Texas A&M University—Commerce
Athletic Training Education Program (ATEP)

Athletic Training
Student Handbook

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History of the Athletic Training Education Program

Our Athletic Training program here at Texas A&M University-Commerce has mirrored the national growth of the profession of athletic training. The National Athletic Trainers' Association (NATA) was founded in 1950 when a core group of about 200 athletic trainers met in Kansas City to discuss the future and advancement of the athletic training profession. Today, this mission still continues with a NATA membership that spans the globe and includes more than 31,000 allied health care professionals. NATA members can be found in numerous employment settings including: high schools, colleges and universities, professional sports, hospitals and clinics, military, police and fire, performing arts, industrial and corporate settings, and NASA. The NATA headquarters is currently housed in Dallas, TX, with a full-time executive director and staff. Members serve as volunteer leaders for the association, which has more than 30 committees working together to advance the profession.

Texas has been instrumental in providing leadership and direction aimed towards the expansion and strength of the NATA; involving individuals with foresight and imagination to see the potential growth of a very unique profession along the local, state, regional, and national levels. Our university is proud to say that one of those individuals, Mr. Delmer Brown, worked for 22 years as the head athletic trainer and track coach. The legacy that Mr. Brown left for us to follow is substantial. He led the university’s track and field teams to seven Lone Star Conference titles. In 1964, he was the head athletic trainer for the USA track team in the Tokyo Olympics. A Helms Foundation Hall of Fame Member, Delmer was named LSC Track and Field Coach of the Year in 1967 before retiring from coaching in 1977. Delmer retired from our university in the spring of 1980. Through Delmer’s efforts, the athletic training student program is one of the most progressive in the state. In the May of 2003, Delmer Brown passed away at the age of 87. Delmer was inducted into the East Texas State University (former name of the university) Hall of Fame in 1983. In addition, Delmer Brown is a member of the NATA’s Hall of Fame, Southwest Athletic Trainers’ Association Hall of Fame, as was inducted into the Lone Star Conference Hall of Honor in 2000. For his leadership and service to the university and athletic training profession, the Delmer Brown Scholarship Award was established in 1998. It is awarded yearly to an upper-classman athletic training student that demonstrates superior academic achievements, strong personal character, and leadership amongst their peers.

Coach Brown, as he was called, mentored and produced many athletic trainers that have brought great respect to our university. Many of which are still working in Texas today. After Coach Brown retired, Mr. Jeff Clark became the head athletic trainer from 1980 to 1985. Mr. Ed Sunderland took over as head athletic trainer from 1985 until 2001, later becoming the first Program Director of the newly formed Athletic Training Education Program (ATEP). Currently, the ATEP is housed within the Department of Health and Human Performance and is overseen by Sarah Mitchell (Interim Director of Athletic Training Education) and Forestt Bridges (Interim Clinical Coordinator). In addition, the athletics department has three full-time athletic trainers and two part time graduate assistants. The athletic training staff consists of: Dustan Thrift (Director of Sports Medicine), two Assistant Athletic Trainers, and two Graduate Assistants. The ATEP also utilizes many other professionals within Commerce and surrounding communities to assist with both formal classroom instruction and supervised clinical experiences.
Mission & Vision Statements

University Mission Statement:
Texas A&M University-Commerce provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, social, and economic vitality of Texas and beyond.

University Vision Statement:
Texas A&M University-Commerce, as a part of the A&M family of universities, will become the university of choice for all those seeking a higher education in the Northeast Texas region and beyond. It will provide traditional and non-traditional learning opportunities through existing and new programs that set high expectations and goals for students, faculty and staff. The University will provide a sense of community through a nurturing environment for all individuals in order to maximize learning, career and personal development. Texas A&M University-Commerce will become a place where students, faculty, staff, and community are engaged in the pursuit of excellence.

Athletic Training Education Program (ATEP) Mission Statement:
The Athletic Training Education Program will provide the students of Texas A&M University-Commerce the opportunity to pursue a major in the field of athletic training that meets and exceeds the Commission on Accreditation of Athletic Training Education (CAATE) standards.

Our goal is that every student in the program develops superior knowledge and skills which will enable them to pass the Board of Certification and the State of Texas licensing examinations.

Our philosophy is to provide educational opportunities to a wide variety of students and teach superior ethics and responsibility in providing health care to the physically active.

We will strive to enhance our strengths and improve our weaknesses by constantly evaluating our educational delivery system. We will take seriously the feedback from graduating students on their preparation into the athletic healthcare delivery system.

The Athletic Training Education Program will use the most up-to-date teaching tools and techniques to become a program of recognition for the department, university and the Texas A&M University System.

Athletic Training Education Program (ATEP) Vision Statement:
The Athletic Training Education Program will strive to become one of the premiere entry-level athletic training preparation programs within the State of Texas.
**Sports Medicine Department Mission Statement:**
The Athletic Training Program has five primary functions:

1) Providing traditional athletic training services to the university’s student-athletes.
2) Education of athletic training students.
3) Administration of the athletic training budget, insurance processing, and facilities under the control of the athletic department.
4) Maintaining the medical records for the student-athletes.
5) Coordination of athletic training services for athletic events.

**Sports Medicine Department Vision Statement:**
We will strive to be a valued and recognized program of excellence within the University, local community and Northeast Texas.

The Athletic Training/Sports Medicine program at Texas A&M University-Commerce is dedicated to the prevention, care and rehabilitation of athletic injuries incurred by the student-athletes while participating in university sponsored intercollegiate athletics. The staff consists of the Director of Sports Medicine, Team Physicians, Assistant Athletic Trainers and other medical specialists who work with the athletic department. The team physicians and other medical specialists are the medical authorities, NOT the coaches! They provide the diagnostic help, supervision, and prescriptive medical care. They prescribe the treatments and rehabilitative programs for the athletic trainers to administer to the student-athletes.

The athletic training staff is the liaison between athletics and the medical community. All health problems must be channeled through the athletic training room. This provides the most effective use of our sports medicine program. No coach should refer to or order any medical attention for an athlete. The athletic department will NOT be responsible for any medical expenses incurred without notification of the athletic trainer and/or team physician.

The philosophy of our program is to maintain the highest-level care possible for our athletes. Providing quality athletic training service is our ultimate concern. We will abide by the guidelines set forth by the University, NCAA, and LSC, to provide this care. Also, the education of the athletic training student (ATS) is a major priority. We will provide educational opportunities within an environment conducive to learning. Our goal is that every athletic training student that completes the program will pass their credentialing examinations. We will follow the recommendations for state licensure from the State of Texas and for national certification from the Board of Certification.
Overview of the ATEP
The Department of Health and Human Performance has a long history of providing educational opportunities for students in the field of Athletic Training. In 2001, the university recognized Athletic Training as a major field of study. The Athletic Training Education Program (ATEP) is responsible for the admission criteria, advisement and administration of the Athletic Training major. The program goals are:

1. To provide quality educational opportunities for students in the knowledge, skills and values necessary to become a superior Allied Health Care provider in the field of Athletic Training
2. To prepare students for success on the Board of Certification (BOC) and State of Texas Athletic Training Licensure Examinations
3. To provide educational opportunities to a wide variety of students and to teach superior ethics and responsibility when providing health care to the physically active.

The ATEP is accredited through the Commission on Accreditation of Athletic Training Education (CAATE). Students wishing to pursue BOC certification must graduate from a CAATE Accredited program. Contact the program director for more information.

ATEP Acceptance & Admission Requirements

Competitive Admission Requirements
Competitive Admission is required for the Athletic Training Education Program. Athletic Training is an Allied Health Care profession that requires full mental, physical, emotional and intellectual capacities to provide care for athletes and the physically active. Each student will be required to understand and meet the specific demands of an athletic trainer and sign the Technical Standards Form outlining these requirements. There are two levels of program admission, (1) Initial Acceptance and (2) Full Admittance. Due to the requirements and standards of the Clinical Education program, only a finite number of students may be admitted in the program each year. Being initially accepted into the program will not guarantee full admittance into the professional levels.

Initial Acceptance Requirements
The priority deadline for applying for initial acceptance to the Athletic Training Education Program is August 1st each year. Generally, applications for the ATEP are submitted in the spring and summer for initial acceptance during the fall with initial acceptance or denial provided prior to the fall semester. Application requires:

1. An official ATEP application form including the essay portion
2. Verification of current adult CPR/FA/AED certification
3. Verification of current blood borne pathogen training
4. Verification of hepatitis B vaccination (HBV) or signed HBV declination form
5. Verification of current physical exam performed by a MD/DO/NP/PA which includes review of medical history, immunization records, and Technical Standards
6. Official high school transcript(s) for incoming freshman -or- college transcript(s) for transfer students
7. Three original letters of recommendation
8. Signed ATEP Technical Standards form
9. Interview with program director, review of selection requirements
10. Declare major as Athletic Training and obtain academic advising
Full Admission Criteria – Clinical Education Program

1. Complete all necessary steps to meet the initial acceptance requirements
2. Must have completed a minimum of 12 semester hours of college coursework
3. Have an overall GPA of 2.5 on 4.0 scale
4. Documented completion of a minimum of 50 hours of supervised Clinical Experience Observations:
   - Must complete 50-75 hours of supervised and documented Clinical Experience Observations for HHPA 140;
   - Hours may be transferred and accepted from another institution of higher education if they are documented by a certified/licensed athletic trainer. All hours completed outside the university must be verified by the program director
5. Have earned a “C” or better in the following course:
   - HHPA 140 - Introduction to Athletic Training
   - Students may transfer these courses—see “Transferring Athletic Training Courses” below.
6. Have taken at least one human anatomy/physiology course (HHPH 172, BSC 251
7. Meet ATEP Technical Standards requirements
8. Become recertified in adult CPR/FA/AED and complete a blood borne pathogen training course annually
9. Selection Committee interview (15-30 minutes)

The Selection Committee is chaired by the program director and composed of the members of the Athletic Training Education Committee which includes one current athletic training student member. Formal acceptance into the ATEP is required for participation in the clinical education program. Approximately 10-15 students per year will be fully admitted. This number may vary dependent upon the availability and number of Approved Clinical Instructors, Clinical Instructors, Clinical Education sites, and the current number of students enrolled in ATEP.

Transferring Athletic Training Courses

A transferring student must meet all admission requirements for the University and ATEP. The University may accept transferred academic courses related to the athletic training major but the courses may not meet the criteria as an acceptable course by the ATEP. HHPA 140 - Introduction to Athletic Training, HHPA 213 - Prevention and Care of Athletic Injuries, and HHPA 214 - Preventative Techniques are the only courses that may be transferred and only if the course(s) meet the requirements listed below. For the ATEP to accept transferred athletic training courses, each course must meet the same criteria for CAATE accreditation as required for the ATEP major courses:

1. Course must be assigned a specific Course Title and Prefix.
2. Course must be assigned an academic load.
3. Course must have specific course syllabi listing course objectives, grading scale and semester course outline.
4. The Athletic Training courses must be taught by a NATA/BOC certified athletic trainer in good standing. All clinical observation/experience must also be supervised by a certified athletic trainer and adequately documented.
5. If the transfer student does have acceptable documentation of the proficiencies, evaluated by a BOC certified athletic trainer, the course instructor/ACI with program director’s approval, will
only accept the evaluated proficiencies that applied directly to ATEP assigned proficiencies in the HHPA 214 course only.

