



Athletic Training

POLICY AND PROCEDURE MANUAL

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INTRODUCTION

The Florida International University (FIU) professional Master of Science in Athletic Training degree program is housed in the Nicole Wertheim College of Nursing and Health Sciences. The Athletic Training Program curriculum is grounded in evidence-based practice and features hands-on learning. Athletic training students practice skills relevant to the current practice of athletic training in a variety of clinical education settings. Our faculty incorporates technology into the curriculum through the Simulation Teaching and Research Center, a state-of-the-art simulation facility that enhances students' athletic training education.

Athletic training students are required to complete a minimum number of clinical education hours in a variety of settings in addition to their didactic curriculum. Students complete clinical education experiences at local high schools, rehabilitation clinics, orthopedic physicians' offices, and with FIU National Collegiate Athletic Association (NCAA) Division I athletic teams. FIU athletic training students have also completed internships with the National Football League (NFL), Major League Baseball (MLB), the National American Soccer League (NASL), Major League Soccer (MLS), and the National Aeronautics and Space Administration (NASA).

The professional Master of Science in Athletic Training degree program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program received initial accreditation from the CAATE in February of 2008. In 2013, the CAATE awarded the program 10 years (the maximum) of continuing accreditation. Students will graduate from the program with a Master of Science degree in athletic training and be eligible to sit for the Board of Certification (BOC) examination.

The Athletic Training Program at Florida International University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program 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 program is grounded in the *National Athletic Trainers' Association Code of Ethics* (Appendix A), the *BOC Standards of Professional Practice* (Appendix B), and the *Florida State Practice Act* (Appendix C) for Athletic Training.

VISION STATEMENT

The vision of the Florida International University Athletic Training Program is to be nationally recognized for advancing evidence-based athletic training education, research, and clinical practice as well as for cultivating athletic trainers dedicated to life-long learning and professional engagement.

MISSION STATEMENT

The mission of the Athletic Training Program involves a comprehensive educational approach in preparing students for a successful career in the athletic training profession. The mission is consistent with the mission of Florida International University. The following are components of the Athletic Training Program mission:

1. To teach the basic and advanced knowledge and skills required to be successful in the athletic training profession through learner-centered didactic and clinical education components.
2. To instill critical thinking, problem solving, ethical reasoning abilities, and interpersonal skills required to be successful in the athletic training profession with regard to working with the physically active population.
3. To develop scholarly practitioners who appreciate advancing knowledge and critically examine the body of knowledge for evidence-based practice as a foundation for the delivery of athletic training care.
4. To encourage students to become dedicated and professionally involved in the athletic training profession in terms of continuing education, leadership, and professional responsibility.

GOALS AND OBJECTIVES

To accomplish the mission of the Athletic Training Program, a number of goals and objectives have been developed to allow for continuous assessment of the program. The goals and objectives of the program are:

1. To create a positive and stimulating learning environment in both the didactic and clinical educational components of the program by providing high quality faculty and preceptors committed to promoting research and scholarship in athletic training.
2. To prepare students as athletic training professionals by offering a variety of clinical education experiences under the direct supervision of experienced and competent preceptors who serve as educators and mentors with regard to working with the physically active population.
3. To promote the dedication to life-long learning by exposing students to the need for continually advancing the knowledge of athletic training practice through inquiry and research.
4. To facilitate student involvement in the athletic training profession by assisting and encouraging participation in national, district, and state conventions/meetings.
5. To develop an athletic training curriculum that exceeds the educational standards and guidelines for didactic and clinical course work as set forth by the national accrediting body (Commission on Accreditation of Athletic Training Education) and the state of Florida.

PERSONNEL DESCRIPTIONS

For an Athletic Training Program to be successful, the involved personnel must be aware of the importance of each person's role. This section outlines the responsibilities of each position in the program.

Chair/Program Director

College:	Nursing and Health Sciences
Department:	Athletic Training
Reports To:	Dean
Positions Supervised:	Clinical Education Coordinator Preceptors Adjunct Faculty Graduate Assistants/Teaching Assistants Athletic Training Students

Basic Function: The Program Director is responsible for the day-to-day operation, coordination, supervision, and evaluation of all aspects of the Athletic Training Program. This individual must be an excellent leader, have a broad based knowledge of the Athletic Training profession, have excellent management skills, and possess the necessary qualifications to perform the functions as identified in the Commission on Accreditation of Athletic Training Education (CAATE) standards. The Program Director must be a full-time faculty member of Florida International University, be in good-standing with the Board of Certification (BOC), be licensed by and in good standing with the Board of Athletic Training in the State of Florida, and shall fulfill the following duties and responsibilities:

- ◆ Plan, develop, implement, deliver, document, and assess all components of the curriculum;
- ◆ Document on-going compliance with the CAATE standards including the completion of annual reports, self-studies, and coordination of site visits;
- ◆ Provide input to and assure quality clinical education;
- ◆ Manage the programmatic budget;
- ◆ Serve as the program liaison with academic administrators;
- ◆ Serve as the program liaison with the CAATE, the National Athletic Trainers' Association, and/or the BOC;
- ◆ Provide updated information to the students, staff, and faculty with regard to the program; and
- ◆ Serve as the final authority in determining any actions surrounding students in the program.

