

SOUTHEAST MISSOURI STATE UNIVERSITY



ATHLETIC TRAINING EDUCATION PROGRAM

STUDENT HANDBOOK

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1.0 ATEP Overview

1.1 Mission statement

The Southeast Missouri State University Athletic Training Education Program (ATEP) is strongly committed to providing both an excellent academic and clinical education for Athletic Training majors. The ATEP believes that the clinical experiences of a student should supplement a solid, but challenging, Athletic Training core curriculum. The core curriculum is based upon the required subject matter meeting CAATE Standards and with the 4th Edition of the National Athletic Trainers' Association (NATA) Athletic Training Education Competencies.

The Southeast Missouri State University ATEP is committed to fostering an open learning environment both in the classroom and clinical settings. It is our intent that the student will become confident and comfortable in the learning process and the application of skills mastered through academic and clinical preparation. It is our philosophy to instill a strong ethical and moral ideology in an effort to encourage professionalism as well as personal growth. Students are encouraged to embrace diversity in one another and in the active population they will be working with on a daily basis. The ATEP firmly supports combining a high level of professionalism with strong interpersonal skills in order to generate trust and open communication among the faculty, staff, peers, and clientele. Our program aims to promote a natural curiosity and love of learning in our students. The program is designed to expose students to various allied health professions and encourage the pursuit of continued education and research.

Upon completion of the ATEP, the student will be recommended for a Bachelor of Science Degree, Athletic Training. The ATEP is a fully accredited program through the Commission for Accreditation of Athletic Training Education (CAATE). Graduates of the program are eligible to apply for the BOC Examination to become a Certified Athletic Trainer.

1.2 Student Learning Outcomes

1.2.1 Students completing the Bachelor of Science Degree, Athletic Training will be able to demonstrate an understanding of relevant concepts related to the following educational domains:

- 1.2.1.1 Risk Management and Injury Prevention
- 1.2.1.2 Pathology of Injuries and Illness
- 1.2.1.3 Orthopedic Clinical Examination and Diagnosis
- 1.2.1.4 Medical Conditions and Disabilities
- 1.2.1.5 Acute Care of Injury and Illness
- 1.2.1.6 Therapeutic Modalities
- 1.2.1.7 Conditioning and Rehabilitative Exercise
- 1.2.1.8 Pharmacology
- 1.2.1.9 Psychosocial Intervention and Referral
- 1.2.1.10 Nutritional Aspects of Injury and Illness
- 1.2.1.11 Health Care Administration

1.2.1.12 Professional Development and Responsibilities

1.2.2 Students completing the Bachelor of Science Degree, Athletic Training will be eligible to sit for the Board of Certification Examination and gain successful employment.

1.3 Educational Philosophy and Master Plan

The twelve content areas of Athletic Training are broken down into specific competencies. The competencies are categorized into the following areas;

- Cognitive Competencies
- Psychomotor Competencies
- Clinical proficiencies

As each individual competency is learned and practiced over the course of five semesters, the SEMO athletic training students are expected to become clinically competent and develop into critical thinkers as allied health care professionals.

1.1 Course List/ Four Year Plan

Pre-Athletic Training Courses:		
(* Fulfills University Studies requirements)		
Fall Semester		
HL 120	Health Perspectives * (University Studies Behavioral Systems)	3
BS	Anatomy and Physiology I	3
EN 140	Rhetoric & Critical Thinking * (University Studies Written Expression)	3
MA 134	College Algebra * (University Studies Logical Systems)	3
PY 101	Psychology Perspectives/Human Behavior * (University Studies Behavioral Systems)	3

Spring Semester		
HL 111	Introduction to Health Management	3
HL 231	Fitness Conditioning	3
BS 114/014	Anatomy & Physiology II	3
HL 251	Introduction to Athletic Injuries	3
HL 280	Basic Skills in Athletic Training	1

First Year Athletic Training Courses:		
First Semester - Fall		
FN 235	Nutrition for Health * (University Studies Living Systems)	3
HL 263	Sports Injury Management	3
HL 281	Practicum in Athletic Training I	1
CH 180	Chemistry in Our World * (University Studies Physical Systems)	3
PH 106	Physical Concepts	3

Second Semester - Spring		
HL 321	Advanced Injury Assessment I	3
HL 282	Practicum in Athletic Training II	1
HL 511	Kinesiology	3
HL 331	Physiology of Exercise	3
FN 401	Sports Nutrition	3

Second Year Athletic Training Courses:		
Third Semester - Fall		
HL 322	Advanced Injury Assessment II	3
HL 383	Practicum in Athletic Training III	1
HL 265	Therapeutic Modalities	3
HL 345	Resistance Training	3

Fourth Semester - Spring		
HL 312	Sports & Exercise Pharmacology	3
HL 323	Advanced Injury Assessment III	3
HL 444	Rehabilitation of Sports Injury	3
HL 384	Practicum in Athletic Training IV	1
HL 382	Medical Aspects of Sport	2

Summer After Second Year		
HL 499	Athletic Training Internship	6

Third Year Athletic Training Courses:		
Fifth Semester - Fall		
HL 303	Research Methods	3
HL 472	Administration of AT	2
HL 480	Seminar In AT	2
HL 481	Practicum In AT V	1
FN 530	Pathophysiology	3
	Electives	
	Potential Graduation	
	BOC Exam	

Sixth Semester - Spring		
	Electives	
	Potential Internship/Fellowship	
	Graduation	
	BOC Exam	

2.0 Admission Requirements

2.1 Selection and Criteria

Admittance into the Athletic Training Education Program (ATEP) is competitive and selective. Completion of the application standards does not guarantee admission into the ATEP. Final admission into the program rests with the decision of the ATEP Selection Committee. Enrollment in the ATEP is typically limited to twelve students per academic year. The ATEP does institute an Ability to Benefit Policy as well as a Conditional Acceptance Policy. These policies allow a candidate to be considered for entry into the ATEP despite not meeting all requirements because of unusual and/or extenuating circumstances which may have potentially affected their application process. Successful completion of the ATEP is necessary for the completion of the Athletic Training major. Students interested in entry into the ATEP are considered Pre-Athletic Training majors and must:

