

ALFRED UNIVERSITY

Athletic Training Program

Student Academic
Handbook



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**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

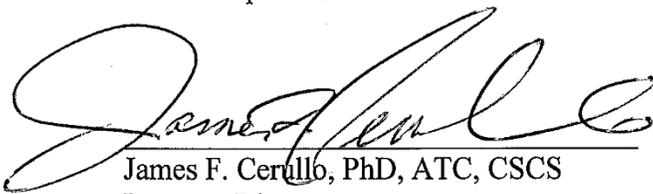
Handbook Statement

By signing below, I acknowledge that I have been made aware of the location of the Alfred University Division of Health and Human Performance Athletic Training Department Policies and Procedures Handbook, Clinical Education Handbook, Clinical Internship Handbook, and Academic Handbook. Copies of the handbook can be found on the Alfred University Athletic Training web page, Divisional Canvas page, as well as individual course Canvas pages. Hard copies can be found in the offices of Divisional staff members. I will abide by and follow all policies and procedures outlined within the documents. I also acknowledge that it is my responsibility to thoroughly read and understand all documents contained within each of the specified handbooks. If I have questions regarding any of the information within either handbook, I understand that it is my responsibility to ask a staff member for clarification. If I have questions regarding a policy not contained within the handbooks, I should notify a staff member. That staff member will state the policy verbally and locate a written copy of the policy within 48 hours.

Athletic Training Student (Print)

Athletic Training Student (Signature)

Date Completed



James F. Cerullo, PhD, ATC, CSCS
Program Director
Alfred University



Liam P. Glover, MBA, ATC
Clinical Education Coordinator
Alfred University

**ALFRED UNIVERSITY
OUR MISSION
VISION, MISSION, AND VALUES**

Vision Statement

Alfred University will be an innovative leader in the delivery of academic excellence and enduring educational value, preparing all students for success in their studies and throughout life.

Mission Statement

The mission of Alfred University is to provide excellent quality and enduring value through academic and co-curricular programming that is both intellectually challenging and practically relevant. We are culturally diverse and student-centered and aim to serve an ever-changing student population. We seek students with the aspiration and dedication to do well for themselves and for their greater communities. Thus, we prepare our students with the knowledge, skills, and life-habits that will enable them to succeed, and to live lives of continuous personal growth and service to others. These outcomes are achieved through a commitment, by the entire Alfred University community, to teaching and research, the pursuit of scientific and technical expertise, artistic creativity, and humanistic learning.

Values

At Alfred University, we value:

- A learning environment that promotes open exchange of ideas, critical thinking, global awareness, technological literacy, intellectual honesty, and community involvement.
- A work environment that promotes open communication, recognition of achievement, and the development of personal potential;
- Research and scholarship that advance the frontiers of knowledge, contribute to graduate and undergraduate teaching, and demonstrate creativity in all fields of endeavor;
- Diversity in people and cultures, ideas and scholarship;
- A campus that is safe, attractive, and promotes health and wellness;
- A caring community that respects each individual, fosters intellectual curiosity and growth, promotes and models good citizenship, and encourages enlightened leadership.

**Alfred University
Policy Against Discrimination**

Whether considering candidates for admission, for financial aid, applicants for employment or the management of its policies and school-administered programs, Alfred University does not discriminate on the basis of gender, sexual orientation, age, race, color, national or ethnic origin, religion, or disability. Alfred University is an affirmative action, equal opportunity employer.

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Program Mission, Goals and Objectives

Vision

Our vision is to prepare students to be members of the allied health care community as professional and ethical certified Athletic Trainers. As alumni of Alfred University, we expect our students to be innovative leaders and contribute to the evolving nature of the profession.

Mission Statement

The mission of the Athletic Training Program (ATP) at Alfred University is to provide the student with knowledge, standards, behavior models, code of ethics, and skills needed as an Athletic Trainer. The professional program is based on a solid foundation in the allied health care arena, with a strong emphasis on the professional domains as outlined by the Board of Certification (BOC) Role Delineation Study.

Goal 1. Graduates of the Alfred University ATP will be able to demonstrate knowledge, skills, and abilities required of an entry-level athletic trainer through authentic, real-time opportunities as well as simulated practice.

Learning Outcome 1. Students will have the ability to design injury/illness prevention programs and integrate wellness initiatives for all populations.

Learning Outcome 2. Students will have the ability to identify, explain, and construct examinations, assessments, diagnoses, and differential diagnoses.

Learning Outcome 3. Students will have the knowledge and ability to provide immediate and emergency care to athletes and patients at applicable clinical sites.

Learning Outcome 4. Students will have the knowledge and ability to develop therapeutic interventions using evidence-based research regarding therapeutic modalities and rehabilitation protocols.

Learning Outcome 5. Students will have the ability to collaborate with allied health care professionals, adhere to the scope of practice of athletic training, and appraise situations related to health care administration and professional responsibility.

Goal 2. Provide students enrolled in the Alfred University ATP with opportunities to learn from qualified faculty and allied health care providers in a variety of settings thereby exposing students to individuals across the lifespan with varying levels of activity.

Programmatic Outcome 1. Alfred University ATP will employ faculty and staff who deliver the highest level of didactic instruction using the best available technology and tools available to ensure the achievement of learning and programmatic outcomes.

Programmatic Outcome 2. Alfred University ATP will collaborate with clinical Athletic Trainers who deliver the highest level of clinical instruction to students assigned to a variety of experiential learning opportunities.

Goal 3. Ensure graduates of the Alfred University ATP are quality employees or students in a higher education setting who have the ability to collaborate with allied health care professionals and who are able to implement evidence-based medicine in their respective setting.

Programmatic Outcome 3. Encourage students to enter the field of athletic training either as employed, or a student, within 2 years of graduation from Alfred University.

Programmatic Outcome 4. Graduates are able to communicate effectively and collaborate with other athletic trainers in addition to allied health care professionals.

Programmatic Outcome 5. Graduates are able to implement evidence-based medicine in their role as a certified athletic trainer.

NATA Code of Ethics

PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:

Members shall respect the rights, welfare and dignity of all.

- 1.1 Members shall not discriminate against any legally protected class.
- 1.2 Members shall be committed to providing competent care.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
- 3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
- 3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

- 4.1 Members should conduct themselves personally and professionally in a manner

that does not compromise their professional responsibilities or the practice of athletic training.

4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Athletic Training Program Personnel

For an Athletic Training Program to be successful, the involved constituents must be aware of the importance of each person's role. For example, the Athletic Training Student should know and understand the responsibilities of the Preceptor, and, the Preceptor should be aware of the educational requirements of the Athletic Training Student to ensure the overall success of the program. This section outlines the responsibilities of each position.

PROGRAM DIRECTOR

Division: Health and Human Performance
Unit: Athletic Training
Reports To: Department Chairman
Positions Supervised: Athletic Training Students
Athletic Training Program Instructors
Preceptors

The Program Director shall fulfill the following duties and responsibilities:

- ◆ Provide updated information to the students, staff, and Athletic Training faculty on the ATP.
- ◆ Determine necessary curriculum changes and institute new academic and clinical courses.
- ◆ Determine appropriate affiliated sites and authorize clinical instructors at those sites.
- ◆ Review the clinical hour commitment of each student on a regular basis.
- ◆ Serve as the liaison with the Department Chair and Department Committees on the ATP and its students.
- ◆ Serve as the liaison with the CAATE, NATA, or the BOC and complete any and all forms or correspondence, which represents the CAATE accredited program.
- ◆ Document compliance of CAATE standards on an annual basis including the completion of re-certification reports, self-studies, and coordination of site visits.
- ◆ Serve as the final authority in determining any actions surrounding students in the CAATE accredited program.
- ◆ Maintain Athletic Training Students educational files.

CLINICAL EDUCATION COORDINATOR

Division: Health and Human Performance
Unit: Athletic Training
Reports To: Department Chairman
Positions Supervised: Athletic Training Students
Preceptors

The Clinical Education Coordinator shall fulfill the following duties and responsibilities:

- ◆ Provide a handbook for Preceptors which details the CAATE program and their responsibilities as an extension of the academic program.
- ◆ Identifies the psychomotor skills to be acquired during the clinical experience, and criteria for student evaluation.
- ◆ Assign students to clinical rotations and provide the students with the names and phone numbers of the Preceptors they are assigned to for contact.
- ◆ Determine authorized absences in the clinical setting by the Athletic Training Students and inform the preceptor of the intended absence.
- ◆ Contact each affiliated site Preceptor at least twice during the student's clinical rotation to review the student's progress and determine student competence in their clinical skills and identify areas that need improvement.

- ◆ Provides Athletic Training Student evaluation forms to Preceptors via ATrack and ensures that completed forms are maintained in student's official file.
- ◆ Meet with each Athletic Training Student at least twice per semester to discuss clinical evaluations and experiences.
- ◆ Assess Preceptors and provide feedback to improve clinical education.
- ◆ Serve as a moderator when problems arise in the clinical setting.
- ◆ Advise students as necessary.

PRECEPTOR

Division:	Health and Human Performance
Unit:	Athletic Training
Reports To:	Director of Clinical Education
Positions Supervised:	Graduate Assistant Athletic Training Students Athletic Training Students

The preceptor shall fulfill the following duties and responsibilities:

- ◆ Complete Preceptor Training.
- ◆ Know and understand all psychomotor competencies required for CAATE accredited athletic training programs.
- ◆ Provide formal instruction and evaluation of clinical proficiencies.
- ◆ Meet with the Athletic Training Students at the beginning of the rotation to:
 - Discuss guidelines at the clinical site including hazardous waste disposal, emergency procedures, referral protocol and record keeping.
- ◆ Develop a schedule to ensure direct supervision of students.
- ◆ Ensure students dress professionally and complete their duties in a professional manner.
- ◆ Check the Athletic Training Student's hours log via ATrack on a regular basis to ensure accurate documentation of the clinical hours.
- ◆ Review injury reports on a regular basis and make recommendations for improvement.
- ◆ Speak with the Clinical Education Coordinator at least twice during the student's clinical rotation to discuss student progress.
- ◆ Report any and all problems directly to the Clinical Education Coordinator regardless of whether or not the situation was resolved.
- ◆ Complete student evaluation forms as supplied by the Clinical Education Coordinator.
- ◆ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
- ◆ Demonstrate understanding of, and compliance, with the policies and procedures of the ATP.

ATHLETIC TRAINING STUDENT(S)

Division:	Health and Human Performance
Unit:	Athletic Training
Reports To:	Program Director, Clinical Education Coordinator, AT Faculty/Instructors and Preceptor
Positions Supervised:	None

The following are required by the College of Health Professions and Social Work, the University and CAATE:

- ◆ Students must have a physical examination on file prior to beginning the clinical education component of the program.
- ◆ Students must have proof of immunizations on file prior to beginning the clinical education component of the program.
- ◆ Students must have current Professional CPR certification prior to beginning the clinical education component of the program.

In addition:

- ◆ Athletic Training Students (ATS) must attend all regularly scheduled courses, meetings, and clinical assignments.
- ◆ Professional communication must be utilized at all times, including all verbal and written (including emails) forms.
- ◆ Community service is a key component of any profession and students will be expected to participate in service activities.
- ◆ Professional attire is expected at all clinical assignments.
- ◆ Competency review is imperative for success in the program. Athletic training skills and mastery of these skills are necessary for success as an Athletic Trainer.
- ◆ ATs must maintain active membership in the NATA.
- ◆ Clinical Education
- ◆ **Clinical Hours**
 - Alfred University Athletic Training Students are required to complete their assigned clinical hours each week with the University's Division III athletic teams or off-site affiliations under the direct supervision of an assigned preceptor. All clinical hours must be entered into and saved in the ATrack system within 48 hours of completion. If hours are not logged within two days of completion, the hours will not count towards the required number of clinical hours that are required for passing the course. If you record less than the required clinical hours, you will not receive any credit for those hours.

ATP MEDICAL DIRECTOR

Division: Health and Human Performance
 Unit: Athletic Training
 Reports To: Program Director

- ◆ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
- ◆ Demonstrate understanding of, and compliance, with the policies and procedures of the ATP.

