

TEXAS A&M UNIVERSITY – COMMERCE

**ATHLETIC TRAINING
EDUCATION PROGRAM (ATEP)**

**ATHLETIC TRAINING
STUDENT HANDBOOK**



REVISED 2009

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History of the Athletic Training Education Program

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

Texas has been very instrumental in providing leadership to the national organization; involving individuals with foresight and imagination to see the potential growth of a very unique profession. Our university is proud to say that one of those individuals worked for 22 years as our head athletic trainer and track coach, Mr. Delmer Brown. The legacy that he left for us to follow is considerable. He coached the ETSU track and field teams to seven Lone Star Conference titles. In 1964, he was the head athletic trainer for the USA track team in the Tokyo Olympics. A Helms Foundation Hall of Fame Member, Delmer was named LSC Track and Field Coach of the Year in 1967 before retiring from coaching in 1977. Delmer retired from ETSU in the spring of 1980. Through Delmer's efforts, ETSU's athletic training student program is one of the most progressive in the state. In the May of 2003, Delmer Brown passed away at the age of 87. Delmer was inducted into the ETSU Hall of Fame in 1983. Delmer is also a member of the National Athletic Trainers' Association Hall of Fame and the Southwest Athletic Trainers Hall of Fame, as well as being inducted into the Lone Star Conference Hall of Honor in 2000. 1998 marked the first year of the Delmer Brown Scholarship Award. It is awarded yearly to a student that demonstrates superior academic achievements and strong personal character.

Coach Brown, as he was called, mentored and produced many athletic trainers that have brought great respect to our university. Many of which are still working in Texas today. After Coach Brown retired, Mr. Jeff Clark became the head athletic trainer from 1980 to 1985. Mr. Ed Sunderland took over as head athletic trainer from 1985 until 2001, later becoming the first Program Director of the newly formed Athletic Training Education Program. The current ATEP is overseen by Bob Conlin – Director of Athletic Training Education and Sarah Mitchell – Clinical Coordinator. In addition, the athletics department has three full-time athletic trainers and one part time graduate assistant. These include Warren Young – Director of Sports Medicine, Kjerstin Gardner – Assistant Athletic Trainer, Dustan Thrift – Assistant Athletic Trainer, and Tye Burch-Bowser – Graduate Assistant. The ATEP also utilizes many other professionals within Commerce and surrounding communities to assist in the supervision and evaluation of athletic training students within their clinical experiences.

Mission & Vision Statements

University Mission Statement:

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

University Vision Statement:

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

Athletic Training Education Program (ATEP) Mission Statement:

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

Our goal is that every student in the program develops superior knowledge and skills which will enable them to pass the National Athletic Trainers' Association Board of Certification and the State of Texas Licensing Examinations.

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

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

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

Athletic Training Education Program (ATEP) Vision Statement:

The Athletic Training Education Program will strive to become one of the premiere athletic training entry-level preparation programs within the State of Texas.

Sports Medicine Department Mission Statement:

The Athletic Training Program has five primary functions:

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

Sports Medicine Department Vision Statement:

We will strive to be a valued and recognized program of excellence within the University, local community and Northeast Texas.

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

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

The philosophy of our program is to maintain the highest-level care possible for our athletes. Providing quality athletic training service is our ultimate concern. We will abide by the guidelines set forth by the University, NCAA, and LSC, to provide this care. Also, the education of the athletic training student (ATS) is a major priority. We will provide educational opportunities within an environment conducive to learning. Our goal is that every athletic training student that completes the program will pass their credentialing examinations. We will follow the recommendations for licensure from the State of Texas and for certification from the National Athletic Trainers' Association Board of Certification.

Overview of the ATEP

The Department of Health and Human Performance has a long history of providing educational opportunities for students in the field of athletic training. In 2001, the university recognized athletic training as a major field of study. The Athletic Training Education Program (ATEP) is responsible for the admission criteria, advisement and administration of the athletic training major.

The program goals are:

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

The ATEP received its initial accreditation status in 2005 and is currently accredited through the Commission on Accreditation of Athletic Training Education (CAATE). Students wishing to pursue NATABOC certification must graduate from a CAATE Accredited program. Contact the program director for more information.

ATEP Acceptance & Admission Requirements

Competitive Admission Requirements

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

Initial Acceptance Requirements

Students seeking initial acceptance into the ATEP must complete and/or submit:

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

Students will only be admitted during the fall semester and the deadline for submitting all materials listed below is July 31st.

Full Admission Criteria – Clinical Education Program

Students seeking full admission into the ATEP must:

1. Complete all necessary steps to meet the initial acceptance requirements
2. Be beyond freshman year with approximately 24 semester hours
3. Demonstrate an overall GPA of 2.5 on 4.0 scale
4. Complete a minimum of 225 hours of documented clinical observation experience. Hours can be transferred in from another institution if they are documented by a certified/licensed athletic trainer. Outside hours must be verified by the program director.
5. Earn a grade of “C” or better in each of the following courses: HHPA 140 – Introduction to Athletic Training, HHPA 213 – Prevention and Care of Athletic Injuries, and HHPA 214 – Preventative Techniques in Athletic Training. Courses can be transferred if they meet specific guidelines – see “Transferring Athletic Training Courses” below.
6. Have completed at least one anatomy/physiology course (HHPH 172 or BSC 251)
7. Meet ATEP technical standards requirements
8. Become recertified in adult CPR/FA/AED and complete a bloodborne pathogen training course annually
9. Participate in a selection committee interview (15-30 minutes)

The selection committee is chaired by the program director and composed of the members of the Athletic Training Education Committee plus a current athletic training student member. Formal acceptance into the ATEP is required for participation in the clinical education program. Approximately 10-15 students per year will be fully admitted. This number may vary, depending on the availability of the number of approved affiliated sites and the ratio of Approved Clinical Instructors to current students enrolled in ATEP.