- 2.1.1** Declare pre-athletic training major.
- 2.1.2** Complete the following courses with a grade of "C" or better by the end of the semester of application:
 - 2.1.2.1 HL 251, (must be taken at SEMO)
 - 2.1.2.2 HL 280, (must be taken at SEMO)
 - 2.1.2.3 MA 134 or higher,
 - 2.1.2.4 EN 140,
 - 2.1.2.5 PY 101,
 - 2.1.2.6 BS 113,
 - 2.1.2.7 BS 114.
- 2.1.3** Cumulative grade point average of 2.5.
- 2.1.4** Provide proof of current:
 - 2.1.4.1 First Aid certification
 - 2.1.4.2 Professional Rescuer CPR/AED certification.
- 2.1.5** Demonstrate the ability to meet the technical standards of admission including a signed technical standards form.
- 2.1.6** Current physical examination.
- 2.1.7** Provide proof of current:
 - 2.1.7.1 TB screening
 - 2.1.7.2 MMR,
 - 2.1.7.3 tetanus,
 - 2.1.7.4 Hepatitis B (or HBV declination).
- 2.1.8** Completion of Bloodborne Pathogen Training.
- 2.1.9** Demonstrate compliance with all the ATEP's policies and procedures
- 2.1.10** Complete a formal interview with members of the ATEP Selection Committee.
- 2.1.11** Complete an entrance written examination. (HL 280)
- 2.1.12** Submission of three letters of recommendation utilizing the form within the ATEP application.
- 2.1.13** Submission of the completed ATEP application

2.2 Application Due Date

The ATEP application is DUE on or before **April 1st** by noon to the ATEP Director's office located in Parker Hall 215D. Following admission into the ATEP, completion of the program requires a minimum of five consecutive semesters and an internship.

2.3 Conditional Acceptance

Conditional acceptance may be extended to applicants who are making satisfactory progress towards completion of prerequisite coursework upon approval of the application selection committee. Coursework to be considered includes:

- 2.3.1** BS113 Anatomy and Physiology I (minimum 4 credit hours)
- 2.3.2** BS114 Anatomy and Physiology II (minimum 4 credit hours)
- 2.3.3** OR one semester of Human Anatomy, one semester of Human Physiology
- 2.3.4** PY101 Psychological Perspectives of Human Behavior (3 credit hours)
- 2.3.5** EN140 Rhetoric and Critical Thinking (3 credit hours)
- 2.3.6** MA134 College Algebra (3 credit hours)
- 2.3.7** *These prerequisites may be completed at another institution upon approval of the University Registrar's office. Courses must be completed with a "C" or higher by the end of the summer session prior to start of the ATEP. Conditional acceptance will only be considered if there are positions available in the cohort after all fully qualified applicants have been considered for admission to the athletic training education program at the end of the spring semester.*

2.4 Formal Acceptance

Students will be notified in writing by the ATEP Director regarding the admission decision. Communication regarding the decision of the Selection Committee can only occur directly with the student in questions unless he/she has provided written permission to discuss the content with a third party. Students are given the opportunity to discuss the rationale of the Selection Committee with the ATEP Director.

If a student is not satisfied with the explanation of the decision, he/she may request a review of the objective selection criteria by the Chair of the Department of Health, Human Performance and Recreation. An official request for review must be received in writing by the Department Chair within ten business days from the mailing date of the admission decision letter.

2.5 Policy on Admission of Transfer Students

- 2.5.1** Students wishing to transfer to Southeast Missouri State University and the ATEP must apply to both the institution and the program. All potential transfer students must follow the same application procedures as non-transfer students. Transfer students must have their transcript evaluated by

the Registrar's Office and the ATEP Director. Courses may be transferred from the student's original college or university as they are substantially the same in scope and content as similar courses offered at Southeast Missouri State University. Such courses may be counted toward the degree requirements for the athletic training major; *however, every student must take the following courses at Southeast Missouri State University in order to qualify for our major in Athletic Training:*

- 2.5.1.1 HL 251: Introduction to Athletic Injuries
- 2.5.1.2 HL 280: Basic Skills in Athletic Training
- 2.5.1.3 HL 263: Sports Injury Management
- 2.5.1.4 HL 281: Practicum in Athletic Training I
- 2.5.1.5 HL 282: Practicum in Athletic Training II
- 2.5.1.6 HL 321: Advanced Injury Assessment I
- 2.5.1.7 HL 265: Therapeutic Modalities
- 2.5.1.8 HL 322: Advanced Injury Assessment II
- 2.5.1.9 HL 383: Practicum in Athletic Training III
- 2.5.1.10 HL 323: Advanced Injury Assessment III
- 2.5.1.11 HL 382: Medical Aspects of Sport
- 2.5.1.12 HL 384: Practicum in Athletic Training IV
- 2.5.1.13 HL 444: Rehabilitation of Sports Injury
- 2.5.1.14 CL 003: Career linkages
- 2.5.1.15 WP 003: Writing EXAM
- 2.5.1.16 HL 499: Athletic Training Internship
- 2.5.1.17 HL 472: Administration of Athletic Training
- 2.5.1.18 HL 480: Seminar in Athletic Training
- 2.5.1.19 HL 481: Practicum in Athletic Training V
- 2.5.1.20 CL 004: Career linkages

2.6 ATEP Policy on Retention

2.6.1 Matriculation clause: All ATEP courses must be completed in the original curriculum sequence. To advance in the course sequencing, students must earn a "C" or better in all required coursework within the major. A student failing to earn a "C" or better within the major will not matriculate into more advanced coursework until the grade is improved.

2.6.2 Other Non-Academic Retention Criteria:

- 2.6.2.1 Maintaining First-Aid and professional CPR, and AED certification
- 2.6.2.2 Maintaining a current physical examination on file in ATEP file.
- 2.6.2.3 Demonstrating compliance with the ATEP policies and procedures, the NATA code of Ethics, and the University's academic policies and procedures and student code of conduct.
- 2.6.2.4 Obtaining annual TB vaccinations.
- 2.6.2.5 Completing annual Bloodborne Pathogen training.

3.0 ATEP Program Requirements, Policies and Procedures

3.1 Academic Requirements

The students enrolled in the ATEP must meet the following minimum standards of scholarship:

- 3.1.1** Maintain a cumulative grade point average of 2.5 on all work attempted
- 3.1.2** Maintain a grade point average of 2.5 on all work attempted in the athletic training major
- 3.1.3** Earn a grade of no lower than C in all major courses.

3.2 Academic Probation Policy

Once a student's cumulative GPA has fallen below 2.5, the ATEP Director will place this student on academic probation. Access to clinical experiences will be denied. As a result of lack of clinical access, the student will be required to choose one of two options:

- 3.2.1** Sit out the academic sequences for one academic year OR
- 3.2.2** Leave the ATEP

3.3 Professional Behavior Policy

If a student violates the SEMO Student Conduct Code, NATA Code of Ethics or Medical Confidentiality this may be grounds for program dismissal.