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

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Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Plan of Study

Fall Semester – First Year

ATHT 103	Prevention and Care	4 ____
ATHT 105	FYE: Perspectives in Health	1 ____
ATHT 110	Medical Sciences	2 ____
ATHT 111	Emergency Med. in AT	3 ____
ENGL 101	Writing I	4 ____

Total Credit Hours 14

Spring Semester – First Year

ATHT 104	Intro to Clinical Experience	1 ____
ATHT 205	Structural Kinesiology	3 ____
ATHT 210	Advanced AT	3 ____
ATHT 215	Personal Health and Wellness	2 ____
ENGL 102	Writing II	4 ____
BIOL 150	Biological Foundations	4 ____

Total Credit Hours 17

Fall Semester – Second Year

ATHT 201	Clinical Experience I	1 ____
ATHT 222	Nutrition	2 ____
ATHT 265	Therapeutic Application I	3 ____
ATHT 334	Eval – Lower Extremity	3 ____
PSYC 101	Intro to Psychology	4 ____
BIOL 207	Intro to A & P I	4 ____

Total Credit Hours 17

Spring Semester – Second Year

ATHT 190	Strength Training/Recon.	2 ____
ATHT 202	Clinical Experience II	1 ____
ATHT 276	Therapeutic Application II	3 ____
ATHT 341	Eval – Head/Neck/Spine	2 ____
ATHT 348	Eval – Upper Extremity	3 ____
ATHT 392	Biomechanics	2 ____
BIOL 208	Intro to A & P II	4 ____

Total Credit Hours 17

Fall Semester – Third Year

ATHT 301	Clinical Experience III	1 ____
ATHT 393	Physiology of Exercise	4 ____
CHEM 105	General Chemistry I	4 ____
PSYCH 311 or	Sensation and Perception	4 ____
PSYC 322	Health Psychology	4 ____
COMM	Communications Course	4 ____

Total Credit Hours 17

Spring Semester – Third Year

ATHT 302	Clinical Experience IV	1 ____
ATHT 310	Orthopedic Procedures	2 ____
ATHT 320	Psychosocial Aspects – AT	2 ____
ATHT 390	Junior Seminar	1 ____
ATHT 403	Medical Aspects	1 ____
ATHT 459	Research Methods I – AT	2 ____
	Statistics Requirement	4 ____
	General Education Req.	4 ____

Total Credit Hours 17

Fall Semester – Final Year

ATHT 401	Clinical Experience V	1 ____
ATHT 420	Pharmacology	2 ____
ATHT 432	Org. and Admin. of Athletics	2 ____
ATHT 469	Research Methods II – AT	1 ____
ATHT 490	Senior Seminar	1 ____
PSYC 330	Neuropsychology	4 ____
	General Education Req.	4 ____

Total Credit Hours 15

Fall Semester – Final Year

ATHT 485	Clinical Internship – AT	4 ____
ATHT 495	Current Topics – AT	2 ____
	General Education Req.	4 ____
	Free Elective	4 ____

Total Credit Hours 14

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Professional Requirements Checklist

Athletic Training Core Credits		Liberal Arts Core Credits (57-58)	
ATHT 103 Prevention and Care of Athletic Injuries	4 ___	ATHT 205 Structural Kinesiology	3 ___
ATHT 104 Introduction to Clinical Experience	1 ___	ATHT 222 Nutrition and Human Performance	2 ___
ATHT 105 Introduction to Athletic Training	1 ___	ATHT 392 Biomechanics	2 ___
ATHT 110 Medical Science	2 ___	ATHT 393 Exercise Physiology	4 ___
ATHT 111 Emergency Medicine in Athletic Training	3 ___		
ATHT 201 Clinical Experience in AT I	1 ___	BIOL 150 Biological Foundations	4 ___
ATHT 202 Clinical Experience in AT II	1 ___	BIOL 207 Anatomy and Physiology I	4 ___
ATHT 210 Advanced Athletic Training	3 ___	BIOL 208 Anatomy and Physiology II	4 ___
ATHT 265 Integrated Therapeutic Modalities I	3 ___	CHEM 105 Introduction to Chemistry	4 ___
ATHT 276 Integrated Therapeutic Modalities II	3 ___		
ATHT 215 Personal Health	2 ___	Communications Course (COMM 101, 210, 302, or 409)	4 ___
ATHT 301 Clinical Experience in AT III	1 ___	ENGL 101 ^d Writing I	4 ___
ATHT 302 Clinical Experience in AT IV	1 ___	ENGL 102 ^d Writing II	4 ___
ATHT 310 Orthopedic Procedures	2 ___		
ATHT 320 Psychosocial Aspects in AT	2 ___		
ATHT 334 Evaluation of the Lower Extremity	3 ___	PSYC 101 Introduction to Psychology	4 ___
ATHT 341 Evaluation of the Head, Neck, and Spine	2 ___		
ATHT 348 Evaluation of the Upper Extremity	3 ___	PSYC 311 Sensation and Perception or PSYC 322	4 ___
ATHT 390 Junior Seminar	1 ___		
ATHT 401 Clinical Experience V	1 ___	PSYC 330 Neuropsychology	4 ___
ATHT 403 Medical Aspects	1 ___		
ATHT 420 Pharmacology in Athletic Training	2 ___	Statistics Course	4 ___
ATHT 432 Administrative Aspects in Athletic Training	2 ___	PSYC 220 or SOCI 230 or POLS 230, BUS 113	
ATHT 459 Research Methods in Athletic Training I	2 ___		
ATHT 460 Research Methods in Athletic Training II	1 ___	Humanity Elective (over)	3-4 ___
ATHT 485 Clinical Internship in Athletic Training	4 ___		
ATHT 490 Senior Seminar	1 ___		
ATHT 495 Current Topics in Athletic Training	2 ___		
	_____	Liberal Arts Electives (7-8)	_____
		_____	_____
		_____	_____
		_____	_____
Total Athletic Training Credits		Total Liberal Arts Credits	66
Minimum	55		
Field Experience	Completed	Global Perspective	
_____	_____	_____	_____
_____	_____		
_____	_____	General Electives	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Minor Forms	Processed	Minimum of (1) Credit	
_____	_____		
_____	_____	Physical Education	
_____	_____	ATHT 190 Principles of Strength and Conditioning (Required 2 ___	
_____	_____	part of AT Plan of Study)	
		Physical Education Total	4 ___

Alfred University
College of Liberal Arts and Sciences
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Athletic Training Program

Graduation Checklist

- Degree Evaluation
 - Print and bring to your advisor before midterm break
 - Attach your spring course schedule
 - If any other courses other than those that you are taking at AU in the spring are necessary for graduation, attach your plan to complete those (IE online, transfer, summer course, etc)
- Internships
 - Must have a minimum of two 8 week rotations sites or one 16 week site approved by Clinical Education Coordinator
 - Minimum of 2 paramedic ride-a-longs
 - Minimum of 2 surgery observations
- Paperwork
 - Hour log itemized by site
 - Surgical observation research papers (2)
 - Internship Journal
 - Midterm and final evaluations
 - Evaluation of each preceptor that you were assigned to
 - Evaluation of each clinical site that you were assigned to
- Project & Thank you's
 - "Give back" Project
 - The purpose of this project is for you to give back something to a preceptor that supervised you
 - Project must be preapproved by both Program Director or Clinical Education Coordinator and site/preceptor
 - Thank you letters
 - You must write a thank you letter to each preceptor/site that you intern under
 - Letters must be addressed and handed into Clinical Education Coordinator for credit and mailing
- Senior Portfolio
 - All proficiencies and competencies completed on ATrack
 - Details in syllabus for ATHT495
- Senior Comprehensive Exam
 - Must pass with 70% or higher for BOC endorsement for the March / April BOC exam
- Petition to Graduate
 - Fill out intention to graduate form and return to the Dean's office

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Technical Standards for Admission

The Athletic Training Program (ATP) at Alfred University is an extremely rigorous and intense program that places specific requirements and demands, both mentally and physically, on the students enrolled in the program. An objective of this academic program is to prepare graduates to enter a variety of employment settings and to render care to a wide range of athletes and individuals engaged in physical activity. The technical standard set forth by the ATP establish the essential qualities deemed necessary for students admitted to this program to achieve the knowledge, skills, educational competencies, and clinical proficiencies of an entry-level athletic trainer, as well as meet the expectation of the program's accrediting agency, the Commission on Accreditation of Athletic Training Education (CAATE). All students admitted to the ATP must meet the following standards listed below, with or without reasonable accommodation.

Please note: Compliance with the technical standards of the program *does not* guarantee a student's eligibility to sit for the BOC certification exam.

Candidates for selection to the Athletic Training Program must demonstrate:

1. The ability 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 student-athletes.
3. The ability to communicate effectively and sensitively with student-athletes and colleagues, including individuals from different cultural and social backgrounds. This includes, but is not limited to, the ability to establish rapport with student-athletes and communicate judgments and treatment information effectively. Students must be able to understand, speak, and write the English language at a level consistent with competent professional practice.
4. The ability to record 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 Program as outlined and sequenced.
7. Flexibility, emotional stability, and professionalism to adjust to changing situations and uncertainty in clinical situations.
8. Effective skills and appropriate demeanor and rapport that relate to professional education and quality care.
9. The responsibility and accountability to attend clinical experiences as assigned by a Preceptor or including, but not limited to practice and game coverage, in addition to other responsibilities based on athletic training course requirements.

Candidates for selection to the Athletic Training Program will be required to verify they understand and meet the standards. Students who believe they need a reasonable accommodation to participate this program may contact Liz Shea in the Center for Academic Success (CAS). This office may be contacted by email at cas@alfred.edu or by phone at 607-871-2153. Please keep in mind that some accommodations may take time to implement, so students seeking accommodations are encouraged to contact CAS as early as possible. Please be advised that accommodations that jeopardize clinician/student-athlete safety, or the educational process of the student or the institution, including all coursework, clinical experiences, and internships deemed essential to graduation are considered unreasonable under applicable laws.

I acknowledge reading the technical standards for admission to the Alfred University ATP. I have been provided the opportunity to ask questions regarding this document. By signing this document, I indicate that I am able to meet the requirements outlined within this document. If at any time my health status changes and accommodations are needed or I am unable to meet the demands of the program with or without accommodations, I will notify the program immediately. Failure to notify the program of changes could result in the student not satisfying graduation requirements.

Athletic Training Student Signature

Date

Athletic Training Student Name (Print)

ATP Program Director Signature

Date

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Academic Performance / Retention Policy

Students in the College of Liberal Arts and Sciences must maintain semester and cumulative GPA's at or above the following:

- First semester of college work – 1.70
- Second semester of college work – 1.85
- Subsequent semesters of college work – 2.00

Students placed on probation who do not significantly improve their academic performance during the following semester may be dismissed or placed on “extended probation” for another semester.

Students in the Athletic Training Program must maintain specific standards to remain in good standing within the program. These include:

- Cumulative GPA of 2.75
- Major GPA of 3.0
- American Red Cross CPR for the Professional Rescuer and Community First Aid certification or certification as an Emergency Medical Technician
- Adhering to the minimum hour requirements for each clinical experience course

Failure to meet the above academic requirements will result in the student being placed on academic probation within the division.

If placed on academic probation, the student will have one semester to correct the deficiencies. If she/he fails to correct the deficiencies, the student will be suspended from the program. During academic suspension from the ATP, the student will not be permitted to pursue additional athletic training classes or accumulate additional clinical hours unless given written permission from the Program Director.

Students who fail to meet the clinical portion of the requirements will be placed on Clinical Probationary Status and will have one semester to correct the deficiency in clinical hours. Failure to fulfill probationary status requirements will result in the student being issued a disciplinary report and will also receive a notation in her/his permanent academic file.

All courses listed as “Required” must be passed with a grade of “C” or better. Any grade less than a “C” in one of the core courses will result in the student retaking the course. All other specified major courses should be passed with a “C-” or better.

Students who are unable to meet the GPA requirements set by the athletic training program after serving one semester on academic probation may be suspended from the athletic training major. Students suspended from the program are permitted to appeal the decision. Students may appeal their suspension through the Program Director for presentation to the appeals committee, which will be made up of the Program Director, Clinical Education Coordinator, and selected faculty within the Division of Health and Human Performance. An unsuccessful appeal will result in dismissal from the Alfred University Athletic Training Program.

Readmission Procedure:

Students suspended from the athletic training major for academic reasons must apply for readmission to the major. The student must have a semester index of 2.75 while carrying an academic load of 12 or more credits for the semester following suspension. A formal application for readmission must be made in writing to the Program Director. The suspended student must interview with the appeals committee. The appeals committee will hear the student's case and render a decision on readmission. If a student is readmitted to the major the student will be on academic probation for a minimum of one semester. Any missed clinical course and proficiencies must be completed prior to graduating from the program.

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Clinical Progression Philosophy

Purpose:

- 1) To enhance the experiential learning of admitted students throughout all three years.
- 2) To embrace the concept of deliberate feedback from multiple preceptors at both traditional and non-traditional sites.
- 3) To encourage students to self-determine priorities regarding clinical and academic requirements as well as personal responsibilities.
- 4) To provide a framework for progressive clinical learning while reinforcing didactic content.

Sophomores

No sophomore student will participate in pre-season athletic responsibilities. Rather, the focus will be preparing students for experiential learning opportunities by engaging in discussions and simulations with the Program Director and Clinical Education Coordinator upon the commencement of the regular academic term.

Students are expected to participate in four (4), eight week (8) rotations (based on a 16-week semester) each semester for a total of eight (8) separate clinical opportunities. Under certain conditions, due to the schedule of events on the academic calendar, rotations may be altered at the discretion of the Clinical Education Coordinator.

FOCUS: Reinforce previously learned material from Year 1, including completion of proficiencies from material first introduced in Year 1 (rotations 1 & 2). As the sophomore year progresses, students will be assigned to preceptors and locations that emphasize the following:

Orthopedic Evaluation (Lower and Upper extremities)

Integrative Therapeutic Applications (Therapeutic Modalities and Therapeutic Rehabilitation)

Communication

Biomechanics

Nutrition

Examples of approved clinical sites are as follows:

Alfred University Men's and Women's Soccer

Alfred University Volleyball

Alfred University Swimming & Diving

Alfred University Cross Country

Alfred University Men's and Women's Basketball

Alfred State College Men's and Women's Soccer

Alfred State College Volleyball

Juniors

Students entering their Junior year in the Athletic Training Program may participate in voluntary hours during pre-season and/or the winter break. Students will be responsible for documenting hours but only to ensure the seven-day policy is followed. There are no minimum or maximum hours. Because the hours are STRICTLY voluntary, no competencies or proficiencies can be completed. Students will be supervised by a preceptor at all times; thus, they may engage in Athletic Training skills in addition to basic first aid and CPR.