Transferring Athletic Training Courses

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

1. Course must be assigned a specific Course Title and Prefix.
2. Course must be assigned an academic load.
3. Course must have a specific course syllabus listing course objectives, grading scale and semester course outline.
4. The Athletic Training courses must be taught by a NATABOC certified athletic trainer in good standing. All clinical observation/experience must also be supervised by a certified athletic trainer and adequately documented.
5. If the transfer student does have acceptable documentation of proficiencies, evaluated by a NATABOC certified athletic trainer, the course instructor/ACI with the program director's approval, will only accept the evaluated proficiencies that apply directly to ATEP assigned proficiencies in the HHPA 214 course only. Demonstration for competency will be required. It must be understood that the transfer student must enroll in all other AT major's courses and the proficiencies must be re-demonstrated, ACI evaluated and recorded on the ATEP's clinical forms.

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

Competitive Admission Ranking Scale

1. Overall Grade Point Average (GPA), 60%
2. Pre professional AT and science courses GPA, 10%
3. Interview with selection committee, 10%
4. AT Instructor's recommendations, 10%
5. Completed clinical observation hour forms, 10%

Meeting the minimum requirement for "Competitive Admission" **DOES NOT guarantee selection for full admittance into the program.** Each student denied admittance will be notified in writing within two weeks of culmination of the selection process – end of spring semester (Month of May). Dates to be posted on ATEP web page.

Selection Committee Grievance Policy

If a student is denied full admittance to the ATEP, they have the right to meet with the program director. The program director will discuss the Selection Committee's findings with the student. The student has the right to re-apply for full admittance the next year. If the student feels their application has been handled inappropriately, they have the right to appeal to the department head of Health and Human Performance. The department head has the right to overrule or accept the Selection Committee's finding. If the student is not satisfied, they have the right to appeal to the dean of the College of Education and Human Services. A written letter of explanation is to be sent to the dean within two weeks of the department head's ruling. The dean will make the final decision regarding the student's request. If the student has a grievance other than the selection process, consult the ATEP Grievance Policy for details which is located in the ATEP Manual or the University's Grievance Policy in the Student Guide Book. Additional assistance regarding students' non-academic complaints is provided from the Dean of Students Office.

Conditional Admission Criteria

Conditional admission is for unique situations only! A student may apply in writing, for conditional admission because of health, family or other extenuating circumstances during the pre-professional level. The written request will be forwarded to the Selection Committee through the program director. There is no guarantee conditional admission will be awarded. If conditional admission is approved it will be for one semester and only if the ATEP is below maximum student enrollment. Students that are admitted conditionally are automatically placed on probation. The rationale for conditional admission is to allow students to maintain their classification for the professional development level progression if special circumstances exist. If denied conditional admission, the student has the right to appeal via the Selection Committee Grievance Policy.

Progression & Retention Criteria

1. Must be in "Good Standing" academically with the University;
2. Must maintain an cumulative GPA of 2.5 in athletic training major required courses;
3. Must earn a "C" or better in major courses;
4. Must demonstrate a satisfactory level in the required clinical proficiencies for that level of the clinical program. All clinical proficiencies assigned to the specific clinical course MUST be completed before a course grade is given. A grade of "I" – Incomplete will be recorded if student did not attempt to complete the assigned proficiencies. The student will not be allowed to enroll in the next clinical course until the incomplete is removed.
5. Must meet the minimal clinical experience hour requirements (250 – 300).
6. Must be enrolled in 12 semester hours or be considered a full time student;
7. Maintain yearly CPR/FA/AED certification and blood borne pathogen training

Probation and Suspension

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

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

Probationary Requirements:

1. Sign up for tutoring sessions with Mach III
2. Monthly grade reports are due to program director
3. Attend time management sessions at the counseling center
4. Attend all class on time providing weekly updates.

Academic Appeal Process – Grievance Procedures

All students have the right to appeal the academic probation or suspension to the program director or department head. A written letter outlining reasons for the appeal is required. The program director or department head will present the information to the Athletic Training Education Committee. The appealing student will have the opportunity to appear in front of the committee. If the Athletic Training Education Committee denies the appeal, the student has the right to present the information directly to the department head for consideration. The department head will render a decision to overrule or uphold the Athletic Training Education Committee's ruling. The student has the right to appeal to the dean of the College of Education and Human Services for the final decision.

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

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

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

Basic Financial Obligation, Scholarship & Work Study within the ATEP

Approximate ATEP costs are listed below but may vary depending on location of affiliated site(s). See program director for details.

1. The University charges course fees for each lecture and clinical course. Typically the assessed fees range from \$5.00 to \$15.00 per course. These fees are utilized in the purchase of educational supplies. Refer to the university Schedule of Classes for specific course fees amounts.
2. Transportation (see statement below) ~ \$400.00
3. Clothing not supplied by the university ~ \$200.00
4. Yearly CPR/FA/AED training ~ \$10.00
5. Yearly blood borne pathogen training ~ \$35.00
6. Private physical examination ~ \$75.00
7. Private Hepatitis B Vaccination ~ \$150.00
8. Private liability insurance ~ \$40.00 (The ATEP provides a general policy for all students while enrolled in classes)

Transportation to on/off-campus clinical sites, doctor offices, hospitals, outreach observations and educational seminars related to the clinical education and experience is the responsibility of the ATS. Access to reliable transportation is required to complete the clinical courses.

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

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

Non-Discrimination Policy

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

ATEP Curriculum

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

The clinical program consists of four separate levels of development:

- Pre-Professional
- Professional Level I
- Professional Level II
- Professional Level III

The unique nature of this program requires students to be highly motivated, disciplined, committed, responsible, inquisitive, and willing to take initiative in their own learning process.