3.4 ATEP Clinical Education Policy

- 3.4.1** In accordance with the requirements for accreditation by the Commission on Accreditation of Athletic Training Education (CAATE), all students enrolled in the Athletic Training Education Program (ATEP) will complete a variety of clinical education experiences during five consecutive semesters.
- 3.4.2** Clinical Experiences are assigned as a component of the following courses;
 - 3.4.2.1 HL 281 Practicum in Athletic Training I
 - 3.4.2.2 HL 282 Practicum in Athletic Training II
 - 3.4.2.3 HL 383 Practicum in Athletic Training III
 - 3.4.2.4 HL 384 Practicum in Athletic Training IV
 - 3.4.2.5 HL 481 Practicum in Athletic Training V
- 3.4.3** Clinical experiences will follow a progression allowing for increasing amounts of clinically-supervised responsibility.
 - 3.4.3.1 Athletic training students must be formally instructed and formally assessed on athletic training clinical skills as part of a required course prior to performing those skills on patients
- 3.4.4** Clinical experiences will be under the direct supervision of an ACI or CI
 - 3.4.4.1 The ACI or CI must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education.
 - 3.4.4.2 The ACI or CI must consistently and physically interact with the athletic training student at the site of the clinical experience.

- 3.4.5** Clinical experiences must provide students with opportunities to practice and integrate the cognitive learning, with the associated psychomotor skills requirements of the profession, to develop entry-level clinical proficiency and professional behavior as an Athletic Trainer as defined by the *NATA Educational Competencies*.
- 3.4.6** The following limits apply to student clinical education hours, during the academic calendar year.
 - 3.4.6.1 Students are allowed to participate in an average of twenty (20) clinical hours a week.
 - 3.4.6.2 Students are required to have one (1) day off a week, each seven (7) days.
- 3.4.7** Clinical Assignments
 - 3.4.7.1 Students rotate each semester, with the exception of the basketball and gymnastics clinical assignments.
 - 3.4.7.2 Students do not travel without the accompaniment of an ATEP ACI/CI.
 - 3.4.7.3 Clinical experiences included the exposure to the following settings;
 - 3.4.7.3.1 Upper Extremity Dominant Sports
 - 3.4.7.3.2 Lower Extremity Dominant Sports
 - 3.4.7.3.3 Equipment Intensive Sport
 - 3.4.7.3.4 Sport of each Gender
 - 3.4.7.4 Clinical experiences occur at the following locations;
 - 3.4.7.4.1 Southeast Missouri State University (SEMO) Athletics
 - 3.4.7.4.2 St. Francis Hospital and Center for Health and Rehabilitation
 - 3.4.7.4.3 Southeast Hospital and Healthpoint Plaza
 - 3.4.7.4.4 Cape Central High School
 - 3.4.7.4.5 Jackson High School
 - 3.4.7.4.6 Notre Dame High School
 - 3.4.7.4.7 Saxony Lutheran High School
- 3.4.8** Allied Health Rotations/Mini Rotations
 - 3.4.8.1 Students are assigned to observe 4 hours per semester, in the following settings during their junior and senior year in the ATEP.
 - 3.4.8.1.1 Emergency Room Observation
 - 3.4.8.1.2 Physical Therapy Observation
 - 3.4.8.1.3 Radiology Observation
 - 3.4.8.1.4 Cape County Private Ambulance
 - 3.4.8.1.5 General Medical
- 3.4.9** Surgical Observation
 - 3.4.9.1 Students must observe a surgical procedure during their third (HL 383) or fourth semester (HL 384) in the ATEP. Surgical experiences are at the following locations:
 - 3.4.9.1.1 Saint Francis Hospital

3.4.9.1.2 Southeast Hospital

3.4.10 Liability Insurance

- 3.4.10.1 Students are required to purchase and carry their own liability insurance during the five semesters they are enrolled in the ATEP.
- 3.4.10.2 Student liability insurance may not cover the student for events that are not part of the ATEP. It is the responsibility of the student to carry liability insurance if they are going to work camps, clinics, etc.

3.4.11 Evaluation of Clinical Education

- 3.4.11.1 Evaluations are done annually of each clinical education site by the Clinical Coordinator.
- 3.4.11.2 Evaluations are done once a semester of the clinical site by the Student. (end)
- 3.4.11.3 Evaluations are done twice a semester of the ACI/CI by the Student. (mid/end)
- 3.4.11.4 Evaluations are done twice a semester of the Student by the ACI. (mid/end)

3.4.12 Clinical Assignments

- 3.4.12.1 Beginning the first semester in the ATEP each student will be assigned a Clinical Assignment and an ACI (Approved Clinical Instructor)/CI (Clinical Instructor) in the Clinical Course for each clinical site.
- 3.4.12.2 Students are responsible for their own transportation to their clinical sites.
- 3.4.12.3 When the student arrives at the clinical site for the first time, they need to request two items.
 - 3.4.12.3.1 Emergency action plan for the site.
 - 3.4.12.3.2 Policy and Procedure manual for the site.
- 3.4.12.4 Athletic Training students are not permitted to participate in more than an average of 20 hours a week at their clinical assignment. Students are expected to record their hours daily in ATRACK. Clinical hours are part of the Practicum Course grades.
- 3.4.12.5 Athletic Training Students will be required to fill out an evaluation, evaluating the clinical site (once a semester) and the ACI/CI and themselves (twice a semester).
- 3.4.12.6 ACI/CI will be required to fill out an evaluation twice a semester, evaluating the student and a self evaluation.
- 3.4.12.7 **During each clinical assignment, the Athletic Training Student must always be in auditory and visual contact of their ACI/CI.**

3.5 First Aid, CPR and Blood-borne Pathogens

3.5.1 First Aid/Responding to Emergencies

3.5.1.1 A copy of current first aid certification card is kept in the athletic training student file.

3.5.2 CPR/AED- Professional Rescuer

3.5.2.1 A copy of current CPR/AED Professional Rescuer card is kept in the athletic training student file.

3.5.3 Blood-borne Pathogens

3.5.3.1 Every student enrolled in the ATEP must annually complete a Blood-borne pathogens course. Verification of BBP course completion will be kept in the athletic training student file.

3.6 Communicable Disease Policy

3.6.1 Student Illness Policy

3.6.1.1 Students are excused from clinical responsibilities and academic classes for personal illness as deemed appropriate by medical personnel/student health center.

3.6.1.2 Students should refrain from attending these sessions when they have a condition that would be communicable to others and also detrimental to their personal health.

3.6.1.3 An ACI/ CI/ Professor may also request that a student excuse themselves from the clinical or academic settings due to student illness that the ACI/CI perceives would be either contagious for others or detrimental to the student's well being.

3.6.1.4 All athletic training students have access to the student health center services for personal illnesses and injuries.

3.6.1.5 Academic assignments, clinical proficiencies and any other requirements that were not completed due to the illness must be completed in a timely manner.

3.6.1.6 It is the responsibility of the student to contact their professors and ACI/CI to inform them of their illness and absence.