Students are expected to participate in two (2), eight (8) week rotations (based on a 16-week semester) at a non-Alfred University rotation. One of the 8 week rotations must be completed at a high school. The alternative semester will be a 16-week rotation at an Alfred University site. By requiring off-campus rotations, students will have the opportunity to learn from preceptors not associated with the university in addition to working with student-athletes/patients in non-traditional settings.

FOCUS: Reinforce previously learned material from years 1 & 2 as well as introducing more autonomy in developing diagnoses and rehabilitation plans.

Logistics

Minimum number of hours in a week: 3

Maximum number of hours in a week: 20

Students and Preceptors must adhere to the seven-day rule mandated by the CAATE.

Students will sign-up for time slots one week ahead with their individual preceptors. Preceptors will not make the schedule but will empower students to consider all requirements of the program: didactic, clinical, proficiencies, future endeavors, program assessments, etc.

Seniors

Students entering their Senior year in the Athletic Training Program may participate in voluntary hours during pre-season and/or the winter break. Students will be responsible for documenting hours but only to ensure the seven-day policy is followed. There are no minimum or maximum hours. Because the hours are STRICTLY voluntary, no competencies or proficiencies can be completed. Students will be supervised by a preceptor at all times; thus, they may engage in Athletic Training skills in addition to basic first aid and CPR.

During the Spring semester of the student's Junior year, students will participate in a formal interview with the Program Director, Clinical Education Coordinator, AT Program Faculty, and an AU Athletics representative. Students will have the opportunity to interview for a 16-week rotation "Immersive Experience") of their choice for the upcoming Senior year. This will empower students to consider their professional goals and plans once they graduate from AU. Although students may not receive their first choice, attempts will be made to consider the holistic student= didactic performance, clinical performance (including preceptor evaluations), professionalism, etc. The remaining 16 weeks will be determined by the interview committee. If a student is weak in a particular area, the student will be assigned to a preceptor/site to assist in areas of weakness. If a student is identified to be strong in all areas, the student may be assigned to a 16-week rotation that enhances the long-term goals of the student. For example, if a student wants to pursue a career in professional Baseball, the alternative 16-week rotation could focus on rehabilitation.

FOCUS: Develop autonomy and post-graduate skills in addition to opportunities to strengthen areas of weakness either didactically or clinically.

Logistics

Minimum number of hours in a week: 3

Maximum number of hours in a week: 20

Students and Preceptors must adhere to the seven-day rule mandated by the CAATE.

Students will sign-up for time slots one week ahead with their individual preceptors. Preceptors will not make the schedule but will empower students to consider all requirements of the program: didactic, clinical, proficiencies, future endeavors, program assessments, etc.

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Clinical Experience Policy

The clinical education component of the Alfred University Athletic Training Program provides each student with the opportunity to observe, practice and display competence with the clinical proficiencies concurrently instructed within the didactic portion of the program while obtaining academic credit hours tied to the clinical experience courses. All Athletic Training Students must be enrolled in a clinical experience course and is required to obtain the minimum number of clinical hours as set by the Athletic Training Program at Alfred University.

The formal clinical education phase of the athletic training program is a minimum of 6 semesters (unless approved otherwise by the Program Director). Appropriate clinical experiences will be determined and assigned by the Program Director and Clinical Coordinator with the purpose of assigning students to preceptors and sites that will be most beneficial for learning and practicing skills associated with clinical proficiencies.

Students will have access to the competencies and proficiencies assigned to the various Clinical Experience courses through the ATrack software package. Competencies and proficiencies are skills and knowledge that each student must demonstrate mastery of prior to being advanced to the next clinical experience level. Only AU approved preceptors will have the authority to evaluate content listed in the matrix. This matrix must be completed in its' entirety prior to any student being endorsed to sit for the BOC exam.

All athletic training students will be informed of the semester long hour requirement prior to admission into the ATP; Athletic Training Students will be given the entire semester to complete the hour requirement. Only acceptable athletic training clinical hours will count towards the clinical course requirement. The expectation to fulfill the hour requirement is the same for all athletic training students regardless of athletic participation.

Acceptable clinical experiences will be assigned and approved by the Program Director and Clinical Education Coordinator. Examples of acceptable clinical experiences may be but are not limited to: covering on and off campus practices, working on and off campus athletic events, assisting with treatments and rehabilitation of Alfred University athletes, helping administer pre-participation physical examinations for Alfred University athletes, speaking with various outside groups about the profession of athletic training, and other duties assigned by a Preceptor. All hours must be completed under the direct supervision of Preceptor. Students should not be obtaining clinical experience under any circumstances without the direct supervision of his/her Preceptor. All hours must be verified by the Preceptor through a signature on the ATrack.

Clinical Hour Requirements

All students enroll in the formal ATP are expected to meet or exceed the required amount of clinical hours as defined by their clinical course syllabi. While academic classes are in session, should not exceed 20 clinical hours per week; however students wishing to volunteer may work additional hours. The expectation is that all students admitted into the ATP complete clinical hours on a *consistent* basis, regardless of their clinical course requirement. Students must complete a minimum of three hours per week while classes are in session to maintain consistency of clinical education.

Clinical Hours may be obtained on dates within the Alfred University Academic Calendar in which classes remain in session. Volunteer hours obtained during the preseason or over the winter break will not count towards any semester hour count. Students may not complete competencies or proficiencies during the preseason or over the winter break as well. Students must be enrolled in a Clinical Experience course in order to complete proficiencies and competencies as well as accumulate clinical hours.

All Alfred University Athletic Training Program (AU ATP) accepted hours must be completed with an AU ATP-approved Preceptor.

All Athletic Training Students enrolled in a clinical experience course are required to obtain the minimum number of clinical hours as set by the Athletic Training Program at Alfred University. The required number of hours for each course is clearly explained on the course syllabus. Athletic Training Students will be informed of the hour requirement at the beginning of the semester when

reviewing the course syllabus. Athletic Training Students will be given the entire semester to complete the hour requirement. Only acceptable athletic training clinical hours will count towards the course requirement. The expectation to fulfill the hour requirement is the same for all athletic training students regardless of athletic participation. The intent of this policy is to create a uniform framework for all athletic training students to be held to the same standards and guidelines.

Acceptable athletic training clinical hours are defined as those hours working with an approved and assigned Preceptor affiliated with the Alfred University Athletic Training Program (ATP). Typical acceptable hours would include but are not limited to: covering on and off campus practices, working on and off campus athletic events, assisting with treatments and rehabilitation of Alfred University athletes, helping administer pre-participation physical examinations for Alfred University athletes, speaking with various outside groups about the profession of athletic training, and other duties assigned by a Preceptor. All hours must be completed under the direct supervision of a Preceptor. No hours will be accepted if a Preceptor was not present during the documented time. All hours must be verified by the Preceptor through ATrack.

If a Preceptor deems that the ATS are not receiving something educationally beneficial they have the authority to dismiss ATS prior to the scheduled clinical experience. In the event that an ATS is dismissed, the Preceptor that dismisses the ATS will confirm the dismissal with an email to the ATS with a carbon copy to be sent to the clinical coordinator. Any early dismissal of ATS is at the sole discretion of the Preceptor.

*** NOTE: All ATS must complete a minimum of 3 hours per week. Failure to do so will result in zero points for the “Hours” category of Clinical Experience courses. Excuses may only be accepted by the Clinical Education Coordinator.**

****NOTE: Failure to complete the yearly hour requirement will result in zero points for the “Hours” category.**

First Year Students

Freshmen athletic training students are required to obtain two separate clinical experiences during their first year on campus. All students enrolled within this course (currently ATHT 103 and ATHT 104) are required to obtain twenty-five (25) hours (50 hours during academic year) of clinical experience in each course. Students must obtain all of the 25 hours during the course of the semester in which they are actively enrolled in the course.

Pre-Season Hours

All athletic training students formally admitted to the ATP may be invited to return to campus for pre-season in-services and practices. Returning to campus for pre-season camp is voluntary. The preseason typically occurs two (2) weeks prior to the beginning of classes. During the preseason, in-services students will review such topics as: emergency action plans, CPR / First Aid, pre-participation physical examinations, back boarding, splinting, heat illnesses, various administrative duties, insurance, and various other athletic training related duties. Athletic training students will be allowed to accumulate hours over the course of the two weeks prior to initiation of classes. Hours obtained during this period will not count towards fulfilling the fall semester clinical experience course hour requirement. Athletic training students who are athletes during the fall semester will be excused to attend their practices during the pre-season. For more information regarding athletic participation and athletic training responsibilities please consult the “Athletic Participation for Athletic Training Students Policy.”

Clinical Supervision

All athletic training students enrolled in the Alfred University Athletic Training Program must adhere to certain guidelines while performing athletic training skills. These skills are to be limited to the athletic training students’ skill level. Alfred University approved preceptors are responsible for the supervision of AU athletic training students. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient. The athletic training student’s assigned preceptor will properly evaluate and test the student in their education competencies and clinical integrated proficiencies. The preceptor must supervise the students during all clinical and/or field experiences, have regular communication, and demonstrate understanding of, and compliance, with the policies and procedures of the ATP. The preceptors will additionally complete two performance evaluations each semester on each athletic training student. The second/final evaluation of each semester will have a numerical score that will be reflected in the athletic training students’ clinical experience grade.

First Aid and CPR Certification

All athletic training students must provide evidence of current certification in Professional Rescuer CPR/AED by the first day of clinical exposure. This certification will be offered in conjunction with the American Red Cross annually at Alfred University. Regardless of the athletic training students' certification expiration date, all students are required to take part in an annual refresher course at Alfred University. In addition, all athletic training students must take Emergency Medicine in Athletic Training (ATHT 111). All emergency care protocols will be reviewed on an annual basis for all clinical experiences.

Cultural Assessment, HIPAA, and Blood-Bourne Pathogens Policy Awareness

All athletic training students must complete online modules and quizzes pertaining to Cultural Assessment, HIPAA, and BBP Policy awareness each Academic Year that they obtain clinical experience.

Attire

Students should dress professionally, as the definition applies to the profession of Athletic Training.

This includes, but is not limited to:

- Khaki pants/shorts or dress pants. Shorts must be of the appropriate length. Shorts deemed too short by the preceptor will need to be changed before completing clinical hours.
- AU Athletic Training Polo or dress shirt during competition events. Per the discretion of the Preceptor, an AU AT t-shirt may be acceptable.
- Tennis shoes or dress shoes (no heel, closed toe)
- Hats should not be worn indoors. Whether they are worn elsewhere is at the discretion of the Preceptor. Please refer to specific Athletic Training Room policies in regard to the wearing of hats.
- All clothing should be clean and in good condition.
- Please prepare to dress for the weather. As weather conditions deteriorate, Preceptors have the autonomy to determine appropriate clothing for the conditions.
- Deviations from the aforementioned will not be tolerated and the student may be asked by the Preceptor to leave the clinical assignment until (s)he is able to comply with the above standards.

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Communicable Disease Policy

Due to the nature of the allied health professions, there is increased risk for the spread of infectious disease, requiring the Athletic Training Program (ATP) at Alfred University to establish an active communicable disease policy to ensure the health and safety of the program's stakeholders. This policy was developed using the recommendations established by the CDC for health care workers (www.cdc.gov). The purpose of this policy is to ensure the welfare of the athletic training students (ATS) enrolled within this department and major as well as those patients they may come in contact with during their clinical experiences. It is designed to provide Athletic Training Students, preceptors, and athletic training faculty and staff with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC).

What are Communicable Diseases?

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

Communicable Diseases Cited by the CDC:

Bloodborne Pathogens	Conjunctivitis	Cytomegalovirus infections
Diarrheal diseases	Diphtheria	Enteroviral infections
Hepatitis viruses	Herpes simplex	Human immunodeficiency virus (HIV)
Measles	Meningococcal infections	Mumps
Pediculosis	Pertussis	Rubella
Scabies	Streptococcal infection	Tuberculosis
Varicella Zoster	Viral respiratory infections	

Guidelines for Prevention of Exposure and Infection:

1. Students must successfully complete annual Bloodborne pathogens training prior to initiating formal clinical experiences.
2. Students are required to practice good hygiene, use proper hand washing techniques, and practice Universal Precautions, at all times. This applies to all clinical sites.
3. Patient care should not be performed when the athletic training student has active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection:

1. The ATS who has been exposed to a potential infection before, during, or after a clinical experience or demonstrates signs and symptoms of infection or disease should report any potential exposure/infection to their clinical preceptor and communicate with the ATP Clinical Education Coordinator.
2. The clinical preceptor and ATS should determine if medical attention is necessary and make an appointment with the Alfred University Wellness Center or at another health care facility. Students will bear the responsibilities for costs associated with medical care required.
3. The ATS should not return to class or clinical experience until they are no longer contagious or symptomatic and is responsible for notifying the appropriate instructor or preceptor regarding absences. Students are responsible for completing missed topic material and assignments during their time missed.

DISEASE/PROBLEM - RECOMMENDATIONS

AIDS/HIV

Personal: Relieve from direct patient contact if presence of exudative lesions or weeping dermatitis or evidence of any of the following infections that require restrictions until acute condition resolves. The student's/staff's own personal physician should be involved regarding work-related decisions. Partial restriction: Wear gloves for direct contact with mucous membrane or non-intact skin of all patients. Evaluation of each case must be made by a combination of the Head Athletic Trainer, Medical Director of the University, the Team Physician, Program Director, and the student's/staff's own physician. The student/staff must be counseled concerning proper precautions.