Program Description

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

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

Total: 127 (or) 128 semester hours

Athletic Training Degree Graduation Requirement

To complete the degree requirements, students must:

1. Meet all university requirements for graduation
2. Earn a "C" or better in each Athletic Training Major course
3. Have an overall Major GPA of 2.5 or better
4. Have an overall GPA of 2.0 of better
5. Meet all clinical program requirements, 100% of completion clinical proficiencies

Additional Program Information

The clinical plan requires ATs to progress through eight laboratory and six (6) Clinical Experience in Athletic Training courses related to the professional development levels. The academic and clinical course objectives of the program are developed from the educational competencies of athletic training as prescribed by the Education Council of the National Athletic Trainers' Association. Eight laboratory courses provide formal clinical instruction and evaluation of the required skills/proficiencies necessary for entry-level athletic trainers. ATs must demonstrate a satisfactory level of skill mastery to progress to the next professional level. All skill-based proficiencies are evaluated by Approved Clinical Instructors. Basic knowledge and skills will be taught and evaluated in the pre-professional level before entering the directed field experiences of the Clinical Experience Athletic Training courses. In directed field experiences, each AT will be required to observe, participate, and document an average of 20 hours/week within the athletic training and/or health care facilities affiliated with the ATEP.

Transportation will be required to travel to on/off-campus facilities at the ATs's expense. The Clinical Experience in Athletic Training courses requires students to be involved with the care of athletes under direct supervision by an Approved Clinical Instructor (ACI) or Clinical Instructor (CI). The ATs must participate in the practice and game preparation for a variety of men's and women's sports. ATs will apply their integrated knowledge and skills in the supervised clinical environment. The Clinical experience in Athletic Training courses begin during the second year in the program and are related to the four required areas of lower extremity, upper extremity, equipment intensive and general medical.

Athletic Training Courses

HHPA 140 – Introduction to Athletic Training

One hour

This course is part of the pre-professional requirements for athletic training majors. The students will learn basic history, policies and procedures, management, and prevention techniques related to the allied-health field of athletic training. Observation hours in the on-campus athletic training facilities are required for full admittance to the Athletic Training Education Program. Course fees and lab fees are listed in the current course schedule.

HHPA 213 – Prevention and Care of Athletic Injuries

Three hours

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

HHPA 214 – Preventive Techniques in Athletic Training

One hour

Students will learn taping, wrapping and padding techniques used to support and prevent athletic injuries. Techniques for making and applying special preventative pads, splints and fitting of protective equipment will be taught. Demonstration of proficiency of clinical skills will be required to complete this course. Participation in directed clinical experience in on-campus athletic training facilities is required. Course fees and lab fees are listed in the current course schedule.

HHPA 239 – Therapeutic Modalities**Three hours**

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

HHPA 240 – Therapeutic Modalities Lab**One hour**

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

HHPA 259 – Athletic Injury Assessment I**Three hours**

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

HHPA 260 – Athletic Injury Assessment I Lab**One hour**

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

HHPA 339 – Therapeutic Rehabilitation**Three hours**

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

HHPA 340 – Therapeutic Rehabilitation Lab**One hour**

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

HHPA 369 – Athletic Injury Assessment II**Three hours**

A study of knowledge skills and values an athletic trainer must possess to assess and evaluate injured athletes and other physically active individuals. Course content to include: pathology, on and off the field assessment procedures for the head, face, neck, shoulder, elbow, wrist hand and fingers. Course fees apply and are listed in class schedule.

HHPA 370 – Athletic Injury Assessment II Lab**One hour**

This lab will teach general and specific assessment and evaluation techniques for the head, face, neck and upper extremity. Pathology and on-field assessment procedures will also be taught. Mastery of clinical skills will be required to complete lab. Participation in clinical experiences in on and off-campus facilities is required. Transportation will be needed. Lab fees apply and are listed in class schedule.

HHPA 441 – Athletic Training Administration**Three hours**

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

HHPA 442 – Health Care Administration Lab**One hour**

This course will give the student the opportunity to observe administrative procedures used in the different health care settings. A rotation of health care facilities will be visited. Application of administration techniques will be applied to the athletic training profession. Mastery of clinical skills will be required to complete the lab. Participation in directed clinical experience in on-campus and off-campus facilities is required. Transportation will be needed. Course fees and lab fees are listed in the current course schedule.

HHPA 459 – Assessment of General Medical Conditions**Three hours**

A study of the knowledge, skills and values an athletic trainer must possess to assess general medical conditions for the physically active. Course content to include: assessment of the trunk, chest, abdomen, lower axial spine, illnesses, skin conditions and pharmacology. Course fee will be applied and are listed in current class schedule.

HHPA 460 – General Medical Assessment Lab**One hour**

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

HHPA 480 – Clinical Integration in Athletic Training**Three hours**

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

HHPA 489 – Independent Study**One – Four hours**

Individualized instruction/research at an advanced level in a specialized content area under the direction of a faculty member. May be repeated when the topics vary. Prerequisite: consent of athletic training program director.

Clinical Experience in Athletic Training Courses

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

HHPA 249 – Clinical Experience in Athletic Training I One Hour

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

HHPA 279 – Clinical Experience in Athletic Training II One Hour

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

HHPA 349 – Clinical Experience in Athletic Training III One Hour

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

HHPA 379 – Clinical Experience in Athletic Training IV One Hour

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

HHPA 449 – Clinical Experience in Athletic Training V One Hour

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

HHPA 479 – Clinical Experience in Athletic Training VI One Hour

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

Clinical Education (ATS Clinical Experience/Observation)

Purpose

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

Objectives

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

ATS Policies and Guidelines

- Be present in the training room, at practice, and at games whenever you are expected to be here.
- Always conduct yourself in a professional manner as it relates to both your actions and conversations. Keep in mind that you are representing the ATEP, Department of Health & Human Performance, and Texas A&M University-Commerce.
 - It is understood that personal & professional relationships will develop during your time in the ATEP. This includes relationships with peers, student-athletes, supervising athletic trainers, coaches, and administrators.
 - Issues concerning these relationships must be handled in a professional manner while engaged in athletic training responsibilities.
 - Conversations involving gossip, disrespectful, embarrassing, or hurtful statements about others will not be tolerated.
 - All information related to student athletes is to remain confidential at all times. No personal information or details pertaining to injury, illness, or status is to be disclosed to anyone other than your supervising athletic trainer. Be sure to refer any/all questions regarding this issue to you supervising athletic trainer. Refer to your policy regarding confidentiality of information.
- Dress appropriately for all athletic training related activities.
 - **Practice and treatment times:**
 - **All athletic apparel must have the current TAMU-C logo and no other visible logo other than Nike is acceptable (khaki shorts/pants and shoes do not apply yet because we don't have the budget to buy everyone those items)**
 - 1) Athletic shorts that are navy blue, grey, yellow/gold, or black
 - 2) Regular shorts/Cargo shorts that are blue or khaki
 - 3) Females may also choose to wear Capri pants that are blue or khaki