Demonstration of competency will be required and re-evaluation of the HHPA 214 proficiencies will take place in the HHPA 249 Clinical Experience in Athletic Training. It must be understood that the transfer student must enroll in all other AT major’s courses and the proficiencies must be re-demonstrated, ACI evaluated and documented.

On an individual basis, the program director will evaluate each student’s transcript during the application process. Students will be informed of the above criteria and the possibility of having to repeat courses that do not meet the above standards.

Transfer students or students pursuing a bachelor’s degree who have completed a minimum of 30 credit hours prior to applying to the ATEP may qualify for the 3-year option. Students are required to meet the requirements to obtain ‘Initial Acceptance’ to the ATEP, complete the Pre-Professional Phase, and receive ‘Full Admittance’ in to the ATEP. All students wishing to pursue the 3-year ATEP program MUST receive approval from the ATEP Director. On an individual basis, the program director will evaluate each student’s transcript during the application process to determine if they qualify for the 3-year option. Please see the ATEP website or contact the program director for more information.

**Competitive Admission Ranking Scale**

1. Overall Grade Point Average (GPA), 60%
2. Pre-professional athletic training and science courses GPA, 10%
3. Interview with selection committee, 10%
4. Athletic Training instructor(s) recommendation, 10%
5. Completed observation hour forms, 10%

Meeting the minimum requirement for “Competitive Admission” does not guarantee selection for full admittance into the program. Each student denied admittance will be notified in writing within two weeks of the culmination of the selection process at the end of spring semester (Month of May). Annual deadline and notification dates are posted on ATEP webpage.

**Selection Committee Grievance Policy**

If a student is denied full admittance to the ATEP, they have the right to meet with the program director. The program director will discuss the Selection Committee’s findings with the student. The student has the right to re-apply for full admittance the next year. If the student feels their application has been handled inappropriately, they have the right to appeal to the department head of Health and Human Performance. The department head has the right to overrule or accept the Selection Committee’s finding. If the student is not satisfied, they have the right to appeal to the dean of the College of Education and Human Services. A written letter of explanation is to be sent to the dean within two weeks of the department head’s ruling. The dean will make the final decision regarding the student’s request. If the student has a grievance other than the selection process, consult the ATEP Grievance Policy for details which is located in the ATEP Manual or the University’s Grievances Policy in the Student Guide Book. Additional assistance regarding students’ non-academic complaints is provided from the Dean of Students Office.
Conditional Admission Criteria
Conditional admission is for unique situations only! A student may apply in writing, for conditional admission because of health, family or other extenuating circumstances during the pre-professional level. The written request will be forwarded to the Selection Committee through the program director. There is no guarantee conditional admission will be awarded. If conditional admission is approved it will be for one semester and only if the ATEP is below maximum student enrollment. Students that are admitted conditionally are automatically placed on probation. The rationale for conditional admission is to allow students to maintain their classification for the professional development level progression if special circumstances exist. If denied conditional admission, the student has the right to appeal via the Selection Committee Grievance Policy.

Progression & Retention Criteria
1. Must be in “Good Standing” academically with the University;
2. Must maintain a cumulative GPA of 2.5 in athletic training major required courses;
3. Must earn a “C” or better in major courses;
4. Must demonstrate a satisfactory level in the required clinical proficiencies for that level of the clinical education program. All clinical proficiencies assigned to the specific clinical course MUST be completed before a course grade is given. A grade of “I” — Incomplete will be recorded if student did not attempt to complete the assigned proficiencies. The student will not be allowed to enroll in the next clinical course until the Incomplete is removed.
5. Must meet the minimal Clinical Experience hour requirements for the Clinical Experience in Athletic Training courses (75-100 hours for HHPA 214; 100-150 hours for HHPA 249 & 279; 200-250 hours for HHPA 349, 379, 449, & 479).
6. Must be enrolled in 12 semester hours or be considered a full time student;
7. Maintain yearly CPR/FA/AED certification and blood borne pathogen training.

Probation and Suspension
Students with deficiencies in progression or retention requirements will be placed on probation for a minimum of one semester. The program director will outline a plan to complete the deficiencies. The athletic training curriculum has a course rotation every other semester. If deficiencies are not met by one year from time of probation, the student will be suspended from the program. A student on probationary status is not allowed to enroll in the clinical courses applicable to the student’s professional development level. They will be required to attend and complete all major’s supporting field courses until probationary status is rescinded. The ATEP Manual provides details for probationary status requirements. Probation will extend the completion date of the clinical program.

Students suspended from the ATEP will only be allowed to retake the courses in which they have earned a grade less than a “C.” Students have the right to appeal suspension via the Academic Appeal Process and Grievance Policy. See ATEP Manual for details.

Probationary Requirements:
1. Sign up for tutoring sessions with Mach III
2. Monthly grade reports are due to program director
3. Attend time management sessions at the counseling center
4. Attend all class on time providing weekly updates.
Academic Appeal Process – Grievance Procedures
All students have the right to appeal the academic probation or suspension to the program director or department head. A written letter outlining reasons for the appeal is required. The program director or department head will present the information to the Athletic Training Education Committee. The appealing student will have the opportunity to appear in front of the committee. If the Athletic Training Education Committee denies the appeal, the student has the right to present the information directly to the department head for consideration. The department head will render a decision to overrule or uphold the Athletic Training Education Committee’s ruling. The student has the right to appeal to the dean of the College of Education and Human Services for the final decision.

If the student has a grievance with the program director or involving one of the athletic trainers on the Athletic Training Education Committee, the department head will replace the person named in the grievance. The department head will chair the ATEP Committee if grievance is against the program director.

At all other times the University’s Grievance Policy is in effect, see Student Guide Book or seek information from Dean of Students Office. All non-academic disciplinary actions are handled through the Assistant Dean of Students Office.

Athletic Training Education Committee members are the program director, clinical coordinator, director of sports medicine, two assigned departmental faculty members and a graduate student.

Basic Financial Obligation, Scholarship & Work Study within the ATEP
Approximate ATEP costs are listed below. See program director for details.

1. The University charges course and lab fees for most of the Athletic Training major, supporting, and minor courses. Typically the assessed fees range from $5.00 to $15.00 per course. These fees are utilized in the purchase of educational supplies/equipment. Additional information regarding these course and lab fees can be obtained by contacting the instructor/professor and/or department associated with these courses/labs.
2. Clothing not supplied by the University: $200.00 **Note** ATS typically receive many items clothing each year.
3. Yearly CPR/FA/AED training: $35 **Note** These fees reflect the price of certification if obtained through the ATEP; Students obtaining certification from an outside organization (i.e. American Red Cross -or- American Heart Association) will often result in higher fees.
4. Yearly blood borne pathogen training: $35.00 **Note** These fees reflect the cost of a student obtaining certification from an outside organization (i.e. American Red Cross -or- American Heart Association); The ATEP will conduct blood borne pathogen training each year for incoming and returning students.
5. Private physical examination: $25.00 - $75.00 **Note** Students can obtain a physical exam on campus at the Student Health Center free of charge while enrolled as a student at the University.
6. Private Hepatitis B Vaccination: $150.00 **Note** Students can obtain their Hepatitis B Vaccinations on campus at the Student Health Center free of charge while enrolled as a student at the University.
7. Private liability insurance: $40.00 **Note** The ATEP provides a general/blanket liability insurance policy for all Athletic Training Students while enrolled in classes.
Transportation to off-campus Approved Clinical Education Sites, doctor offices, hospitals, outreach observations and educational seminars related to the ATEP are the responsibility of students. Access to transportation is/may be required to complete the Clinical Experience in Athletic Training courses. Semester transportation costs are estimated at approximately $400.00 per semester.

Each year the Athletic Foundation awards a scholarship in the name of Delmer Brown to a deserving Athletic Training Student. All current, fully admitted junior, senior or graduate athletic training students in good standing with the program and university are eligible. The award is based on overall GPA, service to the Athletic Department and personal character. Specific selection criterion can be found in the ATEP manual or by contacting the director of sports medicine. The award is given yearly at the end of the fall semester and presented at the Athletic Awards Banquet.

All work-study opportunities are related to financial aid eligibility and handled through the Financial Aid Office on campus. See the director of sports medicine for work related employment opportunities which are serviced-based and not related to the Athletic Training Education Program. Currently the athletic department offers no athletic training scholarships beyond the Delmer Brown Scholarship.

Non-Discrimination Policy
In compliance with University policy and the Texas A&M University System, the ATEP does not discriminate (under any circumstance) for admission, progression or placement of ATSs on the basis of race, color, national origin, gender, disability, age, religion, or sexual orientation.

ATEP Curriculum
The academic preparation of athletic training students is a two part process involving formal classroom instruction and supervised clinical experience. Our curriculum incorporates the educational competencies and proficiencies which have been developed to ensure that students obtain the knowledge and skills necessary to succeed as an entry-level athletic trainer. Educational competencies are assigned to formal courses to develop the student’s knowledge and understanding of the concepts and theories surrounding the practice of athletic training. These educational competencies are evaluated through the use of written exam, quizzes, assignments, projects, and/or research papers and projects. Educational proficiencies are assigned to labs and clinical experiences to enhance and develop the student’s ability to perform a multitude of skills and make informed decisions surrounding the healthcare needs of individuals. These educational proficiencies are demonstrated, practiced, and evaluated through a systematic, hands-on process which is outlined in the Helpful Resources section of this Handbook. Each component of the curriculum is carefully planned and equally important in the development of a well-rounded and confident entry-level athletic trainer. Neither can stand alone and each must work in conjunction with the other.

The clinical program consists of four separate levels of development:
  - Pre-Professional
  - Professional Level I
  - Professional Level II
  - Professional Level III
  - Professional Level IV
The unique nature of this program requires students to be highly motivated, disciplined, committed, responsible, inquisitive, and willing to take initiative in their own learning process.

