training</b>		
<b>Category</b>	<b>Courses</b>	
A. General Education	Goal 1: Longwood Seminar	1 cr
	Goal 2:	3 cr
	Goal 3:	3 cr
	Goal 4:	3 cr
	Goal 5: MATH 171	3 cr
	Goal 6: PHYS 101	4 cr
	Goal 7:	3 cr
	Goal 8: PSYC 101	3 cr
	Goal 9:	3 cr
	Goal 10:	3 cr
	Goal 11: PHED 101	2 cr
	Goal 12: PHIL 315	3 cr
	Goal 13:	3 cr
	Goal 14: ATTR 492 (one credit from this course used here)	1 cr 1 cr
B. Additional Degree Requirements	BIOL 206 Anatomy & Physiology I	4 cr
	MATH 271 Applied Statistics	3 cr
C. Supporting science courses	KINS 386 Biomechanics	4 cr
	KINS 387 Physiology of Exercise	4 cr
	PHYS 102	4 cr
	BIOL 207 Anatomy & Physiology II	4 cr
D. Athletic training theory	HLTH 260 First Aid	3 cr
	KINS 376 Sports Nutrition	2 cr
	ATTR 200 Introduction to Athletic Training	3 cr
	ATTR 210 Basic Skills in Athletic Training	3 cr
	ATTR 250 AT Clinical Orientation	0 cr
	ATTR 300 Injury Mech. & Assessment I (Lower)	3 cr
	ATTR 310 Injury Mech. & Assessment II (Upper)	3 cr
	ATTR 320 Therapeutic Modalities	3 cr
	ATTR 325 Principles of Therapeutic Exercise	3 cr
	ATTR 326 Applied Therapeutic Exercise	2 cr
	ATTR 330 Injury Mech. & Assessment III (H, N & S)	3 cr
	ATTR 410 Athletic Training Administration	3 cr
	ATTR 420 Medical Aspects in Athletic Training	3 cr
	KINS 470 Research in HRK	3 cr
PHED 116 Beginning Weight Training	1 cr	
KINS 216 Essentials of Strength & Conditioning	3 cr	
E. Clinical experience courses	ATTR 371 Clinical Methods in Athletic Training I	2 cr
	ATTR 372 Clinical Methods in Athletic Training II	2 cr
	ATTR 471 Clinical Methods in Athletic Training III	2 cr
	ATTR 472 Clinical Methods in Athletic Training IV	2 cr
	ATTR 473 Clinical Methods in Athletic Training V	2 cr
F. Clinical internship	ATTR 492 Clinical Internship in Athletic Training	11 cr
<b>TOTAL</b>		<b>123 cr</b>

**TABLE 2**  
**CLINICAL HOUR REQUIREMENTS**

**PRE-ADMISSION**

course #	directed observation hours
ATTR 200	15
ATTR 210	60

**PROGRAM ADMISSION**

<b>Clinical Methods Course</b>	<b>Minimum Clinical Hour Requirement</b>	<b>Maximum Clinical Hours/Week</b>
ATTR 371	150	15
ATTR 372	200	20
ATTR 471	200	20
ATTR 472#	200 (120 <sup>+</sup> )	20
ATTR 473	200 (120 <sup>+</sup> )	20
Total	870	

#ATTR 472 may be taken during summer session providing the student has successfully completed ATTR 320, 325 and 420.

+Students will complete general medical rotations in either ATTR 472 or ATTR 473 and will complete 120 clinical hours.

**DEFINITIONS:**

**Minimum clinical hour requirement:** The minimum number of hours an athletic training student must acquire in a given semester while classes are in session.

**Maximum clinical hours/week:** The maximum number of hours an athletic training student may acquire in any given week (Monday-Sunday) while classes are in session.

**TABLE 3****Proposed Plan of Study**

	<b>FALL SEMESTER</b>		<b>SPRING SEMESTER</b>	
Freshman	BIOL 206 A & P I	4 cr	BIOL 207 A & P II	4 cr
	HLTH 260 First Aid	3 cr	ATTR 210 Basic Skills	3 cr
	ATTR 200 Intro. to AT	3 cr	General Ed	9 cr
	Longwood Seminar	1 cr	ATTR 250 AT Clinical Orientation	0 cr
	General Ed	6 cr		
	Total for semester	17 cr	Total for semester	16 cr
Sophomore	PHYS 101 (Goal 6)	4 cr	PHYS 102	4 cr
	General Ed	3 cr	KINS 376	2 cr
	MATH 171 (Goal 5)	3 cr	ATTR 310 Inj. Mechanisms II	3 cr
	PHED 101 (Goal 11)	2 cr	ATTR 372 Clinical Methods II	2 cr
	ATTR 300 - Inj. Mechanisms I	3 cr	KINS 386 Biomechanics	4 cr
	ATTR 371 – Clinical Methods I	2 cr	PHED 116	1 cr
	Total for semester	17 cr	Total for semester	16 cr
Junior	ATTR 320 Therapeutic Modalities	3 cr	KINS 387 Exercise Physiology	4 cr
	ATTR 330 Inj. Mechanisms III	3 cr	ATTR 325 Therapeutic Exercise	3 cr
	ATTR 471 Clinical Methods III	2 cr	ATTR 410 AT Administration	3 cr
	KINS 216 Strength & Conditioning	3 cr	ATTR 420 Medical Aspects	3 cr
	MATH 271 Applied Statistics	3 cr	ATTR 472 Clinical Methods IV	2 cr
	Total for semester	14 cr	Total for semester	15 cr
Senior	ENGL 400 (Goal 13)	3 cr	ATTR 492 Clinical Internship	12 cr
	KINS 470 Research in HRK	3 cr		
	ATTR 473 Clinical Methods V	2 cr		
	PHIL 315 Biomedical Ethics (Goal 12)	3 cr		
	ATTR 326 Applied Therapeutic Ex	2 cr		
	General Ed	3 cr		
	Total for semester	16 cr	Total for semester	12 cr