3.6.1.7 Following a sudden illness or medical emergency, normal notification of personnel is made via university policy.

3.7 Duties of the Athletic Training Student

Your actual duties may vary between clinical sites and ACI/CI's. The sections below provide **examples** of some common duties.

3.7.1 Pre-Practice

- You are expected to arrive on time (5-10 minutes prior to assigned time)
- You are expected to arrive in the proper professional attire (in compliance with dress code).
- Under the supervision of your ACI/CI,

- Check the kits to see that they are stocked and ready to be taken to the practice site.
- Help prepare what is needed for athlete hydration
- Assist in application of wraps, dressings, bandages, protective padding, and taping that you are qualified to apply.
- Make sure whirlpools are filled if needed.
- Record all treatments given.

3.7.2 Practice

- Under the supervision of your ACI/CI,
 - Make sure all emergency equipment, kits, and ice are on the field prior to the start of practice.
 - Assist in athlete hydration
 - Be alert and observing practice. If an injury occurs be prepared to assist your ACI in emergency care, injury evaluation and treatment.

3.7.3 Post-Practice

- Under the supervision of your ACI/CI,
 - Make sure all documentation is completed.
 - Make a list of supplies needed for the next day that may be low or out of stock.
 - Drain and clean whirlpools and coolers. Return all coolers and other essentials to their proper storage space.
 - Gather up dirty laundry; straighten shelves and carts, etc.
 - Wipe treatment and taping tables.
 - Sweep or vacuum floors.

3.7.4 Pre-Game

- Dress professionally (in compliance with dress code).
- Be early if not on time.
- Under the direction of your ACI/CI,
 - Assist with pre-game taping and treatments.
 - Assist with hydration preparation.
 - Assist in setting up the event area.
 - Accompany your ACI and introduce yourself to the visiting ATC and EMS personnel.

3.7.5 Game

- Be prepared and observant of the athletic activity.
- Under the direction of your ACI/CI,
 - Assist with injured athletes.
 - Assist in athlete hydration.
 - Assist and partake in the Emergency Action Plan.
 - Assist in half-time athlete care
- Have a basic knowledge of the rules of the sport in regard to injury time outs, equipment, blood on uniforms and where you are allowed to physically be to avoid any penalties.
- ALWAYS act in a professional behavior.

3.7.6 Post-Game

- Under the supervision of your ACI/CI,
 - Assist with returning all equipment back to the athletic training room.
 - Assist with any post game treatments.
 - Assist with completion of all documentation.
 - Assist with daily cleaning duties.

3.8 Travel

- 3.8.1** Traveling with an athletic team or to an athletic training conference/symposium as an Athletic Training Student (ATS) is a privilege. You are not required to travel for your clinical course, but you are encouraged to travel for the experience.
- 3.8.2** When you are requested to travel with a team or to an academic conference you are not automatically excused from your academic courses or your assigned Clinical Site.
- 3.8.3** It is your responsibility as the Student to notify your Professors and request the permission to miss class. This is not a required part of your clinical course; therefore it is not automatically an accepted course absence.
- 3.8.4** Your ATEP Clinical Assignment is your first priority; travel with another team is secondary. Therefore, you must request permission from your assigned ACI/CI prior to traveling with another team.
- 3.8.5** If you are not doing well in a course DO NOT request permission from a Professor to miss class and travel.
- 3.8.6** Travel Procedures:
- 3.8.6.1 ACI/CI requests ATS to travel with team or you decide to attend a conference.
 - 3.8.6.2 ATS checks class schedule to see what class(es) they will miss.
 - 3.8.6.3 ATS requests permission from Professors to miss class.
 - 3.8.6.4 ATS obtains Travel Itinerary from ACI/CI or supervising Faculty member.
 - 3.8.6.5 ATS must be on time to all Itinerary Activities. ACI/CI will notify ATS of any time changes. Itinerary is always subject to change.
 - 3.8.6.6 Dress appropriately. Check with ACI/CI for Team Travel Dress Code.
 - 3.8.6.7 Purpose: Your purpose traveling with an athletic team is to function as an Athletic Training Student, act accordingly. Your purpose traveling to a conference is to attend educational sessions, act accordingly.
 - 3.8.6.8 Once you leave campus as an ATS with a team or the ATEP, you are on official University business. Your ACI/CI or Faculty member is your immediate supervisor. The ATS is expected to travel to and from the event with the team/group.
 - 3.8.6.9 Do not leave the hotel/team/group, unless you have made prior arrangements with your ACI/CI or Faculty member and have signed a release form.

- 3.8.6.10 As an ATS of the Southeast Missouri State University ATEP, you are not allowed to drink alcohol during travel.
- 3.8.6.11 ATS must be in assigned hotel room by 11:00pm each night.
- 3.8.6.12 During travel you are a Southeast Missouri State University Student and a member of the Southeast Missouri State University ATEP therefore must abide by the Southeast Missouri State University Student Code of Conduct and ATEP Policy and Procedure Manual.
 - 3.8.6.12.1 All on campus rules and policies apply during travel.
 - 3.8.6.12.2 Make sure your instructors are notified if you will miss class.

3.9 Performance and Conduct Policies

3.9.1 Tardiness

- 3.9.1.1 Students are expected to be on time for their clinical assignment.
- 3.9.1.2 If there is a problem with arriving on time, it is the responsibility of the student to telephone their ACI/CI prior to being late.
- 3.9.1.3 If late arrival with no **PRIOR** notification occurs more than **3 times** it will be required to have a meeting with the ACI/CI, Clinical Coordinator and/or Program Director to discuss the course of action.

3.9.2 Absences

- 3.9.2.1 If a student is required to be absent from their clinical assignment, they immediately notify their ACI/CI.
- 3.9.2.2 If any student is absent from their clinical assignment with no prior notification **2** or more times will require the student to meet with supervising ACI to discuss the problem.
- 3.9.2.3 **If ANY** absences occur following the meeting, meetings with the Clinical Coordinator and/or ATEP Director will follow.