Program Description
All students admitted to the ATEP must be athletic training majors. Upon completion of the curriculum, students will graduate with a Bachelor of Science degree, with a major in athletic training. The athletic training major is a non-teaching major consisting of a four year program of academic and clinical course requirements. Graduation requirements for a major in athletic training include:

1. *46 (or) *47 semester hours to meet University Studies requirements
   *Depends on whether student must take CED 111 – Critical Thinking*
2. 38 semester hours to meet Athletic Training Major requirements
3. 18 semester hours to meet Health Minor requirements
4. 25 semester hours to meet Supporting Field requirements
   **Total: 127 (or) 128 semester hours**

Athletic Training Degree Graduation Requirement
To complete the degree requirements, students must:
1. Meet all university requirements for graduation
2. Earn a “C” or better in each Athletic Training Major course
3. Have an overall Major GPA of 2.5 or better
4. Have an overall GPA of 2.0 of better
5. Meet all clinical program requirements, 100% of completion clinical proficiencies

Additional Program Information
The clinical education plan requires ATSs to progress through eight laboratory and six (6) Clinical Experience in Athletic Training courses related to the professional development levels. The academic and clinical course objectives of the program are developed from the educational competencies and proficiencies of athletic training as prescribed by the Education Council of the National Athletic Trainers’ Association. Eight laboratory courses provide formal clinical instruction and evaluation of the required skills/proficiencies necessary for entry-level athletic trainers. ATSs must demonstrate a satisfactory level of skill mastery to progress to the next professional level. All skill-based proficiencies are evaluated by Approved Clinical Instructors. Basic knowledge and skills will be taught and evaluated in the pre-professional level before entering the directed field experiences of the Clinical Experience Athletic Training courses. In directed field experiences, each ATS will be required to observe, participate, and document an average of 20-25 hours/week within the athletic training and/or health care facilities affiliated with the ATEP. Transportation will be required to travel to on/off-campus facilities at the ATS’s expense. The Clinical Experience in Athletic Training courses requires students to be involved with the care of athletes under direct supervision by an Approved Clinical Instructor (ACI) or Clinical Instructor (CI). The ATS must participate in the practice and game preparation for a variety of men’s and women’s sports. ATSs will apply their integrated knowledge and skills in the supervised clinical environment. The Clinical Experience in Athletic Training courses begin during the second year in the program and are related to the four required areas of lower extremity, upper extremity, equipment intensive and general medical.
Athletic Training Courses

HHPA 140 – Introduction to Athletic Training
One hour
This course is part of the pre-professional requirements for athletic training majors. The students will learn basic history, policies and procedures, management, and prevention techniques related to the allied-health field of athletic training. Athletic Training Students are required to take part in supervised clinical observation experiences for full admittance into the Athletic Training Education Program. Course fees and lab fees are listed in the current course schedule.

HHPA 213 – Prevention and Care of Athletic Injuries
Three hours
A lecture course designed to provide entry-level knowledge in the field of sports related injuries. Content areas include: basic anatomy of common injuries, emergency procedures, evaluation techniques, medical conditions affecting athletes and preventive measures to reduce the incidence of injuries. Standard treatment protocols and legal and ethical issues are also discussed. Course fees and lab fees are listed in the current course schedule. Prerequisite: HHPH 172 or anatomy course or consent of instructor.

HHPA 214 – Preventive Techniques in Athletic Training
One hour
Students will learn taping, wrapping and padding techniques used to support and prevent athletic injuries. Techniques for making and applying special preventative pads, splints and fitting of protective equipment will be taught. Demonstration of proficiency of clinical skills will be required to complete this course. Participation in supervised clinical observation experiences within on-campus athletic training facilities is required. Course fees and lab fees are listed in the current course schedule.

HHPA 239 – Therapeutic Modalities
Three hours
A study of knowledge, skills and values an athletic trainer or health care provider must possess to plan, apply, document and evaluate the efficacy of therapeutic modalities. Scientific theories and application principles will be discussed. Content areas include: cold, heat, ultrasound, electrical stimulation, traction, and manual therapy techniques. Course fees and lab fees are listed in the current course schedule. Prerequisite: HHPA 213 or HHPK 213.

HHPA 240 – Therapeutic Modalities Lab
One hour
Students will learn the application of therapeutic physical modalities and other therapeutic agents applied to treat injuries. Indications, contraindications, and legal implication will be taught. Mastery of clinical skills will be required to complete this lab. Participation in directed clinical experience in on-campus and off-campus facilities is required. Transportation will be needed. Course fees and lab fees are listed in the current course schedule.

HHPA 259 – Athletic Injury Assessment I
Three hours
A study of the knowledge, skills and values an athletic trainer must possess to assess and evaluate injured athletes and other physically active individuals. Content areas to include: pathology, on and off-field assessment procedures for the foot, ankle, knee and thigh/hip, and lumbar spine. Course fees apply and are listed in the current class schedule.

HHPA 260 – Athletic Injury Assessment I Lab
One hour
This lab course will teach general and specific assessment and evaluation techniques. Each student will learn to assess and apply techniques for the foot, ankle, knee, thigh/hip, and lumbar spine. Pathology and on-field examination techniques will also be assessed. Mastery of clinical skills will be required to
complete the lab. Participation in directed clinical experience in on-campus and off-campus facilities is required. Transportation will be needed. Course fees and lab fees are listed in the current course schedule.

**HHPA 339 – Therapeutic Rehabilitation**
Three hours
A study of knowledge, skills and values an athletic trainer or health care provider must possess to plan, apply, document and evaluate the efficacy of therapeutic exercises and rehabilitation programs. Scientific theories and application principles will be discussed. Content areas include: basic rehab concepts, therapeutic exercise parameters, general and specific therapeutic rehabilitation applications. Course fees and lab fees are listed in the current course schedule.

**HHPA 340 – Therapeutic Rehabilitation Lab**
One hour
Students will learn the application of therapeutic exercises and rehab equipment. Indications, contraindications and legal implications of applying therapeutic rehabilitation programs will be taught. Mastery of clinical skills will be required to complete the lab. Participation in directed clinical experience in on-campus and off-campus facilities is required. Transportation will be needed. Course fees and lab fees are listed in the current course schedule.

**HHPA 369 – Athletic Injury Assessment II**
Three hours
A study of knowledge skills and values an athletic trainer must possess to assess and evaluate injured athletes and other physically active individuals. Course content to include: pathology, on and off-field assessment procedures for the head, neck, spine, shoulder, elbow, forearm, hand, and wrist. Course fees apply and are listed in class schedule.

**HHPA 370 – Athletic Injury Assessment II Lab**
One hour
This lab will teach general and specific assessment and evaluation techniques for the head, neck, spine, shoulder, elbow, forearm, hand, and wrist. Pathology and on-field assessment procedures will also be taught. Mastery of clinical skills will be required to complete lab. Participation in clinical experiences in on and off-campus facilities is required. Transportation will be needed. Lab fees apply and are listed in class schedule.

**HHPA 441 – Athletic Training Administration**
Three hours
A study of knowledge, skills and values an athletic trainer or health care professional must possess to develop, administer, and manage an athletic training program or other health care facility. Students will learn the administrative responsibilities of the athletic training profession, as they relate to national and state regulatory agencies, sports associations and educational entities. Content areas include: management, budgets, facilities, insurance, legal concerns and professional ethics. Course fees and lab fees are listed in the current course schedule.

**HHPA 442 – Health Care Administration Lab**
One hour
This course will give the student the opportunity to observe administrative procedures used in the different health care settings. A rotation of health care facilities will be visited. Application of administration techniques will be applied to the athletic training profession. Mastery of clinical skills will be required to complete the lab. Participation in directed clinical experience in on-campus and off-campus facilities is required. Transportation will be needed. Course fees and lab fees are listed in the current course schedule.
**HHPA 459 – Assessment of General Medical Conditions**  
Three hours  
A study of the knowledge, skills and values an athletic trainer must possess to assess general medical conditions for the physically active. Course content to include: assessment of the chest, abdomen, illnesses, dermatological conditions and pharmacology. Course fee will be applied and are listed in current class schedule.

**HHPA 460 – General Medical Assessment Lab**  
One hour  
This lab will teach general medical assessment techniques. Mastery of clinical skills will be required to complete lab. Participation in clinical experiences in on and off-campus facilities is required. Transportation will be needed. Lab fees apply and are listed in class schedule.

**HHPA 480 – Clinical Integration in Athletic Training**  
Three hours  
This course is designed for professional level III athletic training majors to integrate competencies and proficiencies with decision making processes before entering professional practice. The student will participate in scenario-based problem solving, critical thinking challenges. Content areas to include: review of clinical skills, professional test preparation, career opportunities and professional development requirements. Participation in directed clinical experience in on-campus and off-campus facilities is required. Transportation is needed. Course fees will be applied and are listed in class schedule.

**HHPA 489 – Independent Study**  
One – Four hours  
Individualized instruction/research at an advanced level in a specialized content area under the direction of a faculty member. May be repeated when the topics vary. Prerequisite: consent of athletic training program director.

**Clinical Experience in Athletic Training Courses**

The clinical experience portion of the athletic training curriculum is designed to provide athletic training students the opportunity to acquire supervised hands-on experience in a variety of settings. Clinical experiences will vary from one semester to the next, depending upon the individual needs and ability level of each student. All students will have the opportunity to gain experience in the following settings: lower extremity sports, upper extremity sports, equipment intensive sports, general medical, high school, physical therapy, and orthopedic.

**HHPA 249 – Clinical Experience in Athletic Training I**  
One Hour  
Under the direct supervision of a licensed/certified athletic trainer or other licensed medical professional, students will be provided the opportunity to observe, learn, practice, and demonstrate a variety of skills directly related to the profession of athletic training. In addition, students are expected to successfully demonstrate required clinical proficiencies. Clinical experiences will take place both on and off campus in a variety of settings. Prerequisites: HHPA 140, 213, & 214

**HHPA 279 – Clinical Experience in Athletic Training II**  
One Hour  
Under the direct supervision of a licensed/certified athletic trainer or other licensed medical professional, students will be provided the opportunity to observe, learn, practice, and demonstrate a variety of skills directly related to the profession of athletic training. In addition, students are expected
to successfully demonstrate required clinical proficiencies. Clinical experiences will take place both on and off campus in a variety of settings. Prerequisite: HHPA 249

**HHPA 349 – Clinical Experience in Athletic Training III**  
One Hour  
Under the direct supervision of a licensed/certified athletic trainer or other licensed medical professional, students will be provided the opportunity to observe, learn, practice, and demonstrate a variety of skills directly related to the profession of athletic training. In addition, students are expected to successfully demonstrate required clinical proficiencies. Clinical experiences will take place both on and off campus in a variety of settings. Prerequisite: HHPA 279

**HHPA 379 – Clinical Experience in Athletic Training IV**  
One Hour  
Under the direct supervision of a licensed/certified athletic trainer or other licensed medical professional, students will be provided the opportunity to observe, learn, practice, and demonstrate a variety of skills directly related to the profession of athletic training. In addition, students are expected to successfully demonstrate required clinical proficiencies. Clinical experiences will take place both on and off campus in a variety of settings. Prerequisite: HHPA 349

**HHPA 449 – Clinical Experience in Athletic Training V**  
One Hour  
Under the direct supervision of a licensed/certified athletic trainer or other licensed medical professional, students will be provided the opportunity to observe, learn, practice, and demonstrate a variety of skills directly related to the profession of athletic training. In addition, students are expected to successfully demonstrate required clinical proficiencies. Clinical experiences will take place both on and off campus in a variety of settings. Prerequisite: HHPA 379

**HHPA 479 – Clinical Experience in Athletic Training VI**  
One Hour  
Under the direct supervision of a licensed/certified athletic trainer or other licensed medical professional, students will be provided the opportunity to observe, learn, practice, and demonstrate a variety of skills directly related to the profession of athletic training. In addition, students are expected to successfully demonstrate required clinical proficiencies. Clinical experiences will take place both on and off campus in a variety of settings. Athletic training students taking part in this clinical experience will be assigned to four-four week rotations to include experience within a local high school, general medical physician’s office, physical therapy clinic, and orthopedic surgeon’s office. Prerequisite: HHPA 449

**Clinical Education (ATS Clinical Experience/Observation)**

**Purpose**

- Learn how to present and conduct oneself in a professional manner involving dealings with peers, student-athletes, supervising athletic trainers, coaches, and administrators.
- Instill the importance of time management and develop the ability to effectively manage time.
- Develop the personal and professional qualities of responsibility, pride, and commitment as it relates to the student’s involvement in the ATEP and Department of Athletics.
- Obtain practical, hands-on experience under the supervision of a licensed/certified athletic trainer. This will in turn produce confidence in one’s abilities to perform the necessary functions of a licensed and certified athletic trainer.
Objectives

- Be an active, dependable, and responsible member of the athletic training education program.
- Follow all policies and guidelines outlined within the Athletic Training Student Handbook.
- Be attentive to athletes needs during athletic training room hours, practice and game times.
- Take initiative to learn new skills and practice existing skills.
- Be as involved and productive as your experience and knowledge will allow.
- Continue to seek, recognize and take advantage of all opportunities to learn and contribute.
- Seek help or ask questions when the need arises. Your supervising athletic trainer is there to help you.