- 4) Blue jeans are only to be worn during specified treatment days (a day where there is no practice such as Monday). Blue jeans must fit appropriately and appear in good condition (no holes, frays, or stains)
- 5) Wind pants that are navy blue, grey, yellow/gold, or black.
- 6) Texas A&M University-Commerce Athletic Training T-shirts are preferred. At this time, if a student observing or involved in clinical experience has not received Athletic Training T-shirts then they need to use good taste in selecting a shirt (i.e. neutral in color)
 - Any clothing that displays another College/University name/logo, advertises alcohol/tobacco products, or contains offensive language is not allowed
- 7) Dress comfortably but not provocatively
- 8) Tennis shoes are required at all times. Avoid wearing shoes that you do not want to get messed up. **NO OPEN TOE SHOES ALLOWED**
 - **Indoor Games:**
 - 1) Khaki pants/Capri pants
 - 2) Athletic Training game shirts. All shirts must be tucked in unless otherwise specified by your supervising athletic trainer
 - 3) Tennis shoes
 - **Outdoor Games:**
 - 1) Khaki pants/Capri pants, wind pants (navy blue, grey, yellow/gold, or black)
 - 2) Regular shorts/Cargo shorts that are khaki
 - 3) Athletic Training game shirts. All shirts must be tucked in unless otherwise specified by your supervising athletic trainer
 - 4) Tennis shoes
 - **Cold Weather:**
 - 1) When outdoors during cold weather, students may wear sweatshirts, jackets, and coats. Please be sure to use good judgment (refer to above guidelines) for selecting outer wear

Note: All hats should also be TAMU-Commerce or TAMU-Commerce colors. Do not wear hats that represent other college/university teams, advertise alcohol/tobacco, or contain offensive language.

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

Attendance Policy

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

Disciplinary Action

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

Conduct Related Issues (includes all things outlined under the ATS Policies & Guidelines)

- First Offense – verbal warning
- Second Offense – 1 point
- Third Offense – 2 points
- Fourth Offense – 3 points
- Fifth Offense – 5 points

Attendance Issues

Tardiness (enforced at the discretion of ACI/CI)

- First Offense – verbal warning
- Second Offense – 1 point
- Third Offense – 2 points
- Fourth Offense – 3 points
- Fifth Offense – 5 points

Absent with short notice

- First Offense – 1 point
- Second Offense – 2 points
- Third Offense – 3 points
- Fourth Offense – 4 points

Absent (No Call – No Show)

- First Offense – 2 points
- Second Offense – 3 points
- Third Offense – 5 points

Results Based on Number of Points Accumulated Throughout the Semester

- > 3 Points First letter of reprimand (LOR) and suspended for 1 day
- > 5 Points Second (LOR) and suspended for one week
- > 10 Points Third (LOR), suspended for two weeks, and drop one letter grade for semester
- > 15 Points Suspended from program for remainder of semester and will receive an automatic failing grade "F" for the course

Grades

Students must successfully complete their current clinical observation/experience requirement in order to move on to the following one. All clinical observation/experience hours must be documented on the appropriate form and initialed by the student's ACI/CI. It is the athletic training student's responsibility to make sure this is taken care of on a daily basis and these hours are turned in as requested.

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

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

Pre-Professional Students

HHPA 140 – Introduction to Athletic Training

The Clinical Observation portion of the ATEP is essential for the development of the ATS. ATSs are required to accumulate a minimum of 75 hours of supervised clinical observation over the course of the semester for successful completion of this course and ATEP requirements. ATSs will need to accumulate a total of 100 supervised clinical observation hours in order to receive the full 500 points allotted for the clinical observation portion of the course. ATSs will lose 6 points from their clinical observation points for every hour they are short of 200 down to the minimum of 150 hours. ATSs who fail to accumulate a minimum of 75 hours will receive an Incomplete "I" in the course and will be expected to make-up the hours they missed. ATSs who fail to accumulate at least 50 hours of clinical observation will receive an "F" in the course and will be required to re-take the course. ATSs will be notified of their clinical observation assignment/rotation. Clinical observations will involve: practice and game treatments, rehab sessions, field set-up/tear-down, cleaning of athletic training equipment and facilities, documentation of injuries and treatments, attending athletic competitions, etc. Also, ATSs must document their clinical observations on the appropriate form. All clinical observation hours must be supervised by an Approved Clinical Instructor (ACI), Clinical Instructor (CI), licensed medical (or) allied health care professional.

- 100+ hours: ATS will receive full credit (500 points) for the Clinical Observation portion of the course requirements.
- 75 – 99 hours: ATS will have six (6) points deducted from the 500 point total for every hour the ATS falls below 100 hours.
- 50 – 74 hours: ATS will receive an Incomplete "I" in the course and be required to make up the missed hours. Failure to do so will result in a failing grade "F" and require the ATS to re-take the course the next time it is offered.
- Below 50 hours: Student will receive a failing grade "F" in the course and be required to re-take the course the next time it is offered.

HHPA 214 – Preventative Techniques in Athletic Training

The Clinical Observation portion of the ATEP is essential for the development of the ATS. ATSs are required to accumulate a minimum of 150 hours of supervised clinical observation over the course of the semester for successful completion of this course and ATEP requirements. ATSs will need to accumulate a total of 200 supervised clinical observation hours in order to receive the full 500 points allotted for the clinical observation portion of the course. ATSs will lose 3 points from their clinical observation points for every hour they are short of 200 down to the minimum of 150 hours. ATSs who fail to accumulate a minimum of 150 hours will receive an Incomplete “I” in the course and will be expected to make-up the hours they missed. ATSs who fail to accumulate at least 100 hours of clinical observation will receive an “F” in the course and will be required to re-take the course. ATSs will be notified of their clinical observation assignment/rotation. Clinical observations will involve: practice and game treatments, rehab sessions, field set-up/tear-down, cleaning of athletic training equipment and facilities, documentation of injuries and treatments, attending athletic competitions, etc. Also, ATSs must document their clinical observations on the appropriate form. All clinical observation hours must be supervised by an Approved Clinical Instructor (ACI), Clinical Instructor (CI), licensed medical (or) allied health care professional.