Action after exposure: Follow "Occupational Exposure to Blood/Body Fluid Policies and Procedures".

Conjunctivitis

Allergic: No restrictions.

Bacterial: In outbreak settings where conjunctivitis is being spread, symptomatic personnel must be restricted from providing care and preferably removed from the environment. Relieve from direct patient care until discharge ceases. Needs to complete antibiotic treatment as directed.

Viral: In outbreak settings where conjunctivitis is being spread, symptomatic personnel must be restricted from providing care and preferably removed from the environment. Emphasize good hand washing. Individual should not work with immunocompromised patients, or in ophthalmology settings.

Cytomegalovirus (CMV):

No work restrictions unless clinically indicated.

Dermatitis:

Workers with weeping dermatitis on body areas that may contact patients should be removed from direct patient care and/or contact with patient care equipment until the condition resolves.

Diarrhea

Acute stage: Exclude from direct patient care and food preparation until symptoms resolve unless the diarrhea is determined non-infectious. (See specific agent if diagnosed).

Campylobacter: Reinforce good hygiene practices; should not work with infants or immunocompromised patients until 2 negative stools have been obtained.

Salmonella: Reinforce good hygiene practices; should not work with infants, immunocompromised patients, or be involved with food handling until 2 negative stools have been obtained taken not less than one week after onset and not less than 24 hours apart.

Salmonella: Relieve from direct patient contact until stool is free of the (typhoid) infecting organism on 2 consecutive cultures obtained not less than 24 hours apart, 48 hours after antibiotics.

Shigella: Relieve from direct patient contact until 2 negative stools have been obtained taken not less than 1 week after onset and not less than 24 hours apart.

Yersinia: Reinforce good hygiene practices; should not work with infants or immunocompromised patients until 2 negative stools have been obtained.

Enteroviral: Reinforce good hygiene practices; should not work with infants or immunocompromised patients until symptoms resolve.

Fifth disease (Parvovirus B19):

Respiratory secretions can harbor the virus for 4-15 days before the appearance of rash. Remove from work symptomatic individuals with suspected Parvovirus B19 exposure that work in high risk areas until the appearance of rash or until symptoms resolve.

Group A Streptococcal (including Strep throat):

Relieve from direct patient contact until 24 hours after adequate treatment is started. Since Group A streptococcal surgical wound infections occur infrequently, the occurrence of a single case will prompt a search for a carrier. If personnel are linked epidemiologically to the occurrence of disease, they should be cultured, and if positive, removed from patient contact until carriage is eradicated.

Group B Streptococcal:

Carriage by personnel does not appear to be important in nosocomial transmission. Careful hand washing by personnel will minimize the risk of nosocomial spread.

Hepatitis, Viral:

Personnel

Hepatitis A: Relieve from direct patient care until 7 days after onset of jaundice. Food handlers: Must notify NYSDOH for appropriate guidance and follow-up.

Hepatitis B, Acute: Reinforce recommended precautions and injury prevention techniques during procedures that involve trauma to tissues or contact with mucous membranes or non-intact skin. Individual should remain off work while clinically ill. Individuals with weeping dermatitis: restrict from patient care and contact with patient care equipment until the condition resolves.

Hepatitis C, Acute: Reinforce recommended precautions and injury prevention techniques during procedures that involve trauma to tissues or contact with mucous membranes or non-intact skin. Individual should remain off work while clinically ill.

Hepatitis B and C, Chronic: Chronic carriers should be evaluated for infection risk by a combination of the Head Athletic Trainer, Medical Director of the University, the Team Physician, Program Director, and the student's own physician. Multifactorial criteria should be used to determine whether the worker poses a significant risk to patients taking into consideration any evidence that the worker is unable or unwilling to follow infection control recommendations, is epidemiologically linked to cases of transmission in patients, or is too ill to work. All Students/Staff who are HBsAg and HC positive will be counseled regarding their infectivity and instructed to routinely take steps which will prevent injury that could result in blood contamination.

Occupational exposure: Follow "Occupational Exposure to Blood/Body Fluid Policy and Procedure"

Herpes Simplex

Hands/fingers (Herpetic whitlow): Relieve from direct patient contact until lesions heal. It is not known whether gloves prevent transmission.

Orofacial: Personnel should not care for infants or immunocompromised patients until lesions heal. Lesions should be covered with an appropriate barrier, i.e., dressing, mask.

Genital: No work restrictions; reinforce good hygiene practices.

Lice

Personnel: Relieve from direct patient contact until treated.

Occupational exposure: Staff/students who contact patients with lice do not require treatment unless evidence of infestation is present.

Measles

Confirmed or suspected: Remove from workplace until 5 days after the rash appears or until active disease is ruled out by IGM titers

Post-exposure (non-immune personnel): Remove from workplace from the 7th through 21st day after exposure and/or 5 days after rash appears.

Meningococcal

Occupational exposure: Consult with Infection Control Chairman.

Disease: Those employees with close exposure (ex. funduscopy, assisting patient vomiting, mouth to mouth resuscitation) will be treated with Rifampin.

Mumps (Parotitis):

Confirmed or suspected: Relieve from workplace until 9 days after onset of parotitis or until active disease is ruled out.

Post-exposure (non-immune personnel with very close contact): Relieve from workplace from the 12th through the 26th day after exposure or until 9 days after onset of parotitis.

Parvovirus B19:

See Fifth Disease.

Pertussis:

Confirmed or suspected: Remove from workplace until the third week after onset of cough or until 5 days after start of effective therapy or active disease is ruled out.

Post-exposure (susceptible personnel with very close contact): No work restrictions, but 2 weeks of erythromycin prophylaxis should be given to close contacts.

Rubella:

Confirmed or suspected: Remove from workplace until 5 days after the rash appears or until active disease is ruled out.

Post-exposure (non-immune personnel): Remove from workplace from the 7th through 21st day after exposure and/or 5 days after rash appears.

Scabies:

Personnel: Relieve from direct patient contact until treated.

Occupational exposure: Both symptomatic and exposed asymptomatic students/staff (direct skin to skin contact) should be treated with Elimite.

Staphylococcus Aureus skin lesions:

Relieve from direct patient contact until lesions have resolved.

Tuberculosis

Active pulmonary or laryngeal tuberculosis:

Personnel: Remove from work place until effective therapy has been instituted and sputum cultures are negative.

Occupational exposure: Referral to Team Physician for appropriate follow-up.

Positive PPD: No work restrictions. Rule out active disease and consider INH prophylaxis.

Upper respiratory infections:

It is preferred that persons with acute respiratory infections not provide direct patient care. Supervisory discretion is advised as staffing limitations and severity of symptoms may affect this decision. Prevent contact with patients who are at increased risk for complications from a respiratory infection (i.e., immunocompromised, underlying respiratory disease). Meticulous hand washing after contact with oral/nasal secretions is necessary.

Varicella (chickenpox):

Active: Remove from workplace until all lesions are dry and crusted.

Post-exposure: Follow "Exposure to Chicken Pox" Policy.

Varicella Zoster (Shingles):

Active - localized: Use of appropriate barrier desirable: personnel should not care for infants or immunocompromised patients until lesions are dry and crusted.

Active - disseminated: Remove from workplace until lesions are dry and crusted.

Post-exposure (non-immune personnel): Follow "Exposure to Chicken Pox" Policy.

Communicable Disease Policy Student Acknowledgement

Signature of receipt of information: _____

Print Name: _____

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

OSHA Policy

A. Background information

The Bloodborne Pathogens Standard applies to athletic training students, faculty and or staff members who have occupational and or educational exposure with blood or other potentially infectious materials. Exposure means reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of one's duties.

Bloodborne pathogen means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Other potentially infectious materials mean the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, all body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

B. Specific Guidelines

1. Wear latex gloves whenever touching open skin, blood, body fluids, or mucous membranes. Change gloves after contact with each athlete.
2. Wash your hands with soap and water immediately after exposure to blood or body fluids even if you used gloves. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails. Scrub your hands for at least 20 seconds. Rinse your hands well under clean, running water. Dry your hands using a clean towel or air dry them
3. Any surface (counter, table, wrestling mat, etc.) Must be thoroughly washed after blood has come in contact with it. Use a household bleach solution of 1 part bleach to 10 parts water or a solution of Iso-Quin or Betadine as a cleaner.
4. Place all sharps (scalpel blades, hypodermic needles, etc.) into a red sharps container, specifically designed for the disposal of such implements.
5. Place all medical waste (contaminated gauze, latex gloves, used band-aids, etc.) In a labeled bio-hazardous waste container. These are located in the training room
6. When you are working an outdoor sport and have medical waste to dispose of, place it in a plastic bag (carry some extra ice bags for this in your kit) and then discard it into the proper bio-hazardous waste container upon your return to the training room.
7. Do not allow athletes to share towels contaminated with blood or with bodily fluids.
8. Discard towels and clothing contaminated with blood or bloody body fluids into a receptacle for that purpose. Do not put them in with the regular soiled towels.
9. Be sure all athlete's wounds are well-covered before practice or competitions.
10. If you have an open wound, especially on the hands, avoid providing first aid care of injuries involving bleeding and body fluids until your wound has healed. If you must do so, wear gloves.

11. Remember that the risk of infection for an athletic trainer who uses these precautions is close to zero.
12. If a student is exposed to blood or other body fluids through a needle stick, cut, splash to the eyes or mouth or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood the following actions are to be taken:
 - a. The student immediately informs the clinical preceptor/clinical instructor
 - b. The faculty member informs the pertinent agency staff, program chair or director and the Associate Dean.
 - c. The student is medically evaluated within 48 hours by a physician in the facility or within a designated agency if the evaluation cannot be done within the original clinical facility, by a physician of the student's choice, or through University Health Services.
 - d. An incident report is filed with the facility, if required.
 - e. An Alfred University incident report is completed and sent to the Associate Dean by the appropriate department.
 - f. Centers for the Disease Control Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus should be followed.

OSHA and Communicable Disease Policy Student Acknowledgement

I have obtained the necessary material regarding the Alfred University athletic training program's communicable disease and OSHA policies. I have been provided the opportunity to inquire about the information within each policy and given the chance to ask and have any and all questions explained or answered by athletic training faculty or staff members. I agree to abide by both policies.

Signature of Athletic Training Student: _____

Print Name of Athletic Training Student: _____

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

HIPAA / FERPA Confidentiality Policy

The Health Insurance Portability and Accountability Act (HIPAA) was enacted in 1996 to address the privacy and security of patients' medical records. Individuals should not have access to a patient's medical records unless the patient has given permission for that individual or agency to view them. This not only applies to physician offices but to athletic training and clinic facilities. Any record of injury, illness, treatment and/or rehabilitation should not be visible to other athletes/patients should not be shared with anyone, even a coach, another player, media, etc., unless the athlete/patient has given written permission. Students should ask about the HIPAA compliance forms that are used at the facility to which they are assigned.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. To ensure compliance with all federal guidelines, students will also receive training pertaining to FERPA guidelines.

It is the responsibility of all Alfred University Athletic Training Students to ensure that all patient information, personal, medical, or education related, remain confidential. Due to the varied number of staff personnel that may be involved with a student-athlete's / patient's case, it is essential that this policy be observed in order to maintain an atmosphere of mutual trust that must exist between the student-athlete / patient and representatives of the Alfred University Athletic Training Staff. Gossip, careless remarks, or idle chatter concerning patients, made inside or outside of the athletic training room, is inappropriate, unprofessional, and will not be tolerated. Faculty/Staff and AT students will review HIPAA and FERPA Training annually. This workshop is provided by a Power Point presentation on the Athletic Training Canvas page. The training session is mandatory. Documentation of attendance will be on file.

It is illegal for any certified athletic trainer and/or athletic training student to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access. The protection of patient information, records, and reports is the responsibility of all athletic training personnel involved.

This confidentiality policy also applies to any information learned by or revealed to any certified athletic trainer and/or athletic training student.

STATEMENT OF CONFIDENTIALITY

I have read the ***Alfred University Athletic Training Department HIPAA / FERPA Confidentiality Policy***. My signature below signifies that I understand and agree to the conditions concerning its content and adhere to the policy. I understand that a violation of this policy is grounds for dismissal from the Alfred University Athletic Training Department.

Signature

Date

Print Name

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Department**

Senior Comprehensive Examination Policy

As part of an ongoing effort by the Alfred University Athletic Training Program (AU ATP) to ensure students are prepared to take the BOC, Inc. examination, the AU ATP has created a senior comprehensive examination. The examination is designed to evaluate the student's comprehension of entry-level athletic training skills and knowledge based on their level of the program. The examination will be used to assist the AU ATP in determining a candidate's readiness for certification. With current mandates set forth by the Commission on Accreditation of Athletic Training Education, the AU ATP will be required to document and demonstrate a 70% first time pass rate on the BOC, Inc. examination. As a result, only qualified and prepared students will be endorsed for this examination.

Senior Comprehensive Exam

The senior comprehensive exam will consist of a 150-question written test, a scenario-based examination, and a practical examination on **all** Athletic Training courses and clinical experiences taken within the AUATP. Students will have two opportunities to pass the senior comprehensive exam.