ATS Policies and Guidelines

- Be present in the athletic training room, at practice, and at games whenever you are expected to be here.
- Always conduct yourself in a professional manner as it relates to both your actions and conversations. Keep in mind that you are representing the ATEP, Department of Health & Human Performance, and Texas A&M University-Commerce.
  - It is understood that personal & professional relationships will develop during your time in the ATEP. This includes relationships with peers, student-athletes, supervising athletic trainers, coaches, and administrators.
  - Issues concerning these relationships must be handled in a professional manner while engaged in athletic training responsibilities.
  - Conversations involving gossip, disrespectful, embarrassing, or hurtful statements about others will not be tolerated.
  - All information related to student athletes is to remain confidential at all times. No personal information or details pertaining to injury, illness, or status is to be disclosed to anyone other than your supervising athletic trainer. Be sure to refer any/all questions regarding this issue to you supervising athletic trainer. Refer to your policy regarding confidentiality of information.

Dress Code

1. Texas A&M University-Commerce Athletic Training T-shirts with the current TAMU-C logo are preferred.
2. No outside university, high school, or pro team apparel. You may wear your high school letter jacket or sweatshirt ONLY if it is cold outside. Solid color or no label t-shirts are permissible (ex: Hanes white t-shirts).
3. We are a Nike contracted school, so please wear Nike clothes as much as possible. We understand that you do not have an abundance of Nike clothes; however, this is not an excuse to wear Reebok/Adidas, Under armour, etc. all the time. Use common sense.
4. Athletic shorts/cargo shorts that are navy blue, grey, yellow/gold, white, or black are preferred. Females may also choose to wear Capri pants of the same colors.
5. Wind pants and sweatpants that are navy blue, grey, yellow/gold, white, or black without holes are fine.
6. No tank tops or spaghetti strap shirts.
7. Females please cover your chest and stomach at all times.
8. Finger-tip length shorts only- no exceptions. If you bend over and your shirt comes up or your rear end hangs out, you will be asked to change.

9. No flip flops or open toe shoes. You may be asked to run somewhere in an emergency situation- you cannot do this in heels or flip flops.

10. Jeans may be worn ONLY on Friday’s (casual Friday). Skin-tight, holey, or saggy jeans may not be worn.

11. Inappropriate and unprofessional tattoos, piercings, and hair colors will be brought to the attention of the students if deemed necessary (ex: showing off provocative tattoo and piercing placements, vulgar tattoos, lime green and pink hair color for game day, etc.) You have the freedom to express yourself, however, we are professionals and we need to look like professionals.

12. No clothing that advertises alcohol/tobacco products or contains offensive, inappropriate or suggestive language (ex: pornographic or racist material)

13. If you have to dress up for class, you may wear your dress clothes during treatment times only if they follow the above dress code rules (i.e. no chest or stomach revealing tops, etc.). Please change into appropriate practice attire if you will be attending practices. Females- no dresses or skirts.

14. Always wear khaki’s and polo/t-shirt for all games unless otherwise arranged by your ACI. Every job setting from now on will have a required uniform/ dress code!

15. The dress code will be enforced by each individual ACI. You may be asked to go home and change, or be given a verbal warning. In some extreme repeat cases, probation and suspension may be warranted, and we have the right to do so as your ACI’s. If there are any issues, please take them up with your assigned ACI first.

Remember that it is our job as staff members to cultivate you into becoming a professional- it is time that you started looking and dressing the part!

**Behavior**

- Cell phones are permitted but must be used sparingly. Please step out of the athletic training room or away from practices/games if you must use your phone (talking or texting). Use of cell phones should be limited and should never create a distraction. If you have to use the phone, make sure you remain attentive to your surroundings and responsibilities. This is a privilege that can be revoked.
- No food or drink in the athletic training room during treatment times. (Use discretion)
- No profanity or derogatory comments allowed in the athletic training room.
- No shoes allowed on the treatment/taping tables and absolutely no lying down on tables.
- No personal use of computers in the ATRC from 1 pm – closing time.
- No use of laptops or studying allowed in the athletic training room, at practices, or at games unless otherwise noted by the Supervising Athletic Trainer.

**Attendance Policy**

All ATSs are expected to be present in the athletic training room, at practices, and at games as scheduled. Students are also expected to be available during weekends and holidays. Failure to show up, coming in late, or calling in on a regular basis will not be tolerated. Students need to be proactive in determining the times they are expected to be here for clinical experiences. This means
communicating with your supervisor(s)/clinical coordinator and listening during all team announcements during practices/games. Students are allowed to have jobs during their time in the athletic training program. However, work should not interfere with the clinical experience requirements. Work is not an excuse for missing your scheduled hours. All work arrangements need to be cleared by the Director of Athletic Training Education and your ACI prior to the start of the semester. Issues surrounding unacceptable attendance and reliability will result in disciplinary action as outlined below. Students needing to miss as a result of something other than class need to obtain permission in advance from their supervisor(s). If an absence of more than one day is necessary, it will need to be cleared at least one week in advance.

**Disciplinary Action**

Disciplinary actions will be based on the severity of the incident as well as frequency of occurrence. A point system will be utilized in order to keep things fair, systematic, and consistent. Points will be accumulated throughout each semester based on conduct and attendance related issues. All issues related to conduct and attendance will be reported to the Director of Athletic Training Education and will be documented for the purposes of tracking and enforcing appropriate disciplinary action.

**Conduct Related Issues (includes all things outlined under the ATS Policies & Guidelines)**
- First Offense – verbal warning
- Second Offense – 1 point
- Third Offense – 2 points
- Fourth Offense – 3 points
- Fifth Offense – 5 points

**Attendance Issues**

- **Tardiness (enforced at the discretion of ACI/CI)**
  - First Offense – verbal warning
  - Second Offense – 1 point
  - Third Offense – 2 points
  - Fourth Offense – 3 points
  - Fifth Offense – 5 points

- **Absent with short notice**
  - First Offense – 1 point
  - Second Offense – 2 points
  - Third Offense – 3 points
  - Fourth Offense – 4 points

- **Absent (No Call – No Show)**
  - First Offense – 2 points
  - Second Offense – 3 points
  - Third Offense – 5 points

**Results Based on Number of Points Accumulated Throughout the Semester**

<table>
<thead>
<tr>
<th>Points</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 3</td>
<td>First letter of reprimand (LOR) and suspended for 1 day</td>
</tr>
<tr>
<td>&gt; 5</td>
<td>Second (LOR) and suspended for one week</td>
</tr>
<tr>
<td>&gt; 10</td>
<td>Third (LOR), suspended for two weeks, and drop one letter grade for semester</td>
</tr>
<tr>
<td>&gt; 15</td>
<td>Suspended from program for remainder of semester and will receive an automatic failing grade “F” for the course</td>
</tr>
</tbody>
</table>
Grades
Students must successfully complete their current clinical observation/experience requirement in order to move on to the following one. All clinical observation/experience hours must be documented on the appropriate form and initialed by the student’s ACI/CI. It is the athletic training student’s responsibility to make sure this is taken care of on a daily basis and these hours are turned in as requested.

Students who receive 10 or more disciplinary points during the course of the semester will automatically drop one letter grade from their final semester grade. This may cause a student to fall below a “C” and therefore require them to retake the clinical experience course for that semester.

Students must earn a grade of “C” or higher in all HHPA (Athletic Training) courses in order to receive credit toward their degree. Failure to do so will result in the student not meeting their degree requirements and the student will be responsible for re-taking the course the next time it is offered.

Academic Honesty & Integrity
Integrity has been identified as the single most important characteristic of a scholar. One goal of your education is the development of professional and scholarly characteristics. Integrity includes ethical behavior such as academic honesty. Academic honesty is essential to the goals of education and it enhances the spirit of learning and teaching. Students, together with faculty, exemplify their integrity by freely assuming responsibility for encouraging honesty and integrity. Academic dishonesty includes, but is not limited to, acts of fraud or deception on an examination, laboratory work, or class assignment; acts of forgery or unauthorized alteration of any official academic record or document; and attempts to gain credit for work that the student has either not actually completed or has plagiarized from another person’s work. Plagiarism is defined as the act of using writings from another person and presenting them as one’s own work. Quotation marks, page numbers, and author references are required for adequate acknowledgment of word-for-word copying of another person’s work. An author reference is sufficient acknowledgment for rephrasing in your own words the work of another person. Furthermore, submitting any paper for academic credit in more than one course without the instructor’s permission is considered an act of academic dishonesty. Work you submit should represent your effort, and unless specified by the assignment, you should work independently (e.g., do not use work completed by others as your own). When you have collaborated (worked with others), clearly state this. It is in your best interest to gain prior permission of the instructor before working with another student. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. (see Student’s Guide Handbook).

Honesty and Integrity are also expected from students when recording their clinical experience hours. Students are required to record only the hours they completed. Falsifying clinical experience hours will result in disciplinary action as follows:
First Offense: Letter of Reprimand
Second Offense: Student will be dismissed from the ATEP

Pre-Professional Students
HHPA 140 – Introduction to Athletic Training
The Clinical Observation portion of the ATEP is essential for the development of the ATS. ATSs are required to accumulate a minimum of 50 hours of supervised clinical observation over the course of
the semester for successful completion of this course and ATEP requirements. ATSs will need to accumulate a total of 75 supervised clinical observation hours in order to receive the full 500 points allotted for the clinical observation portion of the course. ATSs will lose 6 points from their clinical observation points for every hour they are short of 75 down to the minimum of 50 hours. ATSs who fail to accumulate a minimum of 50 hours will receive an Incomplete “I” in the course and will be expected to make-up the hours they missed. ATSs who fail to accumulate at least 25 hours of clinical observation will receive an “F” in the course and will be required to re-take the course. ATSs will be notified of their clinical observation assignment/rotation. Clinical observations will involve: practice and game treatments, rehab sessions, field set-up/tear-down, cleaning of athletic training equipment and facilities, documentation of injuries and treatments, attending athletic competitions, etc. Also, ATSs must document their clinical observations on the appropriate form. All clinical observation hours must be supervised by an Approved Clinical Instructor (ACI), Clinical Instructor (CI), licensed medical (or) allied health care professional.