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| 200+ hours: | ATS will receive full credit (500 points) for the Clinical Observation portion of the course requirements. |
| 150 – 199 hours: | Three (3) points will be deducted from the 500 point total for every hour the ATS falls below 200 hours. |
| 100 – 149 hours: | ATS will receive an incomplete “I” in the course and be required to make up the missed hours. Failure to do so will result in a failing grade “F” and require the ATS to re-take the course the next time it is offered. |
| Below 100 hours: | ATS will receive a failing grade “F” in the course and be required to re-take the course the next time it is offered. |

Professional Students (Levels I, II, & III)

Clinical Experiences in Athletic Training (I – VI)

The Clinical Experience portion of the ATEP is essential for the development of the ATS. ATSs are required to accumulate a minimum of 250 hours of supervised clinical experience over the course of the semester for successful completion of this course and ATEP requirements. ATSs will need to accumulate a total of 300 supervised clinical experience hours in order to receive the full 500 points allotted for the clinical experience portion of the course. ATSs will lose 3 points from their clinical experience points for every hour they are short of 300 down to the minimum of 250 hours. ATSs who fail to accumulate a minimum of 250 hours will receive an Incomplete “I” in the course and will be expected to make-up the hours they missed. ATSs who fail to accumulate at least 200 hours of clinical experience will receive an “F” in the course and will be required to re-take the course. ATSs will be notified of their clinical experience assignment/rotation. Clinical experiences will involve: practice and game treatments, rehab sessions, field set-up/tear-down, cleaning of athletic training equipment and facilities, documentation of injuries and treatments, attending athletic competitions, etc. Also, ATSs must document their clinical experiences on the appropriate form. All clinical experience hours must be supervised by an Approved Clinical Instructor (ACI), Clinical Instructor (CI), licensed medical (or) allied health care professional.

300+ hours:	ATS will receive full credit (500 points) for the Clinical Experience portion of the course requirements
250 – 299 hours:	ATS will have three (3) points deducted from the 500 point total for every hour the ATS falls below 300 hours.
200 – 249 hours:	ATS will receive an Incomplete “I” in the course and be required to make up the missed hours. Failure to do so will result in a failing grade “F” and require the ATS to re-take the course the next time it is offered.
Below 200 hours:	ATS will receive a failing grade “F” in the course and be required to re-take the course the next time it is offered.

Athletic Training Student Description

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

CAATE & ATEP Position on Student Supervision

The CAATE does not support unsupervised clinical experience for athletic training students.

Therefore, athletic training students are to be supervised at all times during their clinical observations and experiences. Issues regarding inadequate supervision should be directed to the supervising athletic trainer. If this does not produce an acceptable response, athletic training students should consult with the clinical coordinator to initiate a resolution.

Defining Direct Supervision

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

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

Liability Insurance

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

Protection From & Reducing the Spread of Bloodborne Pathogens

Bloodborne Pathogens refer to infectious microorganisms found within blood and other bodily fluids which can lead to the transmission/spread of infectious disease(s). All ATSs are required to have current bloodborne pathogen training (taken on a yearly basis). Records verifying proof of bloodborne pathogen training will be kept in each ATSs ATEP file. All ATSs are expected to practice proper wound care and safe handling of potentially infectious blood and bodily fluids. Use of personal protective equipment (i.e. gloves) is required any time an ATS is performing wound care or handling potentially infectious blood and bodily fluids. The best rules to follow include: (1) treat every individual as if they were infected (which translates into treating everyone the same), and (2) always avoid cross-contamination between individuals and objects.

Protection From & Reducing the Spread of Communicable Diseases

ATSs that suspect they may be experiencing a communicable disease must seek proper medical attention and receive documentation (pertaining to restrictions and return-to-school/work status) from a licensed medical (or) allied health care professional before being allowed to return to their clinical assignment. The following policies (**next page**) are designed to protect both the ATS and the student-athlete/patient from the spread of communicable diseases.

- (1) ATs with contagious or potentially contagious illness(es) must avoid direct patient contact, regardless of clinical setting.
 - (a) ATs experiencing coughing, sneezing, runny nose, congestion, sore throat, head and/or body aches, gastrointestinal discomfort, diarrhea, etc. with an oral temperature of 101° F or greater must report to the student health center or primary care physician.
 - (b) If an AT is instructed to take time away from school/work, they must contact their instructor(s)/professor(s) and supervising ACI/CI prior to their absence (or) as soon as possible.
- (2) ATs must always practice sound prevention techniques while working within a healthcare environment (i.e. avoiding close face-to-face contact, no sharing of drinks, regular hand washing, secretion and cough management, use of personal protective equipment when appropriate, etc.)
- (3) ATs must always cover all open wounds, lesions, blisters, or cuts before treating a student-athlete or patient.

Examples of communicable diseases include but are not limited to:

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

Confidentiality & Ethical Behavior

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

Review NATA Code of Ethics and the State of Texas, Advisory Board of Athletic Trainer rules and regulations for confidentiality and ethical behavior standards.