Students must receive a comprehensive score of 70% or better on the written, scenario-based, and practical exam before they can be endorsed by the Program Director and therefore, eligible to take the BOC, Inc. examination. The grade for the senior comprehensive examination will be calculated into each student's grade for ATHT 485: Clinical Internship in Athletic Training. Students who fail to attain a grade of "C" or better in ATHT 485: will have to retake the course the following year.

Students who fail to pass the exam on the second attempt will be permitted to graduate providing, they have meet all other requirements for the program but will not be endorsed by the AU ATP Program Director for BOC, Inc. candidacy during the academic school year.

I have read the Alfred University Athletic Training Program policy regarding the senior comprehensive examination. I fully understand the contents of the policy. I have been provided the opportunity to ask questions regarding the policy. I agree to abide by the Senior Comprehensive Examination Policy as it affects my endorsement to take the BOC, Inc. examination.

Print Student Name

Date

Student Signature

Program Director Signature

Date

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Junior Comprehensive Examination Policy

As part of an ongoing effort by the Alfred University Athletic Training Program (AU ATP) to ensure students are prepared to take the BOC, Inc. examination, the AU ATP has created a junior comprehensive examination. The examination is designed to evaluate the student's comprehension of entry-level athletic training skills and knowledge based on their level of the program. The examination will be used to assist the AU ATP in determining a candidate's readiness for certification. With current mandates set forth by the Commission on Accreditation of Athletic Training Education, the AU ATP will be required to document and demonstrate a 70% first time pass rate on the BOC, Inc. examination. As a result, only qualified and prepared students will be endorsed for this examination.

Junior Comprehensive Exam

The junior comprehensive exam will consist of both a 125-question written test and a practical examination on **all** Athletic Training courses and clinical experiences taken within the AU ATP through the junior year. Students will have one opportunity to pass the junior comprehensive exam. This examination will be counted as the final exam for ATHT 390: Junior Seminar in Athletic Training, and both components will be administered during the final exam week for ATHT 390.

Students must receive a comprehensive score of 70% or better on the written and practical exams before they can progress on to the senior year of the program. The grade for the junior comprehensive examination will be calculated into each student's grade for ATHT 390: Junior Seminar in Athletic Training. Students who fail to attain a grade of "C" or better in ATHT 485 will have to retake the course the following year.

I have read the Alfred University Athletic Training Program policy regarding the junior comprehensive examination. I fully understand the contents of the policy. I have been provided the opportunity to ask questions regarding the policy. I agree to abide by the Junior Comprehensive Examination Policy as it affects my advancement to the senior year of the AU ATP.

Print Student Name

Date

Student Signature

Program Director Signature

Date

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Entrance Examination Policy

As a result of continued growth of the Alfred University's Athletic Training Program, admission to the professional phase of the major has become more selective. Therefore, students will be required to take an entrance examination. The purpose of the examination is to assist the faculty and staff with the selection of qualified candidates. The results of the exam will be factored into the admission criteria. The entrance examination will not be the lone factor when determining entrance to the professional phase of the program, but rather support the candidate's application materials. The information for the exam will be based on prerequisite course work and general knowledge of the profession of Athletic Training. Students will be notified of dates and times for the entrance exam via the Alfred University email system. The examination will be conducted during the spring semester prior to the official application process due date.

The entrance examination will consist of 100 questions. Questions could be in the form of multiple choice, true/false, fill-in-the-blank, matching, and/or short answer. Questions for the entrance examination will be taken from information presented in the following courses:

- ATHT 103 Prevention and Care of Athletic Injuries
- ATHT 105 Perspectives in Athletic Training
- ATHT 110 Medical Sciences
- ATHT 111 Emergency Medicine in Athletic Training

I have read the Alfred University Athletic Training Program policy regarding the entrance examination. I fully understand the contents of the policy. I have been provided the opportunity to ask questions regarding the policy. I agree to abide by the Entrance Examination Policy as it is a part of the application process for the professional phase of the major.

Print Student Name

Date

Student Signature

Date

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Program Advancement Tests (PAT) Policy

As a part of the comprehensive assessment plan associated with the Alfred University Athletic Training Program (AU ATP), an emphasis has been placed on learning over time. Students will be asked to apply knowledge and skills learned throughout the curriculum. Students will complete a comprehensive examination at the beginning of each semester to evaluate the students' expected knowledge, skill, and abilities specific to their level in the AU ATP. Program Advancement Tests will consist of multiple-choice questions and practical exam proficiencies reflective of content from all previous courses. Students must obtain a 75% or higher on the exam. Students scoring below a 75% will have the opportunity to retake the PAT until a passing score of 75% or higher is attained (maximum of three attempts per semester will be allowed). If a student does not pass the exam after their third attempt, the student will receive a failing grade for the associated clinical education course (ATHT 201,202,301,302, or 401). Students will not be able to progress to the next clinical experience course and will have to retake the course the following academic year.

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Associated Fees and Awards

Cost of attending Alfred University can be found on the Alfred University web page, or in the current Undergraduate Catalog.

Alfred University Athletic Training Program approximate costs are listed below. Costs may vary and prices subject to change. Travel cost may depend on location of affiliated clinical site. Additional information pertaining to AT program costs can be provided by either the Program Director or Clinical Coordinator.

1. There will be a course or lab fee assessed to courses offered by the Division. Typically, the assessed fees range from \$30.00 to \$75.00 per course. ATHT 104, 201, 202, 301, 302, & 401 will have a course fee of \$30 each. ATHT 111 course fee is \$50 and the ATHT 103 course fee is \$75,
2. Annual Clothing Fee: Students will be required to purchase khaki pants and shorts along with required AU polo and t-shirts. The cost of clothing may vary. Clothing fee will be approximately \$150.
3. If the student chooses to purchase a side-kit, the student is responsible for the costs \$30-\$60
4. Clinical site required TB Test - \$20.00
5. Criminal Background check - \$15.00 - \$35.00 (if required by clinical site)
6. NATA Membership \$100 (Must be NATA Student Member for full ATrack access).
7. Students are required to attend the ACES BOC Prep. workshop. This is a requirement of the Senior Seminar Course. \$170.00
8. Admission requirement CPR/First Aid Certification-\$35.00 - \$50.00
9. Admission requirement Hepatitis B Vaccination-\$100.00 (In most cases this was completed for High School admission)
10. Flu Vaccination (\$5-\$25 depending upon insurance) Maybe needed for some off-campus clinical sites.
11. Students will be required to purchase membership to the PrepU software program. \$110 for a two-year membership
12. Yearly drug testing for certain clinical sites, \$40.00 (Drug testing may be through the St. James Mercy Hospital or tied to the AU Athletic Department Program's yearly testing. May be subject to change.)
13. Going to professional conferences is highly encouraged by the Athletic Training Program. Partial reimbursement from the Athletic Training Club is possible if the student is an active club member. The student must be an active member of the club in order to receive any reimbursements for going to professional conferences. The left-over balance for the conference is the responsibility of the student.

It is the student's responsibility to provide transportation to off-campus clinical sites, doctor offices, hospitals, outreach, observations and educational seminars related to the clinical education. Access to transportation is required to complete the clinical courses. Transportation costs are estimated at approximately \$150.00 per semester. Costs will vary depending upon the location of the clinical education site.

Liability and Responsibility Notice

Alfred University is not responsible for injury or illness as a result of participation in clinical education. Whether enrolled in an on-campus class or in an Alfred University internship, practicum, course or activity involving domestic or foreign travel, you are responsible for your own medical treatment and are liable for your own actions. In the event of your injury or illness while participating in an Alfred University sponsored activity, AU cannot approve a claim for treatment or reimbursement. Information on insurance is available in the Office of the Vice President for Student Affairs.

Scholarships and Work Employment

There are currently no Alfred University Athletic Training scholarships at this time. All work-study opportunities are related to financial aid eligibility and handled through the Financial Aid Office. See the head athletic trainer for work related employment

opportunities which are serviced-based and not related to the Athletic Training Program. A part-time job outside of the athletic training program may be possible some mornings/Sundays. See the program director for clarification.

Awards

Loans, scholarships, and other financial aid may be available to qualify students. Awards are made on the basis of need, academic promise, and personal qualifications. For complete information, contact the AU Financial Aid Office. Additional scholarships are available through professional organizations related to athletic training, including the National Athletic Trainers' Association, The Eastern Athletic Trainers' Association, and the New York Athletic Trainers' Association,

Alfred University sponsors one athletic training award annually. Selection of the award recipient will be done by the Alfred University Athletic Training faculty and staff. The eligibility and description of the award is below

Excellence in Athletic Training

This award is presented by the faculty to a graduating senior who has shown excellence in Athletic Training as demonstrated through academic and clinical experiences and who shows exceptional promise for future success in the field of Athletic Training.

I acknowledge that I have read and understand there are additional fees associated with being an athletic training major at Alfred University. I have been afforded the opportunity to ask questions and I am satisfied with and will abide by the policy.

Athletic Training Student Signature

Date

Honors in the Field of Specialization

Guidelines for the Athletic Training Majors

Alfred University offers the opportunity for outstanding students to enrich their educational experience by earning Honors in the Field of Specialization. This honor is earned by in-depth exploration of a topic relating to the student's major, culminating in an examination by the faculty to demonstrate mastery of the topic.

Alfred University Policy on Honors within the Field of Specialization

These honors may be awarded to seniors at the time of their graduation by the appropriate faculty. The specific requirements for these honors are determined by each division. The general requirements for all honors are:

- A. Cumulative GPA of 3.30 or better in the courses of the major field
- B. At least two semester hours of credit in independent study (may be waived by the division faculty).
- C. Research paper or case study of interest to the student pertaining to an injury the student was exposed to clinically during their course of study.
- D. An oral presentation of the research project or case study.

Candidates for these honors will be recommended by their respective division and approved by the faculty.

College of Liberal Arts and Sciences Requirements for Honors in the Field of Specialization

1. Students are encouraged to begin planning for an honors project during their junior year.
2. An application for Honors in the Field must be filed with the Program Director for the Athletic Training program no later than the end of the second week of the semester the student intends to graduate.
3. The development of the honors project must be guided by a committee of no less than three faculty members. The Honors Project Advisor must be selected from within the student's major, while other faculty members can be selected from outside the field.
4. Students may register for an Independent Study of 2 credits or more instructed by the Honors Project Advisor. This requirement will be waived by the Program Director if the student can demonstrate a plan for completion without course registration (e.g. setting up a timeline, establishing regular meetings with advisor and committee, etc.).
5. The honors project should represent substantial effort and inquiry into an aspect of interest to the student within their major. Honors projects might include the following types of work:
 - Conducting original research and preparing a poster of results for inclusion in the AU Undergraduate Research Forum
 - Writing a paper of publishable length and quality that examines a question in-depth
 - Designing, conducting, and providing a written report on a service project on campus or in the community which utilizes skills and competencies learned within the major
 - Completing a case study of a unique injury the student has been exposed to during enrollment at Alfred University.
 - Other projects determined by the honors project committee to be appropriate
6. The Honors Project Committee will require an Oral Presentation by the Honors Candidate which will provide an opportunity for the student to demonstrate mastery of the field of inquiry. The presentation must be completed by the end of the exam period at the end of the semester of graduation.
7. The completed project must be submitted to the Honors Project Committee no later than one week prior to the oral presentation date.

Application for Honors in the Field of Specialization

ID _____ Student Name _____

Major _____ Expected graduation ___ May ___ December ___ August 20___

Honors Project Title _____

Brief Description of Project _____

Honors Project Committee Approval of Plan_____
Student Name Signature Date_____
Committee Chair Name Signature Date_____
Committee Member Name Signature Date_____
Committee Member Name Signature Date_____
ATP Program Director Signature Date_____
Date of Completion of Oral Presentation**Recommendation to the Faculty of the Division of Health and Human Performance for Honors in the Field of Specialization**_____
Student Name Signature Date_____
Committee Chair Name Signature Date_____
Committee Member Name Signature Date_____
Committee Member Name Signature Date_____
ATP Program Director Signature Date

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Transfer Policy

Transfer students declaring athletic training as their major must arrange a meeting with the Program Director to map out their plan of study. Each case will be reviewed on an individual basis. All transfer students must formally apply and meet all entrance requirements to be accepted into the professional phase of the Athletic Training Program.

The content of courses accepted as transfer credit by Alfred University will be evaluated by the Program Director to ensure that transfer courses contain the appropriate educational competencies based on the NATA Athletic Training Education Competencies (5th ed.). If any discrepancies exist, the transfer student will be required to register for the appropriate Alfred University Athletic Training Program course to fulfill the deficiency.

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Department**

Athletic Participation for Athletic Training Students

The Alfred University Athletic Training Program sets forth this policy hereby agreeing to allow Athletic Training Students to participate in intercollegiate athletics while a student at Alfred University in the Athletic Training Program with regards to the following provisions and guidelines:

1. Athletic Training Students are allowed to participate/compete in ONE sport per academic year. This is to allow and ensure that the athletic training student fulfill the requirements of all Clinical Experience courses in a timely manner. In addition, this stipulation allows for a minimum level of competency necessary to be successful with regards to clinical skills integration.
2. Athletic Training Students must show that they are completing clinical hours on a consistent basis (minimum of 3 hours per week). To enforce this, all students (regardless of athletic participation) will be expected to complete a minimum of three clinical hours per week. Failure to comply with this policy could result in disciplinary action as outlined in the student handbook.
3. The athletic training student must satisfy all clinical requirements during the semester in which it is assigned. No grades of "incomplete" will be given for students who fail to meet their clinical requirements due to athletic participation. These on- and off-campus assignments are essential and mandatory to the successful completion/graduation with a Bachelor of Science in Athletic Training degree.