75+ hours: ATS will receive full credit (500 points) for the Clinical Observation portion of the course requirements.

50 – 74 hours: ATS will have six (6) points deducted from the 500 point total for every hour the ATS falls below 75 hours.

25 – 49 hours: ATS will receive an Incomplete “I” in the course and be required to make up the missed hours. Failure to do so will result in a failing grade “F” and require the ATS to re-take the course the next time it is offered.

Below 25 hours: Student will receive a failing grade “F” in the course and be required to re-take the course the next time it is offered.

**Professional Students (Level I)**

**HHPA 214 – Preventative Techniques in Athletic Training**

The Clinical Experience portion of the ATEP is essential for the development of the ATS. ATSs are required to accumulate a minimum of 75 hours of supervised clinical experience over the course of the semester for successful completion of this course and ATEP requirements. ATSs will need to accumulate a total of 100 supervised clinical experience hours in order to receive the full 500 points allotted for the clinical experience portion of the course. ATSs will lose 3 points from their clinical experience points for every hour they are short of 100 down to the minimum of 75 hours. ATSs who fail to accumulate a minimum of 75 hours will receive an Incomplete “I” in the course and will be expected to make-up the hours they missed. ATSs who fail to accumulate at least 50 hours of clinical experience will receive an “F” in the course and will be required to re-take the course. ATSs will be notified of their clinical experience assignment/rotation. Clinical experiences will involve: practice and game treatments, rehab sessions, field set-up/tear-down, cleaning of athletic training equipment and facilities, documentation of injuries and treatments, attending athletic competitions, etc. Also, ATSs must document their clinical experience on the appropriate form. All clinical experience hours must be supervised by an Approved Clinical Instructor (ACI), Clinical Instructor (CI), licensed medical (or) allied health care professional.

100+ hours: ATS will receive full credit (500 points) for the Clinical Experience portion of the course requirements.
75 – 99 hours: Three (3) points will be deducted from the 500 point total for every hour the ATS falls below 100 hours.

50 – 74 hours: ATS will receive an incomplete “I” in the course and be required to make up the missed hours. Failure to do so will result in a failing grade “F” and require the ATS to re-take the course the next time it is offered.

Below 50 hours: ATS will receive a failing grade “F” in the course and be required to re-take the course the next time it is offered.

Professional Students (Level II)
Clinical Experiences in Athletic Training (I – II)
The Clinical Experience portion of the ATEP is essential for the development of the ATS. ATSs are required to accumulate a minimum of 100 hours of supervised clinical experience over the course of the semester for successful completion of this course and ATEP requirements. ATSs will need to accumulate a total of 150 supervised clinical experience hours in order to receive the full 500 points allotted for the clinical experience portion of the course. ATSs will lose 3 points from their clinical experience points for every hour they are short of 150 down to the minimum of 100 hours. ATSs who fail to accumulate a minimum of 100 hours will receive an Incomplete “I” in the course and will be expected to make-up the hours they missed. ATSs who fail to accumulate at least 50 hours of clinical experience will receive an “F” in the course and will be required to re-take the course. ATSs will be notified of their clinical experience assignment/rotation. Clinical experiences will involve: practice and game treatments, rehab sessions, field set-up/tear-down, cleaning of athletic training equipment and facilities, documentation of injuries and treatments, attending athletic competitions, etc. Also, ATSs must document their clinical experiences on the appropriate form. All clinical experience hours must be supervised by an Approved Clinical Instructor (ACI), Clinical Instructor (CI), licensed medical (or) allied health care professional.

150+ hours: ATS will receive full credit (500 points) for the Clinical Experience portion of the course requirements

100 – 149 hours: ATS will have three (3) points deducted from the 500 point total for every hour the ATS falls below 150 hours.

50 – 99 hours: ATS will receive an Incomplete “I” in the course and be required to make up the missed hours. Failure to do so will result in a failing grade “F” and require the ATS to re-take the course the next time it is offered.

Below 50 hours: ATS will receive a failing grade “F” in the course and be required to re-take the course the next time it is offered.

Professional Students (Levels III & IV)
Clinical Experiences in Athletic Training (III – VI)
The Clinical Experience portion of the ATEP is essential for the development of the ATS. ATSs are required to accumulate a minimum of 200 hours of supervised clinical experience over the course of the semester for successful completion of this course and ATEP requirements. ATSs will need to
accumulate a total of 250 supervised clinical experience hours in order to receive the full 500 points allotted for the clinical experience portion of the course. ATSs will lose 3 points from their clinical experience points for every hour they are short of 250 down to the minimum of 200 hours. ATSs who fail to accumulate a minimum of 200 hours will receive an Incomplete “I” in the course and will be expected to make-up the hours they missed. ATSs who fail to accumulate at least 150 hours of clinical experience will receive an “F” in the course and will be required to re-take the course. ATSs will be notified of their clinical experience assignment/rotation. Clinical experiences will involve: practice and game treatments, rehab sessions, field set-up/tear-down, cleaning of athletic training equipment and facilities, documentation of injuries and treatments, attending athletic competitions, etc. Also, ATSs must document their clinical experiences on the appropriate form. All clinical experience hours must be supervised by an Approved Clinical Instructor (ACI), Clinical Instructor (CI), licensed medical (or) allied health care professional.

250+ hours: ATS will receive full credit (500 points) for the Clinical Experience portion of the course requirements

200 – 249 hours: ATS will have three (3) points deducted from the 500 point total for every hour the ATS falls below 250 hours.

150 – 199 hours: ATS will receive an Incomplete “I” in the course and be required to make up the missed hours. Failure to do so will result in a failing grade “F” and require the ATS to re-take the course the next time it is offered.

Below 150 hours: ATS will receive a failing grade “F” in the course and be required to re-take the course the next time it is offered.

All clinical hours are to be performed under the direct supervision of an ACI or CI as indicated above. Unsupervised clinical experiences are not part of the educational program and cannot be required, furthermore, they are in violation of CAATE Standards, ATEP Policy, and are not permitted.

While completing the Clinical Experience Requirements, the ATS is expected to practice and perform skills as they are taught in the courses he/she is enrolled in. ATS are required to be taught and evaluated on the athletic training skills prior to performing the skills on patients or athletes under the supervision of an ACI/CI. Once an ATS has completed the required coursework and has sufficiently demonstrated proficiency on specific athletic training skills through evaluation by an ACI, the ATS is expected to continue to practice and perform these skills in order to refine and advance the skills to ensure learning over time.

Clinical Experience Requirement at Off-Campus Sites
Students are required to complete clinical experience hours at off-campus sites throughout the program. This gives them the opportunity to work with sports and populations different from those on-campus. While students are assigned off-campus, they have the option to complete some of their clinical hours on-campus on days it is not feasible to travel to their off-campus site. Students assigned to a high school are required to complete a minimum of 100 hours at their assigned high school. Level 4 students assigned to a physical therapy, general medical or orthopedic clinic are required to complete a minimum of 40 hours at each off-campus site. Failure to complete the minimum
requirement will result in a failing grade “F” and require the ATS to re-take the course the next time it is offered.

ATEP Clinical Hours Policy
ATS typically complete an average of 20-25 hours of Clinical Hours each week in order to meet the Clinical Experience Requirements set forth by the ATEP. Because some weeks an ATS may complete less than 20 hours, students are allowed to complete more than 20 hours so they can successfully meet the Clinical Experience Requirements of 200-250 hours each semester (i.e. one week an ATS may complete 28 clinical hours and the following week 12 clinical hours). ATS should not complete more than 30 clinical hours each week and will be closely monitored that they do not exceed this amount. ATS must continue to report for their Clinical Experience assignment as scheduled by their ACI or CI even if they have met the minimum clinical experience requirement. ATS should discuss their schedule with their ACI or CI if they have met the minimum requirement and would like to have their schedule adjusted. ATS are not allowed to exceed 400 clinical hours over the course of a semester. ATS are required to have one (1) day off each week (i.e. seven (7) day period).

ATEP Clinical Placement Prerequisites
Documentation of the following prerequisites is required before a student can be placed in the clinical setting for Clinical Observation OR Clinical Experiences:
1. Current certification in CPR/AED and First Aid
2. Completion of blood-borne pathogen
3. Proof of immunization against bacterial meningitis and hepatitis B* (HBV)
   * a signed declination form can substitute for HBV
4. ATEP Athletic Training Student Handbook Acknowledgement Form

Emergency Action Plans (EAPs)
Master copies of EAPs for each clinical site will be kept in a ‘Master EAP Notebook’. This notebook is available for all ATS to review at anytime throughout the semester as necessary. Each clinical site will have a copy of their EAP which will be made available to the ATS by the ACI or CI for the clinical site.

Evaluation of Athletic Training Students
Evaluation of each ATS will occur on a frequent and regular basis throughout the academic year. ATS may receive verbal feedback on a daily basis while in their clinical experience, but will receive written feedback twice each semester. Students will complete a mid-term and final self-evaluation each semester. Their assigned ACI or CI will also complete a mid-term and final evaluation of the student, and will meet with the student to review the evaluation. Students completing their General Medical Clinical Experience during the spring semester as a Level III will be evaluated by their ACI or CI at the end of the 4 week assignment.

Athletic Training Student Description
An Athletic Training Student (ATS) is an individual that is enrolled at the University and has been accepted to the Athletic Training Education Program pursuing major in Athletic Training. Once enrolled in the program each ATS will have rules and regulations to follow plus responsibilities and duties to perform. Each student must be diligent in knowing both the legal and ethical limitation related to being an ATS. Each ATS can access this information by contacting the National Athletic Trainers’ Association.
(NATA) or the Board of Certification (NATABOC), the Texas Department of State Health Services – Advisory Board of Athletic Trainers. Each will define the role of the athletic trainer student as it relates to education, supervision or legal status. The following are important excerpts from the above governing organization.

**Liability Insurance**
Athletic Training Students will be covered under a blanket liability policy while enrolled in the Athletic Training Education Program. It must be understood that the ATS works under the license/certification of the supervising athletic trainer. The ATS must not exceed the limits of their position and the laws of the State of Texas.

**CAATE & ATEP Position on Student Supervision**
The CAATE does not support unsupervised clinical experience for athletic training students. Therefore, athletic training students are to be supervised at all times during their clinical observations and experiences. Issues regarding inadequate supervision should be directed to the supervising athletic trainer. If this does not produce an acceptable response, athletic training students should consult with the clinical coordinator to initiate a resolution.

**Defining Direct Supervision / “Consistent and Physical Interaction” Policy**
Direct supervision describes the supervision required of athletic training students during their clinical experiences. However, the requirement for the ACI/CI to be physically present and have the ability to intervene on behalf of the athletic training student is not synonymous with preventing students from making independent clinical decisions or requiring the ACI/CI to stand next to the student at all times. The CAATE encourages clinical educators to consider using a method of graded supervision which initially involves close monitoring, but once a student demonstrates proficiency and has some experience with a particular skill, that student should be granted supervised autonomy (i.e. permitted to initiate actions, perform initial evaluations, and develop and implement rehabilitation plans with the ACI/CI in the same room/field where he/she can see and hear the student, but not necessarily looking over the student’s shoulder). This level of supervision positions students to learn maximally at all times while still allowing for timely feedback and prompt correction of improper behaviors/techniques. Direct supervision still encourages independent actions, positioning those students to develop “real world” critical thinking abilities, and does not infer that all student actions should be prompted or directed.