Policies & Guidelines for ATs with Children

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

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

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

Exceptions where it is acceptable to bring children:

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

Children in Classrooms/Labs

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

Children in Workplaces/Clinical Experiences

1. The ATs will not be allowed to have their child present with them during clinical experiences that occur during the hours of 8am to 5pm due to the fact that these are standard hours of daycare. However, there will be some flexibility to allow ATs to leave their clinical experience in order to pick up or drop off their child, as long as the ATs obtains prior approval from their ACI/CI with at least 24 hours notice. There will also be flexibility allowing the ATs to have their child present at clinical experiences during hours before 8am and after 5pm, as long as the ATs obtains prior approval from their ACI/CI with at least 24 hours notice. It will also be expected that the ATs will still perform the duties required of their clinical experience with their child present.
2. If at any time, the child becomes a distraction during the ATs's clinical experience and prevents the ATs from performing their duties, the ATs will be asked to leave.
3. If at any time, the child causes a disruption to the practice, coaches, and/or athletes at the clinical experience, the ATs will be asked to leave with their child.
4. It is reasonable to expect that the child may acquire unexpected illnesses and/or need to see a physician on short notice. If this occurs, the ATs must immediately notify their ACI/CI of the

situation and their plan to provide care in order to prevent disciplinary action. Please note: regular checkups for the child do not constitute ‘seeing a physician on short notice’. ATSs should notify their ACI/CI at least 1 week prior to regular checkups in order to have their clinical experience schedule accommodate the time off needed for the appointment.

5. Discretion will be left to the ACI/CI to determine if the ATS is missing clinical experience assignments due to the child or due to their poor planning. If the ACI/CI determines the absence is due to poor planning from the ATS, disciplinary action will result.
6. Specific situations related to clinical experiences
 - a. Games – the ATS MUST have child care for their child during the game. The child will not be allowed to be on the bench with the ATS, nor in the stands behind the bench. If the child care provider keeps the child at the game, it will need to be at a sufficient distance to not cause a distraction to the ATS. Doctor’s appointments and the child being sick should not affect the ATS’s responsibility to be at a game. If for some reason, the ATS does not have child care for their child, they will be given up until game time to find someone to watch their child. If child care arrangements cannot be made, the ATS will be asked to leave with their child. This will result in Disciplinary Action as outlined by the Absent, Short Notice category.
 - b. Doctor’s clinic – the ATS MUST have child care for their child during this type of clinical experience. If child care arrangements cannot be made, the ATS will be asked to leave with their child. This will result in Disciplinary Action as outlined by the Absent, Short Notice category.
 - c. Off-campus Clinical Sites – the ATS MUST have child care for their child during this type of clinical experience. If child care arrangements cannot be made, the ATS will be asked to leave with their child. This will result in Disciplinary Action as outlined by the Absent, Short Notice category.

Disciplinary Action

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

- 1st, 2nd, & 3rd Offense – documentation of situation
- 4th & 5th Offense – strict verbal warnings
- 6th Offense – 1 point
- 7th Offense – 2 points
- 8th Offense – 3 points
- 9th Offense – 4 points
- 10th Offense – 5 points

Policies & Guidelines Regarding ATS’s Facebook/Myspace Pages

It is understood that online sites such as FaceBook and MySpace are commonly utilized by college students. However, ATSs must exercise the utmost caution and complete discretion when posting pictures or text onto their “page(s)”. If it is found out that ATSs have inappropriate pictures or text which associate them to Texas A&M University-Commerce and/or the ATEP and reflect negatively upon the university and/or ATEP, disciplinary actions will be carried out at the discretion university officials and/or the Director of Athletic Training Education.

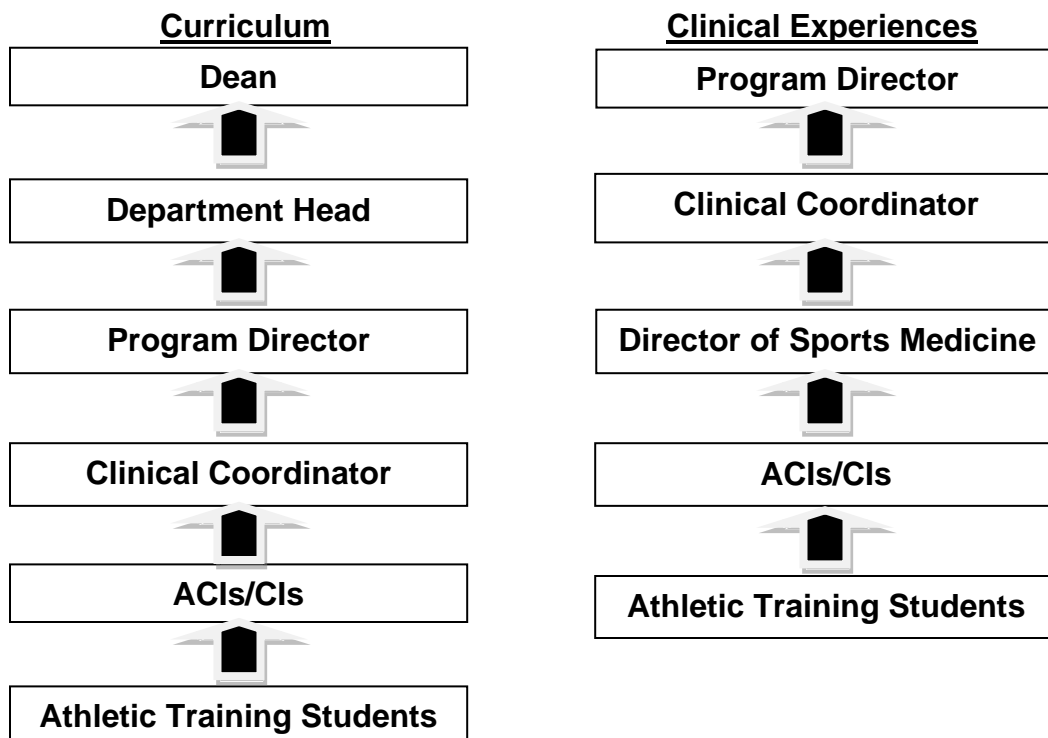
Examples Include: (1) pictures which show ATSs engaging in the consumption of alcohol and/or drugs, fighting, making obscene gestures, nudity, engaging in or simulating sexual acts, etc., and (2) text which is obscene, inappropriate, and/or unbecoming of a young professional.