As an Alfred University student-athlete/coach, I understand and accept the aforementioned conditions and provisions and submit this agreement to James F. Cerullo, PhD, ATC, CSCS; Program Director, Athletic Training Department to provide evidence of that determination.

I, _____, submit that I will be participating/competing in the sport of _____ during the 2019-2020 academic year.

Student-athlete Signature

Date

Athletic Coach Signature

Date

Program Director Signature

Date

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Alcohol, Drugs, Tobacco, and Gambling Policy

The use of alcohol, drugs, and tobacco or gambling while working as an Athletic Training Student is strictly prohibited. If an ATS is suspected of being under the influence of alcohol, illegal drugs, and/or tobacco or gambling they will be dismissed from their responsibilities for the day and they will be subject to disciplinary measures. If there is a second offense, the ATS will be referred to the Alfred University Wellness Center and removed from the clinical education component of the ATP. When the ATS demonstrates the initiation and continuation of counseling, he/she will be reinstated into the clinical component of the ATP. A third offense will constitute grounds for permanent dismissal from the ATP.

The Program Director and Head Athletic Trainer have the discretion to require that the Athletic Training Students be held to the same athletic Drug Testing Guidelines for athletes while working in the Athletic Department at Alfred University. Please refer to the Student Athlete Handbook for the athletic Drug Testing Guidelines.

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Discrimination, Harassment, and Sexual Misconduct Guidelines

The Alfred University Athletic Training Program has adopted the Alfred University campus-wide policy on discrimination, harassment, and sexual misconduct, as presented in the *Student Life Policies & Procedures Manual on General University Policies*. The information may be found starting on page 20 of this document, and can be accessed at the following Alfred University website: <https://my.alfred.edu/student-policies/docs/dhsmpolicy.pdf>.

Athletic Training Students that feel they are a victim of discrimination, harassment, or sexual misconduct should report this issue to the Program Director.

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

NATA Membership / ATrack Policy

All students formally accepted and enrolled in the Athletic Training Program at Alfred University are required to purchase an annual student membership in the National Athletic Trainers' Association (NATA). In addition, students are required to purchase and maintain membership to the ATrack educational competency and proficiency tracking system. ATrack is currently the software program used by the Athletic Training Program to monitor and ensure all required educational competencies and proficiencies are successfully completed throughout the course of a student's educational programming. In addition to monitoring student competency, the program also serves as a means to document clinical experience hours, student and preceptor evaluations, acknowledgement of various programmatic policies, etc.

Students will not be allowed to continue with the Athletic Training major at Alfred University without having full access to ATrack. The program is essential to the overall successful functioning of the program.

I hereby acknowledge and agree to abide by the Alfred University Athletic Training Program policy to annually purchase a yearly student membership to the NATA and will be an active subscriber of ATrack throughout my tenure in the Athletic Training Program. I understand the failure to abide by this policy will result in my dismissal from the program. I have also been afforded the opportunity to ask questions about the policy and all my questions have been answered to my satisfaction.

(Student Printed Name)

Date

(Student Signature)

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance

Divisional Attendance Policy

It is expected that students be in attendance for every scheduled class. Excused absences will be at the discretion of the instructor, but will be limited to medical and/or family emergencies or pre-approved, pre-scheduled events (i.e. athletic contests). These should be confirmed with appropriate documentation.

Understanding that unavoidable circumstances sometimes arise, a student is permitted to miss (at maximum) the corresponding number of weekly course meetings over the course of a semester without penalty. As an example:

- If a course is scheduled to meet three (3) days a week, a student is permitted to miss up to three (3) unexcused course meetings throughout the semester without penalty.
- A course scheduled to meet two (2) days a week corresponds with a maximum of two (2) unexcused absences without penalty.

If a student is more than 25 minutes late for a 50-minute class or 35 minutes late for a 75-minute class they will be considered absent. In these situations, the student is still responsible for all material presented in class or due to the instructor during that day.

PLEASE NOTE: The **Instructor of Record** for each course has the autonomy to determine and implement a reasonable and unbiased academic consequence for each student who fails to comply with the Divisional Attendance Policy. Please refer to each individual course syllabus for further expectations specific to course attendance.

I have been provided the opportunity to ask questions pertaining to the above policy. My questions have been answered and I am satisfied with the responses. I understand and will agree to abide by the above policy.

Student Signature

Date

Print Student Name

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Volunteer and Travel Policy

Alfred University does not allow students to work as a First Responder or a First Aid Provider. A student working without supervision from an Alfred University Athletic Training Program Affiliated Preceptor is not authorized.

The Athletic Training Student **CAN ONLY** participate in the following:

1. Observation under direct supervision of an ATP preceptor
2. Travel with teams only accompanying an ATP preceptor
3. Clinical experience only when an ATP preceptor is in visual and auditory contact

Students who are found to be in violation of the above policy will be removed from their site and may be dismissed from the program. Sites in violation will immediately have all students removed from said site.

Students performing community service CANNOT represent themselves as an Athletic Training Student of First Aid Provider.

I, _____, have read and understand the policy referred to above.
Print name

Student signature

Date

Program Director signature

Date

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Therapeutic Equipment Safety Policy

Equipment Policy and Procedures

The Alfred University and affiliated clinical sites possess therapeutic exercise equipment and electrical modalities intended for the treatment of student-athletes and/or patients, as well as for educational instruction concerning the knowledge, skills, and clinical abilities associated with various therapeutic interventions to AT students formally accepted into the Alfred University Athletic Training Program. Therapeutic equipment and modalities may not be used or operated without a clinical preceptor present. All treatment program using therapeutic modalities must be approved by a Certified Athletic Trainer before the program is implemented. Athletic Training Students may not independently change and/or modify therapeutic modality treatment programs. Proper operating instructions and safety protocols for each therapeutic modality, including all precautions, warning, and contraindications, must be followed at all times.

Therapeutic Modality Inspection

The Alfred University Athletic Training Program and affiliated clinical sites conduct annual inspections and/or calibrations on all electrical modalities. Inspections of Alfred University electrical modalities will take place in the month of August each year prior to the return of accepted athletic training students and student-athletes. Affiliated clinical sites will be inspected in the calendar month in which each individual site's equipment is recertified annually. All clinical sites are required to submit current inspection and/or calibration documents after the re-certification occurs. All electrical stimulation machines, whirlpools, and hydrocollators are connected to Ground Fault Circuit Interrupters.

Athletic Training Student Use

Athletic Training Students who are officially enrolled in the Athletic Training Program and are participating in or have completed course work congruent with the proper application of electrical stimulation units and ultrasound, and are provided with a current modality prescription filled out by a preceptor may apply the modality to a student-athlete or patient under direct supervision of a preceptor. Athletic Training Students who have completed ATHT 265: Integrative Therapeutic Applications I, may suggest parameters for treatment, and if approved, perform treatment with the direct supervision of a preceptor. Students should provide the patient with a thorough explanation of the treatment procedure, including sensation(s) to be experienced. Students are instructed and encouraged to contact a clinical preceptor if they have any questions regarding the proper operation of any therapeutic modality.

Therapeutic Equipment Problems

Identification of any problems by athletic training students concerning any electrical modalities must be reported to the preceptor as soon as possible. Any modality with a suspected dysfunction should be immediately removed from use by the preceptor until the problem is corrected. The preceptor should then inform the Head Athletic Trainer or site supervisor who will contact the contracted technician for instructions on service and repair.

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Student Employment Policy

The Alfred University Athletic Training Department offers Federal College Work-Study employment positions for athletic training students enrolled at Alfred University. The Alfred University Athletic Training Department follows the guidelines set forth by the Alfred University Financial Aid Office. Students seeking work-study employment must first meet the requirements set by the Alfred University Financial Aid Office. Students are allowed to work 1-15 hours per week based on financial need. Athletic Training Students are hired through the work-study program as clerical assistants. **Student workers cannot receive payment for hours worked while serving in the capacity of an Athletic Training Student.** Payment will only be granted to a work-study student performing duties outlined in the clerical assistant job description.

The job description / responsibilities of a student work-study clerical assistant are listed below:

- Make any necessary photo copies of relevant material as assigned by Division of Health and Human Performance Staff
- Perform various typing duties
- Assist with data entry
- Aid in the maintenance and cleaning of athletic training laboratories
- Deliver and pick-up material to / from appropriate Alfred University offices.
- Serve as models for Athletic Training Department educational courses
- Various other duties as assigned by the Division of Health and Human Performance Staff.

Students enrolled in the work-study program must present financial aid eligibility card to the Secretary for the Division of Health and Human Performance, Athletic Training Program Director, or Head Athletic Trainer. The Program Director will then approve or disapprove the athletic training student for employment. The Alfred University Division of Health and Human Performance and Athletic Training Department are only allotted a certain number of work-study hours to eligible work-study students.

Any questions regarding financial eligibility should be directed to the Alfred University Financial Aid Office. Questions pertaining to work-study employment in the Division of Health and Human Performance and Alfred University Athletic Training Department should be directed to the Athletic Training Program Director or Head Athletic Trainer.

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Liability Insurance Policy

Alfred University Athletic Training students participating in Clinical Experience courses are covered by the Alfred University liability insurance carrier. Students are currently not required to purchase additional liability insurance as directed by the Vice President of Business and Finance.

Copies of the policy can be found in the Clinical Education Coordinator's office. Athletic Training Students are only covered under this policy if they are participating in an event that is directly associated with their education at Alfred University. Events must be formally recognized by the Alfred University Athletic Training Program. Events not recognized by the program are experiences where a formal contract detailing clinical education requirements does not exist.

Questions regarding the liability insurance policy should be directed to the Clinical Education Coordinator for the Alfred University Athletic Training Program.

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Absence Notification

Date _____

Course _____
(department, course #, section)

Dear Professor _____:

This correspondence is to give you advanced notice that _____ is an Alfred University athletic training student and will be unable to attend classes on the date(s) listed below due to travel with intercollegiate athletic teams.

Date	Game	Time Leaving
-------------	-------------	---------------------

I understand that it is the athletic training student's responsibility to make up any work that is missed and to make an appointment with the professor to discuss any questions or concerns, including schedule conflicts, exams, quizzes, and/or assignments.

Thank you in advance for your consideration and support during this educational experience.

Sincerely,

AU Athletic Training Student

Date

Jessica Hurlbut, MS, ATC
Head Athletic Trainer

Liam P. Glover, MBA, ATC
Clinical Education Coordinator

Cc: Paul Vecchio, Director of Athletics
James F. Cerullo, Athletic Training Program Director

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Athletic Training Student Disciplinary Policy

Criteria for Disciplinary Action

The following breaches in behavior are subject to discipline under the following policy:

- **Unprofessional Behavior** while representing the Alfred University Athletic Training Program in both the clinical and classroom setting
- **Breach of Duty** including but not limited to unexcused Clinical Absences and/or Chronic Tardiness
- **Breach of Clinical Experience Policy** accumulating less than *3 hours per week or greater than 20 hours per week
- **CAATE Standard 58** students must have a minimum of 1 day off in every 7 day period
- **Academic Dishonesty** including but not limited to plagiarism and/or falsifying hours
- **Any conduct unbecoming an Athletic Trainer** including but not limited to sexual harassment and/or insubordination

*Note: The Alfred University Athletic Training Department faculty/staff reserve the right to introduce disciplinary action with regards to any action and/or behavior that could be viewed as unprofessional, disrespectful, or inappropriate. *Students accumulating less than 3 hours per week will have a deduction of 4% calculated into their final grade for that specific clinical experience course.*

Disciplinary Action

Once the Alfred University Athletic Training Department has deemed an action and/or behavior inappropriate the following action will be initiated:

Following the first (1st) incident the athletic training student will

1. Receive written and verbal warning and have a conference with the Program Director and/or Head Athletic Trainer;
2. Have notation made in permanent athletic training file;
3. Be reflected in athletic training student's subsequent evaluation and clinical experience grade.

Following the second (2nd) incident the athletic training student will:

1. Be suspended from his/her clinical assignment for one (1) week during which time the athletic training student will be assigned general training room duties;
2. Have a conference with the Program Director, Clinical Coordinator, and Head Athletic Trainer;
3. Have notation made in permanent athletic training file;
4. Be reflected in athletic training student's subsequent evaluation and clinical experience grade.

Following the third (3rd) incident the athletic training student will:

1. Expulsion from the athletic training program, clinical assignment, and all athletic training room privileges revoked for a minimum of one (1) full semester, **after which time if the Athletic Training Program Director/faculty allow the student to return, he/she must re-apply to and complete the application process for successful re-admission to the program.**
2. Have a conference with the Program Director, Head Athletic Trainer, and/or Academic Dean;
3. Have notation made in permanent athletic training file;
4. Be reflected in athletic training student's subsequent evaluation and clinical experience grade (a grade of F will be given for the clinical hours portion of the course).

I have read the Student Disciplinary Policy and agree to abide by the policy set in place. I understand that failure to follow the policy may result in my dismissal from the Athletic Training Program at Alfred University. I have also had the opportunity to ask questions and receive clarification regarding this policy.

Student Signature

Date

Student Printed Name

Note: The Athletic Training Education Program faculty/staff reserve the right to determine the severity of each incident and determine the appropriate course of action.