At no time during the clinical education component shall students be used as part of the labor force, a credentialed athletic trainer, or in the replacement of clinical staff.

**Athletic Training Student Travel Policy**
In some situations Athletic Training Students (ATS) will have the opportunity to travel with a Staff Athletic Trainer (ACI or CI) to games. The Staff Athletic Trainer may be driving his/her own vehicle or a rental car. If the student is driving with a Staff Athletic Trainer a waiver form must be signed prior to traveling. The ATS can only travel in personal vehicles to and from games with approval ahead of time and a waiver form must be signed. At no time is an ATS allowed to drive a student-athlete to a game, doctor’s appointment or surgery.
An Athletic Training Student (ATS) will never be asked to travel with the team alone. The Staff Athletic Trainer (ACI or CI) will be responsible for determining when an ATS can travel with the team. Since the ATS is under the direct supervision of an ACI or CI they will be able to report those clinical experience hours. The ATS is not allowed to report hours for travel to/from the event or hours that are not truly clinical experiences.

**Bloodborne Pathogen(s) Policy**

Bloodborne Pathogens refer to infectious microorganisms found within blood and other bodily fluids which can lead to the transmission and/or spread of infectious disease(s). The ATEP’s Bloodborne Pathogens Policy is designed to inform and protect ATSs from the transmission and/or spread of infectious disease(s). In order to achieve this:

1. All ATSs are required to have current Bloodborne Pathogen training, taken on a yearly basis, prior to their exposure with blood and other bodily fluids while taking part in supervised clinical observations (or) clinical experiences.

   a. All ATSs that are new to the ATEP must complete their Bloodborne Pathogen training prior to receiving their “Initial Acceptance” into the ATEP. If incoming students are not able to obtain their Bloodborne Pathogen training prior to the start of their first semester, the ATEP’s Clinical Coordinator will perform the training at the student(s) expense.

   b. Returning ATSs will be recertified each year they are in the ATEP by the university (or) ATEP’s Clinical Coordinator. This will take place towards the end of each academic year.

2. Records verifying proof of Bloodborne Pathogen training will be kept in each ATSs Official file.

3. All ATSs are expected to practice proper wound care and safe handling of potentially infectious blood and bodily fluids. Use of personal protective equipment (i.e. gloves) is required any time an ATS is performing wound care or handling potentially infectious blood and bodily fluids.

The best rules to follow include: (1) treat every individual as if they were infected (which translates into treating everyone the same), (2) be sure to wash hands with soap and water on a regular basis, especially before and after handling open wounds and/or blood and bodily fluids, and (3) always avoid cross-contamination between individuals and objects.

**Communicable Disease(s) Policy**

ATSs that suspect they may be experiencing a communicable disease must seek proper medical attention and receive documentation (pertaining to restrictions and return-to-school/work status) from a licensed medical (or) allied health care professional before being allowed to return to their clinical assignment. In addition, ATSs should use caution around student-athletes/patients if they suspect that the individual may have a communicable disease. These situations should also be reported by the ATS to their supervising athletic trainer in a timely manner. The following policies are designed to protect both the ATS and the student-athlete/patient from the spread of communicable diseases.

1. ATSs with contagious or potentially contagious illness(es) must avoid direct student-athlete/patient contact, regardless of clinical setting.
(a) ATSSs experiencing coughing, sneezing, runny nose, congestion, sore throat, head and/or body aches, gastrointestinal discomfort, diarrhea, vomiting, etc. with an oral temperature of 101°F or greater must report to the student health center or primary care physician.

(b) If an ATS is instructed to take time away from school/work, they must contact their instructor(s), professor(s), and supervising ACI/CI prior to their absence (or) as soon as possible.

(2) ATSSs must always practice sound prevention techniques while working within a healthcare environment (i.e. avoiding close face-to-face contact, no sharing of drinks, regular hand washing, secretion and cough management, use of personal protective equipment when appropriate, etc.)

(3) ATSSs must cover all open wounds, lesions, blisters, or cuts before treating a student-athlete/patient.

Examples of communicable diseases include but are not limited to:

1. Chickenpox
2. Conjunctivitis
3. Diphtheria
4. Gastrointestinal Illness (Diarrhea and/or Vomiting)
5. Hepatitis A, B, or C
6. Herpes Simplex
7. HIV
8. Impetigo
9. Influenza
10. Lice (Pediculosis)
11. Measles (Rubeola)
12. Mumps
13. Meningitis
14. Pertussis
15. Rubella
16. Staph Infections (MRSA)
17. Strep Throat

Confidentiality & Ethical Behavior
As an ATS you MUST recognize, appreciate and understand the importance of complete confidentiality regarding each student-athlete/patient we serve. The NATA Code of Ethics and State law requires that athletic trainers follow and abide by the confidentiality agreement that exists between an allied health professional and the patient. At no time is it acceptable to give out information to anyone regarding an athlete’s medical, injury, or rehabilitation information. Not even to the coach or other players. Refer all inquiry to the supervising athletic trainer or team doctor. Never give out information to the media and professional scouts. They will try to find out as much as they can in a simple conversation. Just politely refer them to your supervisor.

Review *NATA Code of Ethics and the Texas Department of State Health Services* (Advisory Board of Athletic Trainers) rules and regulations for confidentiality and ethical behavior standards.

Policies & Guidelines for ATSSs with Children
The TAMU-C ATEP recognizes the importance of families in the lives of students; however, it is important that every student has a learning environment that is free from disruptions. This includes a classroom/lab environment free of distractions and a workplace/clinical experience environment conducive to achievement of specific goals and objectives. Other issues of safety, confidentiality, disruption of operations and services, disruptions to university employees and students, and potential
liability exposures in the event of accident or injury must also be considered. As a general rule, ATSs will not be permitted to bring their children to classrooms, labs, workplaces, or clinical experiences.

In the event that a child is present, the following rules must be followed:

1. The child must remain under the direct supervision of the parent at all times, and the parent should not expect others to care for their child, even for brief periods of time.
2. The parent is responsible for all aspects of the child’s behavior and should ensure that other ATSs/employees are not inconvenienced by the child’s presence.
3. The parent is willing to accept full responsibility for the child’s safety and for any damage to property or injury to others that is caused by the child’s presence.
4. The parent will not hold the university or any of its employees responsible if the child becomes ill (flu, staph infections, MRSA infections, etc) or injured due to being present in the facilities.

Exceptions where it is acceptable to bring children:

1. Brief visits (i.e. ATS brings child to introduce the child to fellow students and staff), provided the ATS supervises the child at all times during the visit. This should not occur during scheduled classes, labs, or clinical experience.
2. Special occasions where attendance by children is encouraged, such as recreational or family-orientated programs.

Children in Classrooms/Labs

1. Shall be permitted ONLY in the event of an emergency, and if there are no other alternatives.
2. ATS MUST obtain the approval of the instructor in advance.
3. The instructor may request an ATS to remove their child if disruptions occur.
4. The arrangement is temporary and should not occur on a regular basis.

Children in Workplaces/Clinical Experiences

1. The ATS will not be allowed to have their child present with them during clinical experiences that occur during the hours of 8am to 5pm due to the fact that these are standard hours of daycare. However, there will be some flexibility to allow ATSs to leave their clinical experience in order to pick up or drop off their child, as long as the ATS obtains prior approval from their ACI/CI with at least 24 hours notice. There will also be flexibility allowing the ATS to have their child present at clinical experiences during hours before 8am and after 5pm, as long as the ATS obtains prior approval from their ACI/CI with at least 24 hours notice. It is expected that the ATS will still perform the duties required of their clinical experience with their child present.
2. If at any time, the child becomes a distraction during the ATS’s clinical experience and prevents the ATS from performing their duties, the ATS will be asked to leave.
3. If at any time, the child causes a disruption to the practice, coaches, and/or athletes at the clinical experience, the ATS will be asked to leave with their child.
4. It is reasonable to expect that the child may acquire unexpected illnesses and/or need to see a physician on short notice. If this occurs, the ATS must immediately notify their ACI/CI of the situation and their plan to provide care in order to prevent disciplinary action. Please note: regular checkups for the child do not constitute ‘seeing a physician on short notice’. ATSs should notify their ACI/CI at least 1 week prior to regular checkups in order to have their clinical experience schedule accommodate the time off needed for the appointment.
5. Discretion will be left to the ACI/CI to determine if the ATS is missing clinical experience assignments due to the child or due to their poor planning. If the ACI/CI determines the absence is due to poor planning from the ATS, disciplinary action will result.
6. Specific situations related to clinical experiences:
a. Games – the ATS MUST have child care for their child during the game. The child will not be allowed to be on the bench with the ATS, nor in the stands behind the bench. If the child care provider keeps the child at the game, it will need to be at a sufficient distance to not cause a distraction to the ATS. Doctor’s appointments and the child being sick should not affect the ATS’s responsibility to be at a game. If for some reason, the ATS does not have child care for their child, they will be given up until game time to find someone to watch their child. If child care arrangements cannot be made, the ATS will be asked to leave with their child. This will result in Disciplinary Action as outlined by the Absent-Short Notice category.

b. Doctor’s clinic – the ATS MUST have child care for their child during this type of clinical experience. If child care arrangements cannot be made, the ATS will be asked to leave with their child. This will result in Disciplinary Action as outlined by the Absent-Short Notice category.

c. Off-campus Clinical Sites – the ATS MUST have child care for their child during this type of clinical experience. If child care arrangements cannot be made, the ATS will be asked to leave with their child. This will result in Disciplinary Action as outlined by the Absent-Short Notice category.

**Disciplinary Action**

If the ATS is asked to leave or misses their clinical experience based on issues #2-4 above, the following disciplinary action will occur. Please remember that infractions occur on a ‘per shift’ basis (i.e., if you miss morning practice and afternoon treatments, that counts as 2 infractions.)

1st, 2nd, & 3rd Offense.............. Documentation of situation  
4th & 5th Offense.............. Strict verbal warnings  
6th Offense....................... 1 point  
7th Offense....................... 2 points  
8th Offense....................... 3 points  
9th Offense....................... 4 points  
10th Offense...................... 5 points

**Policies & Guidelines Regarding ATS’s Facebook/Myspace Pages**

It is understood that online sites such as FaceBook and MySpace are commonly utilized by college students. However, ATSs must exercise the utmost caution and complete discretion when posting pictures or text onto their “page(s)”. If it is found out that ATSs have inappropriate pictures or text which associate them to Texas A&M University-Commerce and/or the ATEP and reflect negatively upon the university and/or ATEP, disciplinary actions will be carried out at the discretion of university officials and/or the Director of Athletic Training Education. This may include, but is not limited to, short-/long-term suspension from the ATEP.