Chain of Command

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

1. If Not Sure, Refer!
2. Do No Further Harm!

Hierarchy for Chain-of-Command



Professional Membership

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

Professional Organizations:

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

Athletic Training Society

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

Helpful Resources

- **ATS Application File Checklist (pg. 30)**
- **HBV Awareness & Requirement for Vaccination (pg. 31)**
- **Four-Year Degree Plan (pgs. 32-33)**
- **Clinical Field Experience Observation Hour Log (pg. 34)**
- **Clinical Experience Hour Sheet (pg. 35)**
- **ATS – Clinical Facility Evaluation Form (pg. 36)**
- **ATS – ACI/CI Evaluation Form (pg. 37)**
- **Proficiency Evaluation: Description & Sample (pg. 38)**
- **Technical Standards for Admission (pg. 39-40)**
- **Delmer Brown Foundation Scholarship Award (pg. 41-43)**

**TEXAS A&M UNIVERSITY – COMMERCE
ATHLETIC TRAINING EDUCATION PROGRAM**



**ATHLETIC TRAINING STUDENT
APPLICATION FILE CHECKLIST**

NAME: _____ **SCHOOL YEAR:** _____

ITEM	YES	NO	DATE	INITIALS
ATEP Application				
Essay				
3 Letters of Recommendation				
Declared Major as Athletic Training				
Current Adult CPR/FA/AED Certification				
Current Bloodborne Pathogens Training				
High School Transcripts				
College Transcripts				
Physical Exam				
HBV Vaccination -or- signed declination				
Technical Standards				

COMMENTS:

Program Director's Signature

Date

Student's Signature

Date

TEXAS A&M UNIVERSITY – COMMERCE
ATHLETIC TRAINING EDUCATION PROGRAM



HBV AWARENESS & REQUIREMENT FOR VACCINATION FORM

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

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

ATS Signature

Date

Texas A&M University – Commerce Athletic Training Education Program 4-Year Bachelor of Science Degree Plan Major: Athletic Training Minor: Health			
<u>Year</u>	<u>Courses</u>	<u>SCH</u>	<u>Completed?</u>
<u>FRESHMAN</u>			
<u>Pre-Professional Phase</u>			
Fall	CED 111 – Critical Thinking (Freshman only)	1	
Fall	ENG 101 – College Reading & Writing	3	
Fall	MATH 141 – College Algebra	3	
Fall	IS 151 – Integrated Science I & Lab (or) PHYS 111 – College Physics & Lab	4	
Fall	HHPH 172 – Systems of the Human Body	3	
Fall	HHPA 140 – Introduction to Athletic Training	1	
Spring	ENG 102 – Written Argument & Research	3	
Spring	BSC 107 – Human Biology: Structure & Function & Lab	4	
Spring	FRA 105 – Weight Training	1	
Spring	HHPK 211 – First Aid & Safety	3	
Spring	HHPA 213 – Prevention & Care of Athletic Injuries	3	
Spring	HHPA 214 – Preventative Techniques in Athletic Training	1	
Summer	HIST 121 – US History to 1877	3	
Total Hours		29/30	
<u>SOPHOMORE</u>			
<u>Professional Level (I)</u>			
Fall	FRA (Physical Activity of Choice)	1	
Fall	CSCI 126 – Microcomputer Applications (or) ETEC 224 – Computer Literacy	3	
Fall	BSC 251 – Human Anatomy & Physiology I & Lab	4	
Fall	BSC 256 – Medical Terminology	3	
Fall	HHPA 249 – Clinical Experience in Athletic Training I	1	
Fall	HHPA 259 – Athletic Injury Assessment I	3	
Fall	HHPA 260 – Athletic Injury Assessment I Lab	1	
Spring	PSY 130 – Psychology of Adjustment (or) PSY 131 – Introduction to Psychology	3	
Spring	HHPK 154 – Concepts of Physical Activity	3	
Spring	BSC 252 – Human Anatomy & Physiology II & Lab	4	
Spring	HHPA 279 – Clinical Experience in Athletic Training II	1	
Spring	HHPA 369 – Athletic Injury Assessment II	3	
Spring	HHPA 370 – Athletic Injury Assessment II Lab	1	
Summer	HIST 122 – US History from 1865	3	
Total Hours		34	

<u>Year</u>	<u>Courses</u>	<u>SCH</u>	<u>Completed?</u>
JUNIOR			
Professional Level (II)			
Fall	HHPH 130 – Introduction to Personal & Community Health	3	
Fall	HHPH 331 – Nutrition	3	
Fall	HHPK 335 – Kinesiology & Biomechanics & Lab	4	
Fall	HHPA 239 – Therapeutic Modalities	3	
Fall	HHPA 240 – Therapeutic Modalities Lab	1	
Fall	HHPA 349 – Clinical Experience in Athletic Training III	1	
Spring	SPC 111 – Fundamentals of Speech	3	
Spring	HHPH 265 – Substance Use & Abuse	3	
Spring	HHPH 362 – Survey of Human Diseases	3	
Spring	HHPA 339 – Therapeutic Rehabilitation	3	
Spring	HHPA 340 – Therapeutic Rehabilitation Lab	1	
Spring	HHPA 379 – Clinical Experience in Athletic Training IV	1	
Summer	HHPA 441 – Athletic Training Administration	3	
Summer	HHPA 442 – Health Care Administration Lab	1	
	Total Hours	33	
SENIOR			
Professional Level (III)			
Fall	JOUR 114 – Mass Communication in Society	3	
Fall	PSCI 211 – Principles of US & Texas Government	3	
Fall	HHPK 450 – Exercise Physiology & Lab	4	
Fall	HHPA 449 – Clinical Experience in Athletic Training V	1	
Fall	HHPA 459 – Assessment of General Medical Conditions	3	
Fall	HHPA 460 – General Medical Techniques Lab	1	
Spring	Visual & Performing Arts (Choice)	3	
Spring	PSCI 212 – US & Texas Government: Institutions & Policies	3	
Spring	HHPK 417 – Measurement & Evaluation	3	
Spring	HHPA 479 – Clinical Experience in Athletic Training VI	1	
Spring	HHPA 480 – Clinical Integration	3	
	Total Hours	28	
	Total Hours for Degree Completion (Without CED 111)	127	
	Total Hours for Degree Completion (With CED 111)	128	