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Student Grievance Policy

In the event that an Athletic Training Student has a grievance against faculty, staff, preceptors, student-athletes or fellow athletic training students, the following guidelines should be considered:

Criteria for Grievance:

- Unprofessional Behavior
- Breach of Duty/Unfair Practices
- Any conduct unbecoming a Certified Athletic Trainer (ATC)

Procedures:

- a. *The Clinical Education Coordinator (or Program Director if the grievance concerns the CEC) schedules an official meeting with the individual who submitted the grievance to assure that there is not some form of miscommunication.*
- b. *Discuss the complaint and try to resolve the grievance with the individual.*
- c. *If the problem cannot be resolved, inform the individual that you intend to file a formal grievance.*
- d. *Fill out the **Athletic Training Student Grievance Form** and submit the complaint to the Clinical Education Coordinator (or Program Director if the grievance concerns the CEC).*
- e. *Once the grievance is received, Athletic Training Program Faculty and Staff not implicated in the complaint will review the case and take appropriate action.*
- f. *If a resolution cannot be determined, the grievance will be filed with the Dean of the College of Liberal Arts and Sciences, and an outcome will be determined once all of the available evidence is reviewed.*

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Athletic Training Student Grievance Form

Name: _____

Clinical Preceptor/Staff/Student Complaint Pertains To: _____

Clinical Assignment at time of incident: _____

Incident Location: _____ Incident Date/Time: _____

Inappropriate Action/Behavior:

Unprofessional Behavior

Describe: _____

Breach of Duty

Describe: _____

Any conduct unbecoming a Certified Athletic Trainer

Describe: _____

Describe in detail how the incident occurred: _____

Witnesses (if any): _____

I, the aforementioned, agree that the above details and account of the situation are true, factual, and an accurate representation of the situation. I have brought this to the attention of the Clinical Education Coordinator in hopes of having the situation rectified.

Athletic Training Student Signature

Date

Clinical Education Coordinator Signature

Date

The Alfred University Athletic Training Program will review the facts presented above and based upon said facts, determine the best suitable course of action. The decision of the Alfred University Athletic Training Program is **FINAL**.

Decision: _____

Program Director Signature

Date

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Preceptor Disciplinary Policy

Criteria for Disciplinary Action

The following breaches in behavior are subject to discipline under the following policy:

- **Unprofessional Behavior** while representing the Alfred University Athletic Training Program
- **Breach of Duty/Unfair Practices** including but not limited to improper implementation of Athletic Training Program policies and procedures
- **Dishonesty** including but not limited to misleading Athletic Training Students academic preparation or falsifying clinical education hours
- **Any conduct unbecoming an Athletic Trainer** including but not limited to sexual harassment and/or insubordination

Disciplinary Action

Once the Alfred University Athletic Training Department has deemed an action and/or behavior inappropriate the following action will be initiated:

Following the first (1st) incident:

4. A written and verbal warning is given and a conference call with the Clinical Education Coordinator will be conducted;
5. A notation will be made in the affiliated site's permanent athletic training file;

Following the second (2nd) incident:

5. The preceptor will be suspended from his/her preceptor responsibilities for one (1) week during which time the athletic training student will be assigned to another preceptor and/or general athletic training room duties;
6. A formal meeting with the Clinical Education Coordinator will be conducted;
7. A notation will be made in the affiliated site's permanent athletic training file;

Following the third (3rd) incident:

5. The preceptor will be suspended from his/her preceptor responsibilities for the remainder of the academic semester.
6. A formal meeting with the Program Director and Clinical Education Coordinator
7. Have notation made in the affiliated site's permanent athletic training file;

Note: The Athletic Training Program faculty/staff reserve the right to determine the severity of each incident and determine the appropriate course of action.

Alfred University

Section 504-ADA Grievance Procedures

I. Policy Statement

Alfred University has adopted this internal grievance procedure for the prompt and equitable resolution of disputes alleging violations of Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and the ADA provide that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a covered entity or be subjected to discrimination by such an entity.

Any University student, faculty, or staff who believes that they have been subjected to discrimination on the basis of disability or has been denied access or accommodations required by law shall have the right to invoke this grievance procedure. In general, this procedure is designed to address the following types of concerns:

1. Disagreements or denials regarding requested services, accommodations, or modifications to University practices or requirements;
2. Alleged inaccessibility of a University program or activity;
3. Alleged harassment or discrimination on the basis of a disability; and
4. Any other alleged violations of the ADA and/or Section 504.

This procedure is not intended and shall not supersede other University policies and procedures which may exist for addressing issues of concern unrelated to disabilities for which separate University policies and procedures exist.

II. Procedures:

All disability-related disputes covered by these procedures must be filed in writing using the attached petition form within 45 days of the alleged compliance violation. The University may extend this time frame when a delay is due to circumstances beyond the petitioner's control (e.g., illness or incapacity). All petitions shall be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. The University may decline to review a petition that is untimely or fails to contain all required information, including a clear statement of all grounds for the petition. To facilitate a clear and prompt resolution, a petition shall not be expanded beyond the issues presented in the initial petition.

The written petition shall be submitted on the attached form and include the information listed below. Alternate means of filing a petition, such as personal interviews or tape recordings, will be made available for persons with disabilities upon request.

1. A full description of the problem and any relevant facts;
2. A summary of the steps the petitioner has already taken in attempt to resolve the problem, including the names of persons involved;
3. A statement of the requested resolution and the individual's rationale for the requested accommodations for each perceived violation;
4. Any supporting documentation; and
5. The name, contact information and signature of the person initiating the petition.

A. Informal Grievance Procedures

A University student, faculty, or staff member is encouraged to first attempt to resolve their concern informally. If the person has concerns about a disability-related issue, they should, in general, first discuss the matter with the individual(s) most directly responsible, such as the faculty or staff member, who has made a determination regarding the disability-related issue. If the concerned person chooses to speak first with the individual(s) most directly responsible, but the discussion does not yield an equitable outcome, or if the circumstances of the concern are such that it would be inappropriate for the concerned person to contact the individual responsible, the concerned person should consult with the Section 504/ADA Compliance Officer, who will attempt to facilitate a resolution.

If the Section 504/ADA Compliance Officer is not successful in achieving a satisfactory resolution, generally within 15 working days from the date the concern is raised regarding the disability-related issue, the Section 504/ADA Compliance Officer will inform the concerned person of her/his efforts, and the concerned person's right to file a written petition.

B. Formal Grievance Procedures

If no satisfactory resolution is reached after the above informal attempts to resolve the concern are made, or if the concerned person chooses to bypass the above informal process, a written petition should be submitted. If a concerned person attempts to resolve the matter informally and that attempt has failed or the concerned person decides to end the informal process for any other reason, the concerned person will have an additional 10 working days to file a written petition. A listing of all meetings and/or written attempts to resolve the issue should be included with the written petition.

1. Where the petition alleges the denial of an approved academic accommodation or service by a faculty member to a student, the petition should be filed with the Center for Academic Success (CAS). CAS shall assess the written petition and review all information necessary to render a written determination to the student, the faculty member, and the department chair. If requested, the student shall submit any additional information and/or documentation as requested by CAS. CAS will issue a letter of determination to the student, faculty member, and the department chair of their findings within 15 working days after receipt of the student's petition.
2. If the student disagrees with the determination given by CAS, the student may appeal the CAS letter of determination to the Section 504/ADA Compliance Officer. Such appeals shall be in writing using the attached form, and shall be submitted within 15 working days after the CAS determination is issued. Untimely appeals may be denied in the discretion of the Section 504/ADA Compliance Officer. Upon receipt of the written appeal, the University's Section 504/ADA Compliance Officer will review the letter of determination offered by CAS, the arguments and information presented in the appeal, and review all information necessary to render a written determination. If needed, the student shall submit any additional information and/or documents as requested by University's Section 504/ADA Compliance Officer. The Section 504/ADA Compliance Officer will issue a decision concerning the appeal within 15 working days after receiving the student's written appeal and receiving any additional information requested. Failure to provide any additional information requested within 15 working days, may result in delay of a decision or dismissal of the appeal in the discretion of the Section 504/ADA Compliance Officer. The Section 504/ADA Compliance Officer will supply the student and relevant parties with a copy of the final decision and take any steps necessary to implement the decision, including but not limited to, providing a copy of the letter of determination to the appropriate University officials.
3. If the concern is against CAS (e.g., regarding the denial of requested accommodations) the petition should be filed directly with the University's Section 504/ADA Compliance Officer. Similarly, all other concerns of disability discrimination covered by this procedure (e.g., alleging inaccessibility of a University program or activity, harassment, or other discrimination based on disability) should be filed via written petition with the Section 504/ADA Compliance Officer. The Section 504/ADA Compliance Officer will conduct an investigation of the petition. Unless there are extenuating circumstances, the Section 504/ADA Compliance Officer will issue the letter of determination concerning the petition within 15 working days of receiving the petition and any additional information requested. If extenuating circumstances cause a delay, the Section 504/ADA Compliance Officer will notify the petitioner in writing of the delay along with an anticipated time-frame for issuance of the final letter of determination. The Section 504/ADA Compliance Officer will supply the petitioner and relevant parties with a copy of the letter of determination and take any steps necessary to implement his or her decision, including but not limited to, providing a copy of the letter of determination to the appropriate University officials.
4. Regarding a petition submitted directly to the Section 504/ADA Compliance Officer, if the petitioner disagrees with a letter of determination made by the Section 504/ADA Compliance Officer concerning the petition, the petitioner may appeal to the Director of Human Resources using the same procedure and timeframes set forth in Section 2 above. Notwithstanding the preceding sentence, appellate decisions of the Section 504/ADA Compliance Officer concerning appeals from letters of determination are final and not reviewable again, it being the intention of this procedure to provide one opportunity to appeal a denied petition.
5. In the event that the Section 504/ADA Compliance Officer is unable to consider a petition or appeal due to a conflict of interest or extended illness, the Director of Human Resources shall consider the petition or appeal. Appeals from a letter of determination issued by the Director of Human Resources shall be heard by the Vice President for Business and Finance. Notwithstanding the preceding sentence, appellate decisions of the HR Director concerning appeals from letters of determination are final and not reviewable again, it being the intention of this procedure to provide one opportunity to appeal a denied petition.
6. A concerned person may withdraw a petition or appeal they have submitted at any time by written notice to the administrator or office handling the petition or appeal at that time.
7. Copies of petition and appeal records will be held in the HR office for a period of seven years after which the records will be destroyed.

C. Timeliness

Specified time limitations refer to the academic year, September through May. If a petitioner presents a petition in June or the alleged incident allegedly occurred during the summer months, the time calculation may be suspended between the end of the academic year and the opening of the following academic year in September. In such a situation, the 45-day time-frame would begin the first day of the academic year. In addition, time limitations do not include official University holidays or other closures during the regular academic year. The term "days" refers to days when the University is open for business.

D. Retaliation

The University prohibits retaliation against any student for filing a petition and/or appeal under this process or against any other individual participating in the investigation of a petition and/or appeal. Any such retaliation is against state and federal laws.

E. Confidentiality

Confidentiality of information shall be maintained to the extent reasonably practical by each person involved in the informal or formal investigation or resolution of a petition and/or appeal under this policy. Any disclosures regarding the petition, appeal or the investigation shall be limited to the minimum necessary to accomplish the investigation or address the petition and/or appeal.

F. OCR Complaint

Although it is encouraged to attempt to resolve concerns pertaining to disabilities by using this procedure, individuals have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR):

U.S. Department of Education
Office for Civil Rights D.C.
Enforcement Office
400 Maryland Avenue, SW
Washington, D.C. 20202-1475
Telephone: 1-202-245-8300 FAX: 202-245-8301 TDD: 877-521-2172
Email: ocrdc@ed.gov

AU Section 504/ADA Compliance Officer:
Jamie Babcock
Alfred University
One Saxon Drive
Alfred, New York 14802
607-871-2905
babcock@alfred.edu

AU Section 504/ADA Grievance Petition

Date: _____

Name: _____

Telephone: _____

Campus e-mail Address: _____

Address: _____

Petition Information (attach additional pages if necessary)

1. Full description of the problem and any relevant facts and issue:

2. Summary of steps taken to resolve the problem including names of any people involved:

3. Requested resolution and rationale for any accommodations:

4. Supporting Documentation (Summarize and Attach):

5. Witnesses and contact information (if applicable):

I affirm that the above statements and attachments are true and complete to the best of my knowledge and belief:

6. Signature of Petitioner: _____

Office Use Only:

Date Received:	Received By:	Date Determination Letter Issued:	Date Determination Letter Sent to Petitioner:

AU Section 504/ADA Grievance Appeal

Date: _____

Name:

Telephone: _____

Campus e-mail address: _____

Address: _____

Date Letter of Determination Issued:

Specific Determination(s) Appealed from (list and attach pages if necessary):

Required Attachments by Appellant:

1. Petition as submitted (no alterations or additions).
2. Letter of Determination as issued (no alterations or additions).

I affirm that the above statements and attachments are true and complete to the best of my knowledge and belief:

Signature of Appellant: _____

Office Use Only:

:

Date Received:	Received By:	Date Decision Issued:	Date Decision Sent to Petitioner:
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**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Student Applicant Agreement

Name: _____ **ID#** _____

Athletic Training Agreement

I agree to the conditions stated with the application and understand that if I am accepted into the ATP, I may be asked to begin my clinical responsibilities at least two weeks prior to the beginning of the fall semester following my acceptance. If I am not accepted, I understand that I may be allowed to resubmit my application, but only after consultation with the ATP Director. Furthermore, if I am accepted, I will adhere to the Code of Ethics of the National Athletic Trainers' Association and the Policies and Procedures established by the athletic training faculty and staff of Alfred University for participation in the Athletic Training Program. These policies and procedures are designed to ensure my safety, the safety of the athletes, and to ensure professionalism among program participants. All questions concerning this application have been answered to my satisfaction, and I voluntarily submit my credentials to the requirements and provisions stated herein.