**Examples Include:** (1) pictures which show ATSs engaging in the consumption of alcohol and/or drugs, fighting, making obscene gestures, nudity, engaging in or simulating sexual acts, etc., and (2) text which is obscene, inappropriate, and/or unbecoming of a young professional.
Chain of Command
The ATS must recognize and abide by both the administrative and medical chain of command that governs the actions of athletic trainers. The administrative hierarchy that exists at the university should be obvious. Specifically the Director of Sports Medicine (aka Head Athletic Trainer) is the supervisor of the service-based athletic training program for the athletic department. The assistant athletic trainer is next in command and then the graduate assistants. For questions needing athletic administrative decisions, seek the highest athletic training staff member available. Each will have designated administrative and team/sport coverage duties. Generally seek advice from your assigned ACI or CI. The ATEP program director is in charge of the academic program. All questions relating to the curriculum, degree plans, class schedules, and ATEP Policies & Procedures should be addressed to the program director. Clinical experiences, ACI/CI and facility evaluations will be the responsibility of the clinical coordinator. For medical issues, our team doctors are the supervisors for all athletic trainers working on campus. Athletic trainers, like all allied health care professionals, must work under the medical license of the referring physician. In most cases our team physicians will be our referring physicians. Doctors’ orders are legally binding documents and must be followed. In the absence of specific orders, athletic trainers will act under and be limited to the “Scope of Practice” of our “State Practice Act”. As an ATS you will be working under your supervising athletic trainer’s license. Even though you may have some experience and think you are doing the right thing, ALWAYS confer with your supervising licensed/certified athletic trainer. Two general rules to follow are:

If Not Sure, Refer! & Do No Further Harm!

Hierarchy for Chain-of-Command

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Clinical Experiences</th>
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<tbody>
<tr>
<td>Dean</td>
<td>Program Director</td>
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<tr>
<td>Department Head</td>
<td>Clinical Coordinator</td>
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<td>Program Director</td>
<td>Director of Sports Medicine</td>
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<td>Clinical Coordinator</td>
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<td>Athletic Training Students</td>
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<td>Athletic Training Students</td>
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</table>
Professional Membership

It is strongly recommended that each ATS become active members of the athletic training professional organizations early on in the ATEP. Professional membership and affiliations will provide considerable benefits and professional growth experiences to the ATS. Membership is easy to obtain and there is minimal cost associated with becoming a student member. Most of the core athletic training curriculum courses will refer to these associations. Scholarships are available to ATSs and many students from our program have benefited from these scholarships. The following are important organizations and each ATS will learn how to access them via the internet, e-mail, phone, or by mail. One easy way is to logon to our ATEP website and click on to “Supporting Links” tab. Becoming a member of the NATA also includes automatic membership with SWATA and TSATA.

Professional Organizations:
1. National Athletic Trainers’ Association (NATA)
2. Southwest Athletic Trainers’ Association (SWATA)
3. Texas State Athletic Trainers’ Association (TSATA)
4. North Texas Athletic Trainers’ Society (NTATS)
5. East Texas Athletic Trainers’ Association (ETATA)
6. Texas Society of Sports Medicine (TSSM)

Athletic Training Society

ATS was formed in 2004 and is an officially sanctioned university organization. The ATS provides an opportunity for our students to have visibility here on campus and in the community. We take part in many beneficial service activities and fund raisers. Annual dues are required of all active members and assist in financing ATS functions and interests. All athletic training students are eligible to join and strongly encouraged to do so. See the ATEP website for specific information.

Helpful Resources

- ATS Application File Checklist (pg. 32)
- HBV Awareness & Requirement for Vaccination (pg. 33)
- Four-Year Degree Plan (pgs. 34-35)
- Clinical Observation & Experience Hour Logs (pg. 36-38)
- ATS – Clinical Facility Evaluation Form (pg. 39)
- ATS – ACI/CI Evaluation Form (pg. 40)
- Proficiency Evaluation: Description & Sample (pg. 41)
- Technical Standards for Admission (pg. 42-43)
- Delmer Brown Foundation Scholarship Award (pg. 44-46)
# Texas A&M University – Commerce
## Athletic Training Education Program

### Athletic Training Student
**Initial Acceptance Checklist**

**Name:** __________________________  **School Year:** ______________

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
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<tr>
<td>Essay</td>
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<tr>
<td>3 Letters of Recommendation</td>
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<tr>
<td>Current Adult CPR/AED Certification</td>
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<tr>
<td>Current First Aid Certification</td>
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<td>Current Bloodborne Pathogens Training</td>
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<td>Transcripts</td>
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<td>Physical Exam</td>
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<td>HBV Vaccination -or- signed declination</td>
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<td>Technical Standards</td>
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<td>Interview with Director of ATEP</td>
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<td>Declared Major as Athletic Training</td>
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**Comments:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Completion of the above items indicates the student has been granted Initial Acceptance into the ATEP. Initial Acceptance does not guarantee Full Admittance to the ATEP.

________________________________________  __________________________
Program Director’s Signature                  Date
As an athletic training student, there will be situations in which you are exposed to blood and other bodily fluids through your interactions with student-athletes within your supervised clinical experiences. One area of concern for individuals with heightened exposure involves the Hepatitis B Virus (HBV). HBV is a serious viral infection that affects the liver and can lead to many unpleasant signs/symptoms. In addition, chronic liver disease, cirrhosis, liver cancer, liver failure, and even death may occur once infected. The disease is transmitted by blood and/or bodily fluids and many people will have no symptoms once they develop the disease. However, this disease is completely preventable. HBV vaccines are available to all age groups to prevent HBV infection. A series of three (3) doses of HBV vaccine over a six (6) month period are required for optimal protection. The HBV vaccine has a record of safety and is believed to provide lifelong immunity in most cases.

I, ______________________________, understand that due to my exposure to blood or potentially infectious materials within my clinical experiences, I may be at risk of acquiring the Hepatitis B Virus. However, I acknowledge that the HBV vaccination is a requirement for the Texas A&M University-Commerce Athletic Training Education Program and will seek inoculation as soon as possible. I also understand that in regards to working with athletes, my educational opportunities may be limited until proof of the HBV vaccine is provided. I am aware that without this vaccine I am potentially running a risk of acquiring HBV.

_______________________________________________
ATS Signature

_______________________________________________
Date
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<tr>
<th>Year</th>
<th>Courses</th>
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<tr>
<td><strong>FRESHMAN</strong></td>
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<td>Fall</td>
<td>CED 111 – Critical Thinking (Freshman only)</td>
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<td>ENG 1301 – College Reading &amp; Writing</td>
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<td>MATH 1314 – College Algebra</td>
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<td>IS 1415 – Integrated Science I &amp; Lab (or) PHYS 1401 – College Physics &amp; Lab</td>
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<td>HHPH 172 – Systems of the Human Body</td>
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<td>HHPA 140 – Introduction to Athletic Training</td>
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<td><strong>Professional Level (I)</strong></td>
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<tr>
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<td>ENG 1302 – Written Argument &amp; Research</td>
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<td>BSC 1409 – Human Biology: Structure &amp; Function &amp; Lab</td>
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<td>FRA 105 – Weight Training</td>
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<td>HHPK 211 – First Aid &amp; Safety</td>
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<td>HHPA 213 – Prevention &amp; Care of Athletic Injuries</td>
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<td>HHPA 214 – Preventative Techniques in Athletic Training</td>
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<td>Summer</td>
<td>HIST 1301 – US History to 1877</td>
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| **Total Hours** | | | | 29/30

| **SOPHOMORE** | **Professional Level (II)**                                             |     |            |
| Fall         | FRA (Physical Activity of Choice)                                       | 1   |            |
| Fall         | HHPH 130 – Introduction to Personal & Community Health                  | 3   |            |
| Fall         | BSC 2401 – Human Anatomy & Physiology I & Lab                           | 4   |            |
| Fall         | HHPK 154 – Concepts of Physical Activity                                | 3   |            |
| Fall         | HHPA 249 – Clinical Experience in Athletic Training I                   | 1   |            |
| Fall         | HHPA 259 – Athletic Injury Assessment I                                 | 3   |            |
| Fall         | HHPA 260 – Athletic Injury Assessment I Lab                             | 1   |            |
| Spring      | PSY 2315 – Psychology of Adjustment (or) PSY 2301 – Introduction to Psychology | 3   |            |
| Spring      | BSC 256 – Medical Terminology                                           | 3   |            |
| Spring      | BSC 2402 – Human Anatomy & Physiology II & Lab                          | 4   |            |
| Spring      | HHPA 279 – Clinical Experience in Athletic Training II                  | 1   |            |
| Spring      | HHPA 369 – Athletic Injury Assessment II                               | 3   |            |
| Spring      | HHPA 370 – Athletic Injury Assessment II Lab                            | 1   |            |
| Summer      | HIST 1302 – US History from 1865                                        | 3   |            |
| **Total Hours** | | | | 34
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<td>HHPA 239 – Therapeutic Modalities</td>
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<td>HHPA 349 – Clinical Experience in Athletic Training III</td>
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<td>SPC 1311 – Fundamentals of Speech</td>
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<td>HHPH 265 – Substance Use &amp; Abuse</td>
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<td>HHPH 362 – Survey of Human Diseases</td>
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<td>Spring</td>
<td>HHPA 339 – Therapeutic Rehabilitation</td>
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<td>Spring</td>
<td>HHPA 340 – Therapeutic Rehabilitation Lab</td>
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<td>HHPA 379 – Clinical Experience in Athletic Training IV</td>
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<td>PSCI 2301 – Principles of US &amp; Texas Government</td>
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<td>HHPA 449 – Clinical Experience in Athletic Training V</td>
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<td>HHPA 459 – Assessment of General Medical Conditions</td>
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<td>HHPA 460 – General Medical Techniques Lab</td>
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<td>Visual &amp; Performing Arts (Choice)</td>
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<td>HHPK 417 – Measurement &amp; Evaluation</td>
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<td><strong>Total Hours</strong></td>
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**Total Hours for Degree Completion (Without CED 111)** 127
**Total Hours for Degree Completion (With CED 111)** 128

Courses in **BOLD**: Must be taken in sequence as listed
Courses with (^): Courses may not be offered during the summer due to course enrollment requirements. If course is not offered during the summer, it will be offered during the spring semester.

*Revised 8/2011*
Texas A&M University – Commerce

Athletic Training Education Program

Clinical Observation Hour Sheet

Recording form needs to be filled out daily and initialed by your ACI/CI daily. At the end of the two week period, you must sign the hour sheet and turn it in every two weeks to the ATEP Clinical Coordinator.

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<thead>
<tr>
<th>Date</th>
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Weekly Total

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Weekly Total

I certify that the record of hours above is correct for the dates indicated.

ATS Signature ___________________________  Date __________

36
**Clinical Experience Hour Sheet**

Recording form needs to be filled out daily and signed by your ACI/CI at the end of the two week period. Hour sheets must be turned in every two weeks to the ATEP Clinical Coordinator.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Type of Experience (FB, VB, clinic, ATRC, etc)</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
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**Weekly Total**

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<th>Day</th>
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**Weekly Total**

I certify that the record of hours above is correct for the dates indicated.

ATS Signature ________________________________ Date __________

I certify that the clinical experience hours recorded above have been carried out under my direct supervision.