Texas A&M University – Commerce
 Athletic Training Education Program
 Clinical Experience Hour Sheet

Name: _____
 Semester/Year: _____
 Clinical Course: _____
 ACI/CI: _____

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

Date	Day	Type of Experience (FB, VB, clinic, ATRC, etc)	Time In	Time Out	Hours
	Mon				
	Tues				
	Wed				
	Thurs				
	Fri				
	Sat				
	Sun				
Weekly Total					

Date	Day	Type of Experience (FB, VB, clinic, ATRC, etc)	Time In	Time Out	Hours
	Mon				
	Tues				
	Wed				
	Thurs				
	Fri				
	Sat				
	Sun				
Weekly Total					

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

 ATS Signature

 Date

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

 ACI/CI Signature

 Date

Athletic Training Students - Clinical Facility Evaluation Form

Name of Facility: _____ ACI/CI: _____

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

Physical Structure:

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

Learning Opportunities:

5. Was it easy to get to the assigned clinical facility _____
6. Policies and procedures of the facility were clearly defined _____
7. Athletic Training Students roles in the facility were clearly defined _____
8. The facility provided a stimulating environment to learn _____
9. Learning opportunities were a priority for the facility _____
10. Facility provided an educational experience _____
11. Overall the facility provided a positive experience _____
12. How would you rate the facility as a clinical site _____

13. List the major "*Strengths*" of the clinical facility: _____

14. List the major "*Weaknesses*" of the clinical facility: _____

15. List recommendations you have for improving education opportunity for learning in this clinical facility: _____

16. Other Comments: _____

Signature: _____ Date: _____ ATEP Level: _____

Athletic Training Students – ACI/CI Evaluation Form

Instructor: _____ Name of Facility: _____

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

Personal Traits of Clinical Instructor:

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

Communication Skills of Clinical Instructor:

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

Teaching Ability of Clinical Instructor:

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

24. Overall rating of Clinical Instructor _____

25. List the major "Strengths" of Clinical Instructor: _____

26. List the major "Weaknesses" of Clinical Instructor: _____

ATS Signature: _____ Date: _____ ATEP Level: _____

Proficiency Evaluation

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

Peer Evaluations

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

ACI Evaluations

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

Grading Scale

Unsatisfactory (U)

- The student fails to demonstrate the fundamental knowledge and understanding necessary to perform the skill

Needs Improvement (NI)

- The student demonstrates the fundamental knowledge and understanding necessary to perform the skill but requires additional instruction and practice

Satisfactory (S)

- The student demonstrates proficiency in performing the skill

Example

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

Proficiency	Peer Evaluation			ACI Evaluation		
	<u>Date</u>	<u>Grade</u>	<u>Initials</u>	<u>Date</u>	<u>Grade</u>	<u>Initials</u>
RM-P6.1 Operate a Sling Psychrometer						

Comments:

Technical Standards for Admission
(Mental, Physical, Emotional and Communicative Requirements)
(This document has been approved by the Director of Disability Services, 2004)

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

Compliance with the program's technical standards does not guarantee a student's eligibility for the NATABOC athletic training certification exam.

Candidates for Selection to the Athletic Training Education Program Must Demonstrate:

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

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

The Disabilities Resource Service Center on campus will evaluate a student who states he/she can meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

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

Signature of Applicant

Date

Print Full Name

Alternative Statement for Students Requesting Accommodations

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

Signature of Applicant

Date

Print Full Name

Delmer Brown Foundation Scholarship Award

Selection Criteria

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

Eligibility and Award Criterion

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

1. **Excellence in academics, 33%**
 - a. Overall GPA
2. **Exemplary service to the athletic program, 33%**
 - a. Based on accumulated hours
 - b. Years of service
 - c. Involvement in a variety of sports
 - d. Interpersonal involvement with peers, staff, coaches and athletes
3. **Observed personal character traits, 33%**
 - a. Strength of personal character
 - b. Responsibility
 - c. Honesty
 - d. Work ethic

Award Committee

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

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

Delmer Brown Foundation Scholarship Award Applicant Evaluation Form

Full Name: _____

Academic Classification: Junior Senior Graduate

	COMMITTEE		Point Value
	Input	Points	
ACADEMICS (3pts)			
<i>Overall GPA</i> Grading scale (<2.5 = 0pts; 2.5-2.99 = 1pt; 3.0-3.49 = 2pts; 3.5-4.0 = 3pts)			
	TOTAL	x 11=	
SERVICE (at A&M-Commerce only) (22pts)			
<i>Total State Hours</i> Grading scale (<500 = 0pts; 500-999 = 1pt; 1000-1499 = 2pts; >1500 = 3pts)			
<i>Total Years Working with Athletics</i> Grading scale (<1year = 0pts; <2 years = 1pt; <3 years = 2pts; >4 years = 3 pts)			
<i>Total # of Sports Worked</i> Grading scale (1-2 = 1pt; 2-3 = 2pts; 3-4 = 3pts; ≥4 = 4pts)			
<i>Interpersonal Involvement with Peers</i> Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)			
<i>Interpersonal Involvement with AT Staff</i> Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)			
<i>Interpersonal Involvement with Coaches</i> Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)			
<i>Interpersonal Involvement with Athletes</i> Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)			
	TOTAL	X 1.5=	
PERSONAL CHARACTER (12pts)			
<i>Responsibility</i> Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)			
<i>Honesty</i> Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)			
<i>Work Ethic</i> Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)			
<i>Professionalism</i> Grading scale (Poor = 0pts; Fair = 1pt; Good = 2pts; Excellent = 3pts)			
	TOTAL	x 2.75=	
TOTAL POINTS			

Delmer Brown Foundation Scholarship Award Applicant Evaluation Form

Full Name: _____

Academic Classification: Junior Senior Graduate

Overall GPA: _____

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

Semester	Hours
Total Hours:	

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

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

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

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