3.9.3 Dress Code

- 3.9.3.1 The American Medical Association recognizes Athletic Training as an Allied Health Care profession. Each athletic training student is expected to present him/herself in professional attire and is neatly groomed when assigned and representing SEMO.
- 3.9.3.2 Acceptable dress when assigned to SEMO Clinical Rotations is as follows:
 - 3.9.3.2.1 **Shirts:**
 - 3.9.3.2.1.1 SEMO Athletic Training collared shirt to be worn for events and at all times in any of the athletic training venues. A minimum number of shirts will be provided to all

- ATEP students. Anyone wishing to purchase more is welcome to do so.
- 3.9.3.2.1.2** SEMO Athletic Training t-shirts are only allowed to be worn during practices, pre-game and post-game times where the environment may not be conducive to maintaining a clean and professional shirt (i.e. pre-game taping, post-practice/event whirlpool or cooler cleaning).
 - 3.9.3.2.2 **Sweatshirts/Sweater:**
 - 3.9.3.2.2.1** SEMO Athletic Training Sweatshirt/Sweater may be worn. (only SEMO colors)
 - 3.9.3.2.2.2** SEMO Logo Sweatshirt/Sweater may be worn. However, it must NOT advertise a fraternity/sorority or other University organization not affiliated with athletic training. An athletic training logo is preferred when working events.
 - 3.9.3.2.3 **Jackets/Parkas:**
 - 3.9.3.2.3.1** SEMO Athletic Training jackets/parkas are preferred as outerwear.
 - 3.9.3.2.3.2** In the event that one does not own or have access to a SEMO Athletic Training jacket, personal jackets may be worn when environmental conditions permit as long as they advertise nothing beyond the manufacturer of the jacket. All other logos or emblems are unacceptable.
 - 3.9.3.2.4 **Shorts/Pants:**
 - 3.9.3.2.4.1** Khaki, red, navy, gray or black shorts/pants may be worn.
 - 3.9.3.2.4.2** Athletic shorts (issued by the team, athletic training department, or are plain) are only allowed to be worn during practices, pre-game and post-game times where the environment may not be conducive to maintaining a clean and professional shorts/pants (i.e. pre-game taping, post-practice/event whirlpool or cooler cleaning).
 - 3.9.3.2.4.3** NO short-shorts will be allowed.
 - 3.9.3.2.4.4** NO jeans or cut-offs will be allowed.
 - 3.9.3.2.5 **Shoes:**
 - 3.9.3.2.5.1** Solid toe shoes with socks must be worn.
 - 3.9.3.2.5.2** Clean tennis shoes may be allowed depending upon the environment and with the approval of the supervising ATC.

- 3.9.3.2.5.3 Sport sandals, flip flops, summer sandals, open toe shoes are not allowed to be worn during clinical experiences.
- 3.9.3.2.6 **Hats:**
 - 3.9.3.2.6.1 Hats are not allowed to be worn in any indoor athletic training venue.
 - 3.9.3.2.6.2 Hats/visors may be worn at practices outdoors.
 - 3.9.3.2.6.3 If worn, must advertise SEMO and/or specifically the sport you are assigned.
- 3.9.3.2.7 **Jewelry:**
 - 3.9.3.2.7.1 Must be kept to a minimum.
 - 3.9.3.2.7.2 Should not interfere with duties.
 - 3.9.3.2.7.3 Body piercing jewelry must not be visible.
- 3.9.3.2.8 **Hair:**
 - 3.9.3.2.8.1 Hair must be maintained so as not to touch an athlete or interfere in any way while assisting an athlete.
 - 3.9.3.2.8.2 Facial hair must be groomed.
- 3.9.3.2.9 **Game Day Attire: (unless otherwise stated)**
 - 3.9.3.2.9.1 Collared SEMO Athletic Training shirt for ATEP students.
 - 3.9.3.2.9.2 Khaki pants or shorts.
- 3.9.3.2.10 **Travel Attire:**
 - 3.9.3.2.10.1 Travel attire will be specified by the ACI/CI. **If dress clothes are worn for travel/game day attire, you must look neat and professional – no crop/halter tops, form-fitting/shear tops, short hemlines, etc. are acceptable.
- 3.9.3.2.11 **Inclement Weather Dress:**
 - 3.9.3.2.11.1 On occasions where the environment is not conducive to the previously stated dress code, alternative attire will be acceptable. Conditions that warrant such acceptance might include, but are not limited to extreme cold exposure, extreme heat exposure, and rain. While the safety of the athletic training student will take priority in terms of “dressing down” or “dressing up,” a professional, modest and respectable appearance should still be portrayed.

3.9.4 Alcohol and Tobacco Policy

- 3.9.4.1 Students are not allowed to consume any tobacco products when engaged in the clinical education portion of the athletic training education program. This includes anytime while traveling with the University athletic teams as an Athletic Training Student.
- 3.9.4.2 Students are not allowed to consume any alcohol products when engaged in the clinical education portion of the athletic training education program. This includes anytime while traveling with the University athletic teams as an Athletic Training Student.
- 3.9.4.3 Outside of official University functions, students should use discretion when consuming alcohol (if of legal age) with athletes.
- 3.9.4.4 Any violation of this policy is also a violation of the NATA Code of Ethics and may result in a re-assignment of the ATS' clinical rotation or termination from the clinical education requirement of the ATEP.

3.9.5 Gambling Policy

- 3.9.5.1 Prospective or enrolled athletic training students shall not knowingly:
 - 3.9.5.1.1 Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
 - 3.9.5.1.2 Solicit a bet on any intercollegiate team;
 - 3.9.5.1.3 Accept a bet on any team representing the institution.
 - 3.9.5.1.4 Participate in any gambling activity that involves intercollegiate athletics (and, for student athletes only, professional athletics), through a bookmaker, a parlay card or any other method employed by organized gambling.
- 3.9.5.2 **Disciplinary Actions for Gambling**
 - 3.9.5.2.1 Prospective athletic training students found in violation of the provisions of this regulation will not be allowed to apply to the ATEP for a period of one year from the date of the offense. Enrolled athletic training students found in violation of the provisions of this regulation shall be dismissed from the ATEP for a period of one year and then must reapply to the ATEP.

3.9.6 Cell phones and Texting:

- 3.9.6.1 Athletic training students are allowed to have cell phones in the classroom and clinical settings. However, cell phones need to be turned off while at the clinical setting.
- 3.9.6.2 Please refer to your instructor or the course syllabus for cell phone policy for each course.
- 3.9.6.3 Personal emergencies do arise, if you need to place or receive a call during class or clinical, please notify your ACI/Instructor.

3.9.6.4 Personal texting is not allowed during your clinical hours.

3.9.7 Conduct and Reprimand

3.9.7.1 Students must maintain their athletic training clothing and wear it during all clinical experiences.

3.9.7.2 Students must conduct themselves in a mature and professional manner.

3.9.7.3 Students must complete their clinical education experience as scheduled by the ACI/CI.

3.9.7.4 Students must follow the policies and procedures of the specific clinical site where they are assigned for their clinical education experience.

Athletic Training Students (ATS) will be formally reprimanded for conduct or behavior which is considered unprofessional, irresponsible, or negligent, including but not limited to improper clinical attire (outlined above), late arrival to the clinical site, unexcused absence, inappropriate behavior deemed by a faculty or staff. The reprimand will be written and placed in the Athletic Training Student's file. If/when three formal reprimands have been documented; a meeting will be set up to discuss the student's future within the program. The meeting will include, the student, the ACI/CI, Clinical Coordinator and/or Program Director.