## COURSE COMPLETION RECORD

### General Education

GOAL	COURSE	SEMESTER	GRADE
1	Longwood Seminar		
2	ENGL 150		
3			
4			
5	MATH 171		
6	PHYS 101		
7			
8	PSYC 101		
9			
10	Foreign Language		
11	PHED 101		
12	PHIL 315		
13	ENGL 400		
14	ATTR 492		

### Additional Degree Requirements

COURSE	SEMESTER	GRADE
BIOL 206 Anatomy & Physiology I		
MATH 271 Applied Statistics		

### Supporting Science Courses

<b>COURSE</b>	<b>SEMESTER</b>	<b>GRADE</b>
PHYS 102		
KINS 386 Biomechanics		
KINS 387 Exercise Physiology		
BIOL 207 Anatomy & Physiology II		

### Athletic Training Theory

<b>COURSE</b>	<b>SEMESTER</b>	<b>GRADE</b>
HLTH 260 First Aid & Emergency Care		
KINS 376 Sports Nutrition		
ATTR 200 Introduction to AT		
ATTR 210 Basic Skills in AT		
ATTR 300 Injury Mech I - Lower Extremity		
ATTR 310 Inj Mech II - Upper Extremity		
ATTR 320 Therapeutic Modalities		
ATTR 325 Princ of Therapeutic Exercise		
ATTR 326 Applied Therapeutic Exercise		
ATTR 330 Inj Mech III - H, N & S		
ATTR 410 Athletic Training Administration		
ATTR 420 Medical Aspects in AT		
KINS 470 Research in HRK		
PHED 116 Beginning Weight Training		
KINS 216 Essentials of Strength & Conditioning		

**Clinical Courses**

<b>COURSE</b>	<b>ASSIGNMENT/ LOCATION</b>	<b>SEMESTER</b>	<b>GRADE</b>
ATTR 371 Clinical Methods I			
ATTR 372 Clinical Methods II			
ATTR 471 Clinical Methods III			
ATTR 472 Clinical Methods IV			
ATTR 473 Clinical Methods V			
ATTR 492 Clinical Internship in AT			

## STUDENT EXPERIENCE PROFOLIO

### CLINICAL EXPERIENCE RECORD

<b>LONGWOOD UNIVERSITY</b>		<b>HAMPDEN-SYDNEY COLLEGE</b>		<b>PRINCE EDWARD COUNTY HIGH SCHOOL</b>	
Baseball (UE)		Baseball (UE)		Baseball (UE)	
Men's Basketball (LE)		Basketball (LE)		Boys' Basketball (LE)	
Women's Basketball (LE)		Cross Country (LE)		Girls' Basketball (LE)	
Field Hockey (LE)		Football (EI)		Football (EI)	
Lacrosse (UE)		Lacrosse (EI)		Boys' Soccer (LE)	
Men's Soccer (LE)		Soccer (LE)		Girls' soccer (LE)	
Women's Soccer (LE)		Tennis (UE)		Softball (UE)	
Softball (UE)				Tennis (UE)	
Tennis (UE)				Track (LE/UE)	
Cross Country (LE)				Volleyball (UE)	
<b>General Medical</b>					

**LONGWOOD UNIVERSITY  
ATHLETIC TRAINING EDUCATION PROGRAM  
PROGRAM APPLICATION**

Name \_\_\_\_\_ SS# \_\_\_\_\_

Home address \_\_\_\_\_

School address \_\_\_\_\_

Home phone (    ) \_\_\_\_\_ School phone \_\_\_\_\_

Total number of semester hours completed to date \_\_\_\_\_

Number of semester hours in current semester \_\_\_\_\_

Current overall GPA \_\_\_\_\_ Current major GPA \_\_\_\_\_

1. List any experience(s) that you have had in athletic training or related fields (PT, etc.) and briefly describe your responsibilities and duties.

2. What are your reasons for pursuing a professional career in athletic training?

3. Describe your immediate and long range goals and aspirations in athletic training.

4. Describe the characteristics you possess that will make you a good athletic trainer.

Applicant  
Signature \_\_\_\_\_ Date \_\_\_\_\_



**LONGWOOD UNIVERSITY  
AFFIRMATION OF TECHNICAL STANDARDS**

Candidates for selection to the athletic training educational program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Longwood University Academic Support Center will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review a whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Longwood University Academic Support Center to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ATHLETIC TRAINING EDUCATION PROGRAM  
ATHLETIC TRAINING STUDENT CLINICAL HOURS**

<u>School year</u>			<u>Total</u>
_____	Aug _____	Jan _____	
	Sept _____	Feb _____	
	Oct _____	Mar _____	
	Nov _____	Apr _____	
	Dec _____	May _____	_____
_____	Aug _____	Jan _____	
	Sept _____	Feb _____	
	Oct _____	Mar _____	
	Nov _____	Apr _____	
	Dec _____	May _____	_____
_____	Aug _____	Jan _____	
	Sept _____	Feb _____	
	Oct _____	Mar _____	
	Nov _____	Apr _____	
	Dec _____	May _____	_____
_____	Aug _____	Jan _____	
	Sept _____	Feb _____	
	Oct _____	Mar _____	
	Nov _____	Apr _____	
	Dec _____	May _____	_____
			<b>TOTAL</b> _____

## ADMISSION ALGORITHM ATHLETIC TRAINING EDUCATION