Clinical Education Coordinator

College: Nursing and Health Sciences
Department: Athletic Training
Reports To: Chair/Program Director
Positions Supervised: Preceptors
Graduate Assistants/Teaching Assistants
Athletic Training Students

Basic Function: To provide the coordination, supervision, and evaluation of the clinical education component of the Athletic Training Program in consultation with the Program Director. This individual must demonstrate adequate leadership and clinical skills in student-based learning and competency-based education. The Clinical Education Coordinator must be a full-time faculty member of Florida International University, be in good-standing with the Board of Certification (BOC), be licensed by and in good standing with the Board of Athletic Training in the State of Florida, and shall fulfill the following duties and responsibilities:

- ◆ Assure student clinical progression;
- ◆ Conduct and/or oversee the on-going evaluation of students, preceptors, and clinical sites;
- ◆ Conduct on-going preceptor training;
- ◆ Provide a manual for preceptors, which details the policies and procedures of the program and their responsibilities as an extension of the academic program;
- ◆ Identify the psychomotor skills to be acquired during clinical education experiences and establish criteria for student evaluation;
- ◆ Assign students to clinical rotations and provide the preceptor with the names and phone numbers of students assigned to that site in a timely manner;
- ◆ Determine authorized absences in the clinical setting by the athletic training students and inform the preceptors of the intended absence;
- ◆ Contact each preceptor during the student's clinical rotation to review the student's progress, determine student competence in their clinical skills, and identify areas that need improvement;
- ◆ Ensure that all necessary evaluation forms are completed by preceptors and students and that these evaluations are maintained in the appropriate official file;
- ◆ Meet with each athletic training student during each clinical rotation to discuss clinical evaluations and experiences;
- ◆ Assess preceptors and provide feedback to improve clinical education; and
- ◆ Serve as a moderator when problems arise in the clinical setting.

Athletic Training Faculty

College: Nursing and Health Sciences
Department: Athletic Training
Reports To: Chair/Program Director
Positions Supervised: Adjunct Faculty
Graduate Assistants/Teaching Assistants
Athletic Training Students

Basic Function: To provide instruction of athletic training knowledge, skills, and abilities in required coursework. This individual must demonstrate adequate instructional skills in student-based learning and competency-based education as well as effective advising/mentorship of students. Athletic Training Faculty may be a full-time faculty member of Florida International University or a part-time adjunct faculty member. Faculty who are Athletic Trainers must be in good-standing with the Board of Certification (BOC) and be licensed by and in good standing with the Board of Athletic Training in the State of Florida. Faculty who are not Athletic Trainers must be appropriately credentialed and in good standing with the regulatory agencies of their profession. Athletic Training Faculty shall fulfill the following duties and responsibilities:

- ◆ Incorporate the most current athletic training knowledge, skills, and abilities as they pertain to their respective teaching areas;
- ◆ Teach and evaluate the National Athletic Trainers' Association Educational Competencies assigned to their respective teaching areas;
- ◆ Provide a course syllabi with a daily/weekly schedule to show the appropriate documentation of inclusion of assigned educational competencies;
- ◆ Meet every scheduled class for the entire allotted time;
- ◆ In the case of an emergency or illness, notify the Program Director and make provisions for covering the class (in advance) if possible;
- ◆ Incorporate a culmination project or capstone experience during the semester; and
- ◆ Administer final exams during the official exam days noted on the academic calendar.

Medical Director

College:	Nursing and Health Sciences
Department:	Athletic Training
Reports To:	Chair/Program Director
Positions Supervised:	Preceptors Athletic Training Students

Basic Function: To provide competent direction and/or guidance to ensure that the medical components of the curriculum, both didactic and supervised clinical practice, meet current acceptable performance standards. This individual must be involved in the athletic training program and encourage other physician(s) to be involved in the athletic training program as well. The Medical Director must have a sincere interest in the professional preparation of the athletic training student and should be willing to share his/her knowledge through ongoing informal discussion, clinics, in-service educational sessions, and shall fulfill the following duties and responsibilities:

- ◆ To participate in the education of athletic training students in both the didactic and clinical components of the athletic training program;
- ◆ To develop and maintain a clinical affiliation agreement between his/her office and Florida International University to provide supervision and clinical education experience for athletic training students;
- ◆ To provide surgery observation opportunities for students enrolled in the following courses: Clinical Education III, IV, and V;
- ◆ To conduct and/or facilitate annual guest lectures in didactic courses as agreed upon with the Program Director; and
- ◆ To assist with medical and other health care personnel involvement in the formal instruction of athletic training students.

Preceptor

College:	Nursing and Health Sciences
Department:	Athletic Training
Reports To:	Chair/Program Director/Clinical Education Coordinator
Positions Supervised:	Athletic Training Students

Basic Function: A preceptor is a certified/licensed health care professional who teaches and evaluates students in a clinical setting using an actual patient base and who has completed preceptor training. A preceptor provides instruction and evaluation of clinical proficiencies in classroom, laboratory, and/or in clinical education experiences through direct supervision of athletic training students. The role of a