ACI/CI Signature ________________________________ Date __________
Texas A&M University – Commerce
Athletic Training Education Program
Clinical Experience Hour Sheet

General Medical Rotation

Recording form needs to be filled out daily, initialed by your ACI/CI each day, and signed by your ACI/CI at the end of the two week period. Hour sheets must be turned in every two weeks to the ATEP Clinical Coordinator.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Description of Activities (patient #, diagnosis/injury, care/rehab provided)</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>ACI/CI Initials</th>
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</table>

Weekly Total

I certify that the record of hours above is correct for the dates indicated.

ATS Signature __________________________ Date __________

I certify that the clinical experience hours recorded above have been performed under my direct supervision.

ACI/CI Signature __________________________ Date __________
Athletic Training Students - Clinical Facility Evaluation Form

Name of Facility: ___________________________ ACI/CI: ___________________________

Directions: Rank each question using the scale provided below
5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Needs Work, NA = Not Applicable

Physical Structure:
1. The facility structure was clean and safe: _________
2. The facility provided an atmosphere for learning, i.e.: proper lighting, etc. _________
3. The facility provided adequate equipment related to my practicum level _________
4. The facility appropriate OSHA requirements for blood _________

Learning Opportunities:
5. Was it easy to get to the assigned clinical facility _________
6. Policies and procedures of the facility were clearly defined _________
7. Athletic Training Students roles in the facility were clearly defined _________
8. The facility provided a stimulating environment to learn _________
9. Learning opportunities were a priority for the facility _________
10. Facility provided an educational experience _________
11. Overall the facility provided a positive experience _________
12. How would you rate the facility as a clinical site _________
13. List the major “Strengths” of the clinical facility: ______________________________________
14. List the major “Weaknesses” of the clinical facility: ______________________________________
15. List recommendations you have for improving education opportunity for learning in this clinical facility: ______________________________________
16. Other Comments: ______________________________________

Signature: ___________________________ Date: ___________________________ ATEP Level: ___________________________
Athletic Training Students – ACI/CI Evaluation Form

Instructor: __________________________  Name of Facility: __________________________

Directions: Rank each question using the scale provided below
5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Needs Work, NA = Not Applicable

**Personal Traits of Clinical Instructor:**
1. Dressed appropriately for clinical facility
2. Projected professional attitude
3. Projected a positive attitude
4. Acted in an honest and ethical manner
5. Treated students and athletes with respect
6. Role model for athletic training profession
7. Time management skills

**Communication Skills of Clinical Instructor:**
8. Written communications skills
9. Verbal communication skills
10. Communicated feedback in a positive manner
11. Provided clear instructions for assignments and skills
12. Stated clear expectation for the students to follow
13. Was approachable and accessible for the student to meet with

**Teaching Ability of Clinical Instructor:**
14. Stated clear course objectives
15. Provided structured learning opportunities
16. Knowledgeable in subject matter
17. Ability to explained clinical skills clearly
18. Fair evaluation of clinical skills
19. Provided daily direction and supervision
20. Stimulated critical thinking activities
21. Provided time to discuss course materials with student
22. Provided a variety of learning opportunities
23. Provided challenging scenarios of learning situations
24. Overall rating of Clinical Instructor

25. List the major “Strengths” of Clinical Instructor: ______________________________________

______________________________________________________________________________

______________________________________________________________________________

26. List the major “Weaknesses” of Clinical Instructor: ______________________________________

______________________________________________________________________________

______________________________________________________________________________

ATS Signature: __________________________  Date: _____________  ATEP Level: _____________
**Proficiency Evaluation**

All Athletic Training Students (ATS) are required to learn, practice, and be evaluated on multiple clinical proficiencies (skills) throughout their course of study within the Athletic Training Education Program (ATEP). The evaluation process consists of a peer evaluation(s) **followed by** evaluation(s) by an Approved Clinical Instructor (ACI).

**Peer Evaluations**

Peer evaluations are the first step in the assessment of an ATS ability to perform clinical skills. These peer evaluations must be taken seriously as they will provide clear insight into each ATS ability to perform each clinical proficiency. ATS should seek to be evaluated by only those peers that have already received a grade of Satisfactory (S) from their ACI on the proficiency to be evaluated. All ATS must receive a grade of Satisfactory (S) from their peer evaluation prior to seeking an evaluation from their ACI.

**ACI Evaluations**

ACI evaluations are the last step in the assessment of an ATS ability to perform clinical skills. All ATS must receive a grade of Satisfactory (S) prior to being declared proficient in each particular skill. Each ATS must demonstrate proficiency in each skill for successful completion of the ATEP.

**Grading Scale**

- **Unsatisfactory (U)**
  - The student fails to demonstrate the fundamental knowledge and understanding necessary to perform the skill

- **Needs Improvement (NI)**
  - The student demonstrates the fundamental knowledge and understanding necessary to perform the skill but requires additional instruction and practice

- **Satisfactory (S)**
  - The student demonstrates proficiency in performing the skill

**Example**

RM-P6  Obtain, interpret, and make decisions regarding environmental data. This includes, but is not limited to the ability to:

<table>
<thead>
<tr>
<th>Proficiency</th>
<th>Peer Evaluation</th>
<th>ACI Evaluation</th>
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<tr>
<td></td>
<td>Date</td>
<td>Grade</td>
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<tr>
<td>RM-P6.1 Operate a Sling Psychrometer</td>
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**Comments:**
Technical Standards for Admission  
(Mental, Physical, Emotional and Communicative Requirements)  
(This document has been approved by the Director of Disability Services, 2004)

The Athletic Training Education Program at Texas A&M University – Commerce 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 (ATEP) 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 students admitted to the Athletic Training Education 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 NATABOC athletic training certification exam.

Candidates for Selection to the Athletic Training Education 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 Disabilities Resource Service Center on campus will evaluate a student who states he/she can 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 (ATEP) 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

________________________
Print Full Name

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 Disabilities Resource Service Center on campus 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

________________________
Print Full Name

**Note: Please sign only one space.** The first space indicates you do not need accommodations, while the second space indicates that you do need accommodations.
Delmer Brown Foundation Scholarship Award

Selection Criteria
The Delmer Brown Foundation Scholarship is awarded each year to a deserving athletic training student by the Athletic Foundation of the University. It is named for long time coach and athletic trainer, Mr. Delmer Brown. Coach Brown is a Helms, NATA, SWATA and A&M-Commerce Hall of Fame member. He was also inducted into the Lone Star Conference Hall of Honor in 1999. Coach Brown worked for the university for 22 years before retiring in 1980. Delmer helped to endow his scholarship in 1995 based upon the principles of academics, service to the university and personal character. The interest earned from the principal endowment will be disbursed upon the recommendation of the athletic director. The Delmer Brown Foundation Scholarship Award will be publicly presented to a deserving athletic training student during the Athletic Awards Banquet. This is a yearly award but the same student could receive concurrently.

Eligibility and Award Criterion
All current, fully admitted junior, senior or graduate athletic training students that are in good standing with the program and university are eligible. Eligible students must apply for the scholarship by December 1st. Applications can be requested from the head athletic trainer. Each fall semester the professional athletic training staff will review the applications and recommend to the Athletic Director, one student for the award, based on the following selection criteria:

1. **Excellence in academics, 33%**
   a. Overall GPA

2. **Exemplary service to the athletic program, 33%**
   a. Based on accumulated hours
   b. Years of service
   c. Involvement in a variety of sports
   d. Interpersonal involvement with peers, staff, coaches and athletes

3. **Observed personal character traits, 33%**
   a. Strength of personal character
   b. Responsibility
   c. Honesty
   d. Work ethic

Award Committee
The committee is chaired by the head athletic trainer. Members of the committee include the full-time university professional athletic trainers. The committee will meet each December to discuss all eligible students that have applied for the award. Based upon the above criterion the committee will make a selection. The student will be notified of the award by the head athletic trainer at the end of the fall semester. The monetary award will be disbursed by the Scholarship Office via reduction of the overall student’s spring semester bill. The student must be enrolled in classes to receive the scholarship. The approximate value of the scholarship is $400.00.

If a student has questions or complaints about the selection process they have the right to appeal directly to the head athletic trainer. If the student is not satisfied with the head athletic trainers explanation they have the right to appeal to the athletic director. A written explanation of the complaint is required within two weeks of filing the complaint with the athletic director. The athletic director will have the final ruling after reviewing the written complaint and interviewing the head athletic trainer. If the head athletic trainer was sighted as part of the complaint, the athletic director, will step in and chair the committee.
## Delmer Brown Foundation Scholarship Award
### Applicant Evaluation Form

**Full Name:** ________________________________

**Academic Classification:**
- [ ] Junior
- [ ] Senior
- [ ] Graduate

### COMMITTEE

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### ACADEMICS (3pts)

**Overall GPA**

Grading scale (<2.5 = 0pts; 2.5-2.99 = 1pt; 3.0-3.49 = 2pts; 3.5-4.0 = 3pts)

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**TOTAL**

### SERVICE (at A&M-Commerce only) (22pts)

**Total State Hours**

Grading scale (<500 = 0pts; 500-999 = 1pt; 1000-1499 = 2pts; >1500 = 3pts)

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**Total Years Working with Athletics**

Grading scale (<1 year = 0pts; <2 years = 1pt; <3 years = 2pts; >4 years = 3 pts)

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**Total # of Sports Worked**

Grading scale (1-2 = 1pt; 2-3 = 2pts; 3-4 = 3pts; >4 = 4pts)

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**Interpersonal Involvement with Peers**

Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)

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**Interpersonal Involvement with AT Staff**

Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)

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**Interpersonal Involvement with Coaches**

Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)

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**Interpersonal Involvement with Athletes**

Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)

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**TOTAL**

### PERSONAL CHARACTER (12pts)

**Responsibility**

Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)

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**Honesty**

Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)

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**Work Ethic**

Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)

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**Professionalism**

Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)

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**TOTAL**

### TOTAL POINTS

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Delmer Brown Foundation Scholarship Award
Applicant Evaluation Form

Full Name: ________________________________

Academic Classification: □ Junior  □ Senior  □ Graduate

Overall GPA: ______________

List your state hours by semester and total at the end:

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<th>Semester</th>
<th>Hours</th>
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Total Hours: ______________

List all of the sports (include semesters) you have worked with at A&M-Commerce:

1) ________________________________
2) ________________________________
3) ________________________________
4) ________________________________
5) ________________________________
6) ________________________________
7) ________________________________

☐ I have enclosed/attached a copy of my unofficial transcript.
   (This is a requirement and must be submitted by the Dec. 1\textsuperscript{st} deadline).

---

You must submit this completed form & unofficial transcript to the Head Athletic Trainer no later than Dec. 1\textsuperscript{st}. 

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I, ____________________________, have read, understand, and agree to abide by the ATEP policies outlined in the Athletic Training Student Handbook. I understand that these policies and procedures govern all aspects of the academic and clinical components of the TAMU-Commerce ATEP.

I am aware of and understand that the clinical education requirements outlined in the handbook are a requirement for the ATEP and that this programmatic requirement must be met to be eligible for endorsement for the BOC examination.

I am aware of, understand, and agree to abide by the policies set forth in the EAP at each clinical site I am assigned to.

I understand that failure to abide by these written policies and procedures may result in my dismissal from the TAMU-Commerce ATEP and the academic major of athletic training.

_______________________________________
Student Signature

__________________________
Date
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