3.10 Communication/ Confidentiality Policies

3.10.1 Professional Relationships Policy

3.10.1.1 Clinical Instructors

It is important to remember that one can learn both the science and art of athletic training from your ACI/CI. Although the student is there to learn from their ACI/CI, the student should never question their procedures in front of an athlete. There is a time and place for legitimate questions. The ATS should ask the ACI/CI when it would be an appropriate time to have a discussion.

3.10.1.2 Team Physician and Consultants

The ATS should take every opportunity to learn from the team physician(s). The ATS should never question or criticize the team physician(s) in front of an athlete. If the ATS has questions regarding treatments prescribed by the physician, choose the proper time and the proper manner in which to ask either your ACI/CI or the physician. The doctors realize that the ATS students are here for an education and are very willing to help students learn.

The ATS student should never modify, alter, or adapt the instructions of any physician without first checking with the physician.

3.10.1.3 Athletes

The ATS should always maintain a paramedical, professional, and working relationship with the athletes. This is admittedly difficult, as the athletes and ATS's are peers. The athletic training room is not a social setting; socializing with the athletes during working

time is **discouraged**. This includes conversations regarding alcohol-related events, gossip, flirting, and other inappropriate subject matter.

In addition, relationships between ATEP students and SEMO athletes are **strongly discouraged**. All efforts should be made to avoid such a situation. If a relationship does develop, any interactions between the students and the athlete within the athletic environment must remain strictly professional.

3.10.1.4 Athletic Training Students

Personal relationships between athletic training students on any level other than collegial are **strongly discouraged**. However, should a non-platonic relationship develop, all interactions should remain on a professional level while performing any duties within the scope of athletic training and the ATEP.

3.10.2 Communication Policy

3.10.2.1 To the Coaches

The ATS purpose is to learn under the supervision of your ACI/CI in monitoring the health and safety of the athletes. The coach's purpose is to produce a successful program. **Do not confuse the two.** The ATS should remember their place and their purpose for being at practice or at a game.

The ATS should always refer questions regarding treatment and player status to the ACI/CI.

Relationships with the coaching staff that are outside of professional parameters are strictly prohibited. This includes graduate assistant athletic trainers and coaches.

3.10.2.2 To the Athletic Administration

The decisions, business, procedures, policies, and established standards of the administration of any site where an ATS is completing a clinical experience must receive complete support of the ATS. If the ATS has questions regarding these, see your ACI/CI.

3.10.2.3 To the News Media

Under no circumstances is a student to discuss injury information with any representative of the news media. Such information is highly confidential and private and is protected by the Federal Right to Privacy Act. Refer any such questions to the ACI/CI, the head coach, or the sports information director. The ATS needs to be very careful about what they say concerning athlete injuries, as one does not know who will overhear what they say.

3.10.2.4 To the Athlete's Parents

Should a parent contact an ATS regarding the care of their child, the ATS should refer them to the ACI/CI. The ATS should never discuss an athlete's injury or care with parents.

3.10.2.5 To the General Public

It is not uncommon for a college administrator to observe a practice session or game, and it is just as common for them to inquire about the health status of an athlete. That is normal for anyone interested in the athletic program's success. Other seemingly interested parties may inquire about this sort of information, as well. Most times, their curiosity is innocent in nature. However, there is a growing problem with sports wagering on collegiate events, and you may never know whether you are sharing information to unscrupulous individuals. It is strictly prohibited to share confidential information regarding the health status of athletes to anyone other than previously stated (parents, physicians, or CI). If the ATS is approached, the ATS should kindly inform them that they are not permitted to share any information regarding the injury status of players. **THIS INCLUDES THE PEERS OF THE ATS OUTSIDE OF THE ATHLETIC TRAINING SETTING!**

3.10.3 Confidentiality Policy

- 3.10.3.1** Confidentiality of the student athlete's medical records must be maintained and are considered legal documents.
- 3.10.3.2** No records are to leave the Athletic Training Department.
- 3.10.3.3** Any questions or concerns from the press, professional scouts, or others must be directed to the Heath Athletic Trainer.
- 3.10.3.4** If medical records are needed for a case study, then the athletic training student must fill out a Student Athlete Medical Records Release Form and have it approved by both the athlete and Head Athletic Trainer prior to using any information obtained from such records. This form gives the athletic training student access to the medical records of only the athlete noted on the form. The records still may not be taken out of the facility or photocopied under any circumstances.
- 3.10.3.5** Anyone associated with access to documents that are the property of the Athletic Training Department will fully comply with all regulations set forth by the Health Information Portability and Accountability Act (HIPAA).
- 3.10.3.6** Each athletic training student must sign a confidentiality waiver annually. If confidentiality is breached this may be grounds for dismissal from the ATEP.
 - 3.10.3.6.1** Never discuss an athlete's injury with anyone other than the player, you ACI/CI, and the Team Physician.
 - 3.10.3.6.2** Under no circumstances should you discuss the injury of one athlete with a different athlete. If an athlete should ask about another athlete's injury, refer them to your ACICI.

- 3.10.3.6.3** Remember that anything an athlete tells you falls within the realm of medical confidentiality. Failure to maintain confidentiality is grounds for suspension and possible dismissal from the ATEP.

3.11 Grievance Policy

The grievance policy for the ATEP involves the following procedures;

- 3.11.3** Address the grievance with the student, staff, faculty member involved. Set up a face to face meeting with the individual. If you are not comfortable meeting alone with the individual, request a third party to sit in on the meeting.
- 3.11.4** All grievance communication must be within five days of the original issue.
- 3.11.5** Come prepared to the meeting with a solution to your grievance.
- 3.11.6** After you have stated your grievance, listen to the other individuals input.
- 3.11.7** If you cannot come to a resolution, request a meeting with all parties involved including the ATEP Director.
- 3.11.8** If the grievance is with the ATEP Director, you may request another AT Faculty sit in on the meeting.

3.12 Emergency Action Plan

- 3.12.3** Each clinical site will have a set emergency action plan.
- 3.12.4** One of your first duties after arriving at your clinical site is to find the location of the emergency action plan (s).
- 3.12.5** Locate the Emergency Care Equipment
 - 3.12.5.1.1** AED
 - 3.12.5.1.2** Splints

4.0 ATEP Evaluation (pertaining to ATS)

4.1 ACI/CI Evaluation of ATS

- 4.1.1** Evaluations are filled out twice a semester.
- 4.1.2** Evaluation is reviewed during a meeting with the ATS and ACI/CI.
- 4.1.3** Evaluations can be accessed on ATRACK.

4.2 ATS Evaluation of Self

- 4.2.1** Evaluations are filled out twice a semester.
- 4.2.2** Evaluations are accessed on ATRACK.