Health Status Agreement:

The Commission on Accreditation of Athletic Training Education (CAATE) guidelines state that an evaluation of students' "...health will permit them to meet the established written technical standards of the program."

- Therefore, I understand that I will be required to provide evidence of having recently passed a health status (technical standards) and physical exam using the form provided by the ATP.

Interview Criteria Agreement:

- I understand that I may be evaluated on objective criteria during my personal interview, my written response to the essay question on the application form, or similar distinguishing criteria deemed appropriate by the athletic training program faculty.
- I understand that I may be partially evaluated on a clinical observation evaluation from my primary clinical supervisor. This will be a subjective assessment by a qualified athletic training supervisor, based on my performance during my clinical observation time.
- I understand that the Athletic Training Program Director may seek input from other qualified individuals to evaluate my application and interview. These individuals may include but may not be limited to the athletic training faculty, other faculty members in teaching courses within the ATP, athletic training staff members at Alfred University, or other clinical site supervisors.

ATP-Clinical Instruction Agreement:

- I understand that the Athletic Training Program (ATP) requires a clinical component called the ATP Clinical Instruction Program (CIP).
- I understand that only those athletic training students accepted into the Clinical Instruction Program will be able to enroll in the practicum courses while enrolled at Alfred University in the approved clinical settings, and that some of the clinical site rotation assignments will be off campus, for which I will be responsible for my own transportation to and from the site during the hours assigned.
- I understand that I am required to complete a minimum of clock-hours in clinical instruction at Alfred University approved clinical settings including the ATHT 485 Clinical Internship in Athletic Training (Internship) requirement.
- I understand that I will not be endorsed by the ATP Director to take the BOC exam without the completion of the clinical portion of the AT program.
- I submit that I have reviewed the requirements for continuation in the clinical instruction program as stated in the university catalog and on the program web site.

Qualification/Selection Agreement:

- I fully understand that there are a limited number of athletic training student spaces in the Entry-level Athletic Training Program and the associated Clinical Instruction Program. I further understand that after I fulfill the admission requirements as stated in this application (see below), that I will then be eligible to compete with other qualified applicants for any available spaces in the clinical athletic training program.
- Furthermore, I fully understand that even after I qualify as a candidate for the ATP Clinical Instruction Program (meet the required criteria), that further evaluation may be undertaken by the athletic training assessment committee, using objective criteria beyond those listed in the catalog, to narrow the field of qualified candidates to the number of available clinical spaces. I understand and agree to submit my credentials to this process to compete for available positions.

I hereby authorize representatives from the College of Liberal Arts and Science at Alfred University to obtain and maintain a student file of academic information pertaining to my participation in the Athletic Training Program, including grades and transcripts, evaluations, and other relevant information pertaining to state licensure and national certification. I understand that this information will be provided to the athletic training admissions committee, so they may evaluate my credentials for admission into the major and program. Subsequently, if I should be selected for admission to program, I agree that my student file will be accessible to authorized CAATE officials. I give full consent to release this information of my own free will.

 Student's Signature

 Date

 Program Director's Signature

 Date

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Application Checklist

Name: _____

Use the following checklist to ensure you have completed all requirements for admission to the Athletic Training Program (ATP) at Alfred University.

- Completed the Application Form to the Athletic Training Program
- Documented a minimum of 50 hours of observation under the direct supervision of an ATC
- Obtained a 2.75 overall GPA/Obtained a 3.0 GPA in specified prerequisite courses
- Completed selected prerequisite courses with a grade of C or better
- Submitted a letter of intent / essay describing my interest in applying to the ATP at Alfred University
- Submitted a professional resume to the ATP selection committee
- Submitted three (3) letters of recommendation from the required individuals
- Provided an official Alfred University transcript
- Signed Student Applicant Agreement
- Signed Student Academic Handbook Statement
- Signed Technical Standards for Admission form
- Signed Clinical Experience Policy form
- Signed NATA Membership – ATrack Policy form
- Signed Athletic Training Student Immunization Policy form
- Signed Entrance Examination Policy form
- Signed Senior & Junior Comprehensive Examination Policy forms
- Signed OSHA & Communicable Disease Policy forms
- Signed HIPAA/FERPA Confidentiality Policy
- Signed HHP Attendance Policy Form
- Signed Associated Program Fees Agreement
- Signed Disciplinary Policy
- Completed an Applicant Immunization and Illness Record form
- Completed the Applicant Health Assessment form
- Submitted proof of current First Aid and CPR for the Professional Rescuer Certification
- Completed the ATP Entrance Examination
- Arranged an interview with the ATP selection committee

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Application Form to the Athletic Training Program

Personal Information:

Name: _____ Student ID # _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ School: _____

Email: _____ Gender: _____

Race : _____

First Aid/CPR/AED Certified (circle): Yes No Expiration Date: _____

Have you completed OSHA/Universal Precautions Training? Yes____ No____ Date_____

Student Member of NATA (circle): Yes No If yes, membership # _____

Academic Performance:

Prerequisite Coursework

Course	Title	Credits	Grade
ATHT 103	Prevention and Care of Athletic Injuries	4	_____
ATHT 104	Introduction to Clinical Experience (Midterm)	1	_____
ATHT 105	Perspectives in Athletic Training	1	_____
ATHT 110	Medical Sciences	2	_____
ATHT 111	Emergency Medicine in Athletic Training	2	_____
ATHT 205	Structural Kinesiology (Midterm)	2	_____
ATHT 210	Advanced Athletic Training (Midterm)	3	_____
ATHT 215	Personal Health and Wellness (Midterm)	2	_____
Total credit hours		17	

First Semester GPA for the Major: _____

Cumulative GPA: _____ **(All Courses Taken)**

Total Clinical Hours: _____

Extra Curricular Activities: (List all college level extracurricular activities other than athletic training experiences. Be sure to include dates and locations).

Athletic Training Experience:

In which of the following athletic training settings do you have experience under the direct supervision of a certified athletic trainer?

Four Year College or University? Yes No

 If yes, how long were you under their supervision? ___yrs ___mths ___days

Community or Junior College? Yes No

 If yes, how long were you under their supervision? ___yrs ___mths ___days

High School? Yes No

 If yes, how long were you under their supervision? ___yrs ___mths ___days

Physical Therapy Clinic? Yes No

 If yes, how long were you under their supervision? ___yrs ___mths ___days

Other Athletic Training Experience: (Include dates, location, and length of experience)

Please list any seminars or conferences you have attend related to the profession of Athletic Training.

Letters of Recommendation:

Please list the name and telephone number of three individuals who will be writing letters of recommendation in support of your application:

1. _____
2. _____
3. _____

Letter of Intent / Essay:

Complete a 1-2 page, type written, double spaced letter that discusses your interest in athletic training, what influenced you to consider athletic training as a major, previous experiences, career goals, and how Alfred University's Athletic Training program will help you accomplish these goals.

RELIABILITY: Honesty, trustworthiness, conscientiousness.					
PERSEVERANCE: Steadfastness in purpose, disciplined work habits, stamina and endurance.					
INTERPERSONAL RELATIONS: Effective response and sensitivity to the feelings and needs of others, compassion.					
EMOTIONAL STABILITY: Performance under pressure, absence of tension symptoms, mood stability.					
INTELLECTUAL ABILITY: Facility in understanding new ideas, perception of relationships between concepts, insight.					
RESOURCEFULNESS: Adaptability to new situations, effective use of available resources, originality.					
JUDGMENT: Ability to analyze a situation and make an appropriate decision, common sense.					

D. Recommendation:

- Recommend Enthusiastically
 Recommend with Confidence
 Recommend
 Recommend with Reservation
 Do Not Recommend

Signature _____ Date _____

Please print name _____

Title _____

Employer _____

Please let us know your level of familiarity with the profession of Athletic Training _____

On a separate sheet of paper, please describe qualifications, traits, accomplishments, and / or experience that you feel are significant in demonstrating the applicant's ability to complete the athletic training program.

Please enclose this form and supplemental materials in an envelope, seal the envelope, sign your name across the seal and forward the envelope to:

James F. Cerullo, PhD, ATC, CSCS
Program Director, Athletic Training
Chair, Division of Health and Human Performance
Alfred University
Alfred, NY 14802
(607)871-2902 / 2114 fax
cerullo@alfred.edu

Thank you for your time and participation in this process.

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Athletic Training Student Health Assessment

TO BE COMPLETED BY PHYSICIAN ONLY:

NAME: _____ DATE: _____

DATE OF BIRTH: _____

HEIGHT: _____ WEIGHT: _____ BP _____ / _____ PULSE: _____

PEAK FLOW (IF APPLICABLE): _____ PREDICTED: _____

	NORMAL	ABNORMAL (PLEASE EXPLAIN)	INITIALS
MEDICAL			
Appearance			
Lungs			
CV			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder			
Elbow			
Wrist			
Hip			
Knee			
Foot/Ankle			
Any clinical evidence of communicable disease? YES NO			

Based on your examination, should this patient's physical and mental health permit them to meet the technical standards of the Athletic Training Education Program? Yes NO

Approval for participation without limitation? Yes No If "no", please explain below

Recommendations: _____

Name of Physician (print/type) _____ Phone: _____

Signature of Physician: _____ Date: _____

**Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program**

Athletic Training Student Immunization and Illness Record

Immunizations that are required by New York State must be up to date to participate in the advanced phase of the athletic training program. Proof of current immunization should be included in the materials submitted for application to the major. The immunization records should accompany the completed physical examination form. The Division of Health and Human Performance also may require an annual TB test (Mantoux/PPD) at the students' expense before they are able to participate in some off campus clinical experiences. The results of the TB test, signed by the health care provider, must be given to the Clinical Coordinator at the beginning of each requiring clinical experience. Proof of having chickenpox or the varicella vaccine is required to be able to complete the general medical requirement of the program.

Name: _____

Year: _____

MMR: _____

dT _____

	<u>Disease</u>		<u>Vaccine</u>
Varicella	Yes	No	_____
Hepatitis B	Yes	No	_____ _____ _____
Mononucleosis	Yes	No	

Athletic Training Student Signature

Date

Head Athletic Trainer Signature

Date

Team Physician Signature

Date

Alfred University
College of Liberal Arts and Sciences
Division of Health and Human Performance
Athletic Training Program

Athletic Training Student Immunization Policy

Immunizations that are required by New York State must be up to date to participate in the advanced phase of the athletic training program. Proof of current immunization should be included in the materials submitted for application to the major. The immunization records should accompany the completed physical examination form. The Division of Health and Human Performance also may require an annual TB test (Mantoux/PPD) at the students' expense before they are able to participate in some off campus clinical experiences. The results of the TB test, signed by the health care provider, must be given to the Clinical Coordinator at the beginning of each requiring clinical experience. Proof of having chickenpox or the varicella vaccine is required to be able to complete the general medical requirement of the program. Students may also be required to obtain a flu shot or other vaccinations/immunizations or tests for various off campus clinical experience/internship sites. The cost of the flu shot and any additional vaccinations / immunizations / tests, will be at the expense of the student.

Failure to comply with the immunization policy may result in the student being unable to complete the Athletic Training program. If a student refuses to obtain immunization required by off campus sites, effort will be made to assign the student to sites which do not require additional immunizations. Even with concentrated effort to assign the student to other clinical education sites, the student may still be unable to complete the Athletic Training program.

Athletic Training Student Signature

Date

Clinical Education Coordinator

Date

**Division of Health and Human Performance
Athletic Training Program**

Admissions Rubric

Name: _____

		1	2	3	4	Score
Application Form		None	Incomplete	3	Completed/Well Done	
Letters of Recommendation	Address qualifications and ambition of candidate for AT Program	None	Vague	General in Nature	Directly address qualifications for program	
Professional Objective Statement	Content	Vague Lacks Depth Meaning is unclear	Some objectives Lacks specificity	Objectives w/ some depth	Clear Objectives, Concise/ In depth	
	Writing	Multiple instances of Poor Grammar Poorly Written	Some Errors A challenge to read and understand due to the errors	Few Errors Easily Read	Well written and Engaging Grammar and diction are consistent with strong writing ability.	
	Aligns with Program Objectives in terms of both quality and quantity	No alignment	Minimal alignment	Good alignment	Strong alignment	
Resume/C.V.	Shows experience as an AT highlighting development as a professional	No relevant AT type experience. No clinical observation hours.	Some relevant AT type experience. Did not complete required clinical observation hours.	Some relevant AT type experience. Has completed clinical observation hours.	Strong background and experience. Completed required clinical observation hours.	
Transcripts	GPA: Minimum of Bachelor's Degree from Accredited Institution	2.79 or below	2.8-2.99	3.0-3.5	Above 3.5	
Clinical Staff Recommendation		Do Not Recommend	Neutral	Recommend	Highly Recommend	
Entrance Exam Score		Below 60%	60-75%	75-85%	85-100%	
Interview Score	Rubric	Below 2	2.0-2.99	3.0-3.49	3.5-4.0	
Final Score	Total (out of 40)					/40