

# Texas A&M University – Commerce

## Athletic Training Education Program

### Clinical Experience/Observation Guidelines

#### 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 ATEP Policies & Procedures Manual.
- 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.

#### Athletic Training Student 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.
- Dress appropriately for all athletic training related activities.
  - **Practices and treatment times:**
    - 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 that 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)
      - a. 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, boots, or casual dress shoes are required. 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; Males need to tuck them in and wear a belt; Females can have their game shirts un-tucked if they are made to be worn un-tucked)
  - 3) Appropriate shoes (casual dress or clean tennis shoes that do not stand out)
- **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; Males need to tuck them in and wear a belt; Females can have their game shirts un-tucked if they are made to be worn un-tucked)
  - 4) Appropriate shoes (tennis shoes, boots, or casual dress 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 above under ATS Policies and Guidelines)**

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

### **Attendance**

#### **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. ATS's are required to accumulate a **minimum of 75 hours** of supervised athletic training observation experience over the course of the semester for successful completion of this course and ATEP requirements. Students will need to **accumulate a total of 100 supervised observation hours in order to receive the full 500 points** allotted for the Clinical Observation portion of the course. Students will lose 6 points from their Clinical Observation points for every hour they are short of 200 down to the minimum of 150 hours. Students 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. Students 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. Students will be notified of their clinical observation assignment/rotation. Clinical observations will involve pre-practice/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, students 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), or medical / allied health licensed professional at all times.

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| <b>100+ hours:</b>     | Student will receive full credit for the Clinical Observation portion of course (500 points)   |
| <b>75 – 99 hours:</b>  | Six (6) points will be deducted from the 500 point total for every hour the student falls below 100 hours  |
| <b>50 – 74 hours:</b>  | Student 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 student to re-take the course the next time it is offered. |
| <b>Below 50 hours:</b> | 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. ATS's are required to accumulate a **minimum of 150 hours** of supervised athletic training observation experience over the course of the semester for successful completion of this course and ATEP requirements. Students will need to **accumulate a total of 200 supervised observation hours in order to receive the full 500 points** allotted for the Clinical Observation portion of the course. Students will lose 3 points from their Clinical Observation points for every hour they are short of 200 down to the minimum of 150 hours. Students 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. Students 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. Students will be notified of their clinical observation assignment/rotation. Clinical observations will involve pre-practice/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, students 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), or medical / allied health licensed professional at all times.

- 200+ hours:** Student will receive full credit for the Clinical Observation portion of course (500 points)
- 150 – 199 hours:** Three (3) points will be deducted from the 500 point total for every hour the student falls below 200 hours.
- 100 – 149 hours:** Student 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 student to re-take the course the next time it is offered.
- Below 100 hours:** Student will receive a failing grade "F" in the course and be required to re-take the course the next time it is offered.

## **Professional Students (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. ATS's are required to accumulate a **minimum of 250 hours** of supervised athletic training clinical experience over the course of the semester for successful completion of this course and ATEP requirements. Students 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. Students will lose 3 points from their Clinical Experience points for every hour they are short of 300 down to the minimum of 250 hours. Students 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. Students 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. Students will be notified of their clinical experience assignment/rotation. Clinical experiences will involve pre-practice/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, students 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), or medical / allied health licensed professional at all times.

- 300+ hours:** Student will receive full credit for the Clinical Experience portion of course (500 points)
- 250 – 299 hours:** Three (3) points will be deducted from the 500 point total for every hour the student falls below 300 hours.
- 200 – 249 hours:** Student 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 student to re-take the course the next time it is offered.
- Below 200 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.