4.3 ATS Evaluation of ACI/CI/Clinical Setting/Clinical Education.

- 4.3.1** Evaluations are filled out once a semester (end) by the ATS.
- 4.3.2** Evaluations are accessed on ATRACK.

4.4 Senior Exit Survey

- 4.4.1** ATS fills out the senior exit survey at the end of their summer internship.

5.0 Websites

5.1 Southeast Missouri State University Student Conduct Code

5.1.1 <http://www6.semo.edu/stuconduct/Code%20of%20Conduct%20Summer%202011.pdf>

5.2 National Athletic Trainers Association Code of Ethics

5.2.1 <http://www.nata.org/codeofethics>

5.3 Board of Certification Standards of Professional Practice

5.3.1 http://www.bocac.org/images/stories/multiple_references/standardsprofessionalpractice.pdf

6.0 APPENDIX

6.1 A- ATEP Biographical Information Sheet

6.2 B- ATEP Technical Standards Form

6.3 C- ATEP Physical Form

6.4 D- ATEP Policy and Procedure Compliance Form

6.5 E- ATEP Recommendation Form

6.6 F- ATEP Confidentiality Waiver

6.7 G- ATEP Application Process Outline



Southeast Missouri State University
Athletic Training Education Program

BIOGRAPHICAL INFORMATION

Last Name	First MI	Application Date
Local Address	Social security #	
City	State Zip	Home Phone
		Work Phone
E-Mail Address (most used/checked)—Make Certain this is accurate!	Academic Year (Standing)	(Official use only) Date of Interview Appointment
(Official use only) Date Application Received	Transcripts Received	(Official use only) Date Folder Complete
		(Official use only) Admit Decision

EDUCATIONAL HISTORY (NOTE: Do NOT list high school achievements here, only college work)

School Name	Location (city, state)	Dates Attended		Grade Point Average		Degree
		From	To	Adjusted	Cumulative	
Two-Year College						
College/University (list all attended)						
Other education/training						

ACTIVITIES and INTERESTS

Professional memberships, certificates, or licenses held:
Past and present civic or cultural activities - include offices held:
Hobbies/Interests:



Southeast
Missouri State University

Southeast Missouri State University
Athletic Training Education Program





Athletic Training Educational Program

Technical Standards for Admission

The Athletic Training Educational Program at Southeast Missouri State 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 Educational 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 for Accreditation of Athletic Training Education). 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 or 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 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 Southeast Missouri State University Disabilities Identification Team 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 Institution will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of 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 statements 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 Southeast Missouri State University Disabilities Identification Team 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 Medical History Form**

Name: _____

Date of Birth: ___/___/___

Gender: Male or Female

Age: _____

Respond by circling yes or no. Explain "Yes" responses at the bottom of this page. Positive responses do not imply denial of entrance into the Athletic Training Program.

Have you had or do you currently have any of the following?

Visual Defects	Yes	No
Hearing Defects	Yes	No
Speech Defects	Yes	No
Cardiac Disease/Disorder	Yes	No
High Blood Pressure	Yes	No
Family History of Cardiac Disease	Yes	No
Tuberculosis, Lung, or Respiratory Problems	Yes	No
Hepatitis, Liver Disease	Yes	No
Sexually Transmitted Disease	Yes	No
Fainting Spells, Epilepsy or Convulsions	Yes	No
Diabetes	Yes	No
Kidney or Bladder Disease	Yes	No
Cancer	Yes	No
Back Injuries	Yes	No
Joint Injuries	Yes	No
Any Previous Surgeries	Yes	No
Immunosuppressive Therapy	Yes	No
Currently under Chemical Dependency Treatment	Yes	No
Do you Smoke	Yes	No
Do you have Allergies	Yes	No

Do you have a Disability that would prevent you from meeting the Technical Standards for the Athletic Training Program?

Yes No

Explain:

I have read the above and declare that I have no injury or illnesses other than as specifically herein noted. Any falsification or misrepresentation will be sufficient grounds for my release from the clinical progressions in the athletic training program.

Athletic Training Student

Date



**Southeast Missouri State University
Athletic Training Education Program
Athletic Training Student Physical Evaluation Form**

Athletic Training Student: _____ Date: _____

Eyes - Corrected R/L		Cervical Spine	
- Uncorrected R/L		Thoracic Spine	
Comments:		Lumbar Spine	
		Shoulder	Right
Urinalysis			Left
ENT		Elbow	Right
BP/Pulse			Left
Height		Hand/Wrist	Right
Weight			Left
Hearing - Corrected R/L		Hip	Right
- Uncorrected R/L			Left
Comments:		Knee	Right
			Left
Mouth/Teeth		Ankle	Right
Lymph Nodes			Left
Lungs		Foot	Right
Heart			Left
Abdomen		Dermatomes	
Hernia		Myotomes	
Genitalia		Reflexes	
Tetanus		Comments:	
Comments:			
Physician's Signature:		Date:	

Additional Comments:



Athletic Training Education Program Hepatitis B Vaccine Refusal Form

I understand that as a part of my clinical experiences as an athletic training student, I may be exposed to blood or other potentially infectious materials and as a result, I may be at risk of being infected by the Hepatitis B virus. I understand that Hepatitis B is a severe and potentially life threatening illness and that taking the series of three vaccinations would significantly reduce my risk of being infected by the Hepatitis B virus. Nevertheless, I elect not to take the required series of vaccinations and assume responsibility for all arrangements, costs, and complications arising from not taking the Hepatitis B vaccine series. I also understand that if any outside organization where I have been assigned for my clinical requires students to be immunized for Hepatitis B, the Athletic Training Education Program assumes no responsibility for reassigning me to another organization and therefore I will not be able to take the required course.

Print your full name: _____

Athletic Training Student Signature: _____ Date: _____

Waiver Form for Incomplete Hepatitis B Vaccine Series

I have started, but not completed the Hepatitis B Vaccine Series. I understand that as a part of my clinical experiences as a student in the Athletic Training Education Program, I may be exposed to blood or other potentially infectious materials and therefore may be at risk of being infected by the Hepatitis B virus. I understand that this waiver is valid only until the date that my series is complete. I agree to provide the Athletic Training Education Program with immunization verification immediately upon completion of the series.

I have received the following doses of the Hepatitis B vaccine:

Dose 1: Date: _____

Dose 2: Date: _____

Print your full name: _____

Athletic Training Student Signature: _____ Date: _____



**Southeast Missouri State University
Athletic Training Education Program**

HANDBOOK AGREEMENT

I, _____, attest that I have read and understand the Southeast Missouri State University Athletic Training Education Program handbook. I agree to the guidelines set forth both academically and clinically. Any breach of the aforementioned policies will result in disciplinary action particular to the specific infraction.

Signature of this paper is also a written commitment to represent Southeast Missouri State University and the Athletic Training Education Program in a mature and professional manner at all times.

Student Signature

Date

ATEP Director Signature

Date



Southeast Missouri State University
Athletic Training Education Program

RECOMMENDATION FORM

Candidates Name _____

A. Ratings	Outstanding Top 5-10%	Excellent Top 25%	Good Top 40%	Unable to Judge
Initiative				
Persistence				
Independence				
Acceptance of Responsibility				
Judgment, common sense				
Ability to relate with others				
Ability to think creatively				
Leadership				
Earnestness about a career in athletic training				

B. Please attach a statement in support of your ratings. Please note any particular strengths or weaknesses you feel this applicant has in regard to athletic training.

C. How long and in what capacity have you known this applicant?

Please send this form to: Susan P. Wehring MS, ATC
ATEP Director
Southeast Missouri State University
One University Plaza, MS 7650
Cape Girardeau, MO 63701

Signature _____ Date: _____

Print Name _____ Institution: _____

Position: _____ Phone: _____



Southeast Missouri State University
Athletic Training Education Program
Acknowledgement of Confidentiality

As an athletic training student in the Athletic Training Education Program at Southeast Missouri State University, I understand that I will be involved with sensitive and confidential information.

I understand that what I learn and observe through my involvement in this program with regards to personal patient information or any University business is not to be discussed with anyone.

I also understand that I cannot access confidential information for any reason other than for that which I have been asked to do by my supervisor.

I understand that the NATA Code of Ethics and the Confidentiality section of the Athletic Training Standards for Professional Practice serve as guidelines with regards to information I may be presented.

I understand that I am jeopardizing my opportunity to pursue the practical aspect of the Athletic Training experience and potentially subjecting the University to litigation for the violation of confidentiality as outlined in this document. A violation of this policy would result in disciplinary action by the Athletic Training Education Program Disciplinary Committee, which could result in termination from the program.

Athletic Training Student

Date



Athletic Training Education Program Admission and Selection Process Requirements

Admittance into the Athletic Training Education Program (ATEP) is competitive and selective. Completion of the application standards does not guarantee admission into the ATEP. Final admission into the program rests with the decision of the ATEP Selection Committee. Enrolment in the ATEP is typically limited to twelve students per academic year. The ATEP does institute a Conditional Acceptance Policy*. Successful completion of the ATEP is necessary for the completion of the Athletic Training major. Students interested in entry into the ATEP are considered Pre-Athletic Training majors and must:

1. Declare pre-athletic training major.
2. Students interested in entry into the ATEP are considered Pre-Athletic Training majors and must:
 - _____ Complete the following courses with a grade of "C" or better by the end of the semester of application:
 - a. _____ HL 251*Introduction to Athletic Injuries (Spring),
 - b. _____ HL 280*Basic Skills in Athletic Training (Spring),
 - c. _____ MA 134 College Algebra or higher,
 - d. _____ EN 140 Rhetoric and Critical Thinking,
 - e. _____ PY 101 Psychological Perspectives,
 - f. _____ BS 113 Anatomy and Physiology I, and
 - g. _____ BS 114 Anatomy and Physiology II.(*must be taken through Southeast Missouri State University and includes observation hours (non-patient care) completed under the direct supervision of an approved clinical instructor. Students will be evaluated throughout the observation hours.)
3. _____ Provide verification of a minimum cumulative grade point average (GPA) of 2.5 by the end of the semester of application. (copy of transcript)
4. _____ Provide proof of current First Aid, and Professional Rescuer CPR and AED certification. (copy of cards)
5. _____ Demonstrate the ability to meet the technical standards of admission including a signed technical standards form and a current physical examination (sign technical standards)
6. _____ Provide proof of tuberculosis screening and vaccination of MMR, tetanus, Hepatitis B (or HBV declination).
7. _____ Completion of Bloodborne Pathogen Training. (Done in HL 280)
8. _____ Demonstrate compliance with all the ATEP's policies and procedures.
9. _____ Complete a formal interview with members of the ATEP Selection Committee. (Scheduled after April 1st.)

10. ____ Complete an entrance written examination. (Taken in HL 280)
11. ____ Submission of three letters of recommendation utilizing the form within the ATEP application. http://www.semo.edu/www/images/areasofstudy/Subfolder_1/AT_ATEPManual_2010.pdf
12. ____ Submission of the completed ATEP application.

The ATEP application is DUE on or before **April 1st** by noon to the ATEP Director's office:

Susan P. Wehring MS, ATC, LAT
Director, Athletic Training Education Program
Southeast Missouri State University
Parker Hall 215D
Mail Stop 7650
One University Plaza
Cape Girardeau, Missouri 63701
573.651.5193 Office Phone

Following admission into the ATEP, completion of the program requires a minimum of five consecutive semesters and an internship.

**Conditional acceptance may be extended to applicants who are making satisfactory progress towards completion of prerequisite coursework upon approval of the application selection committee. Coursework to be considered includes:*

BS113 Anatomy and Physiology I (minimum 4 credit hours)
BS114 Anatomy and Physiology II (minimum 4 credit hours)
OR one semester of Human Anatomy, one semester of Human Physiology
PY101 Psychological Perspectives of Human Behavior (3 credit hours)
EN140 Rhetoric and Critical Thinking (3 credit hours)
MA134 College Algebra (3 credit hours)

Matriculation clause: *All ATEP courses must be completed in the original curriculum sequence. To advance in the course sequencing, students must earn a "C" or better in all required coursework within the major. A student failing to earn a "C" or better within the major will not matriculate into more advanced coursework until the grade is improved.*

Upon formal program acceptance/Other Non-Academic Retention Criteria:

1. Maintaining First-Aid and professional CPR, and AED certification
2. Maintaining a current physical examination on file with the health center.
3. Demonstrating compliance with the ATEP policies and procedures, the NATA code of Ethics, and the University's academic policies and procedures and student code of conduct.
4. Obtaining annual TB vaccinations.
5. Completing annual Bloodborne Pathogen training.
6. Continuing to meet the ATEP Technical Standards for Admission.
7. Other criteria as deemed necessary of students by the Commission on Accreditation for Athletic Training Education (CAATE).

Other estimated ATEP costs:

1. Liability insurance: \$20-30 annually
2. ATEP Uniform (khaki pants and/or shorts)
3. Annual Physical.
4. MMR, TB, HBV vaccinations
5. Current First Aid, CPR, and AED certification: \$5
6. NATA student membership (strongly recommended): \$80 annually
7. ATrack fee (if not a current NATA student member): \$60 annually
8. BOC Examination (Final year of the program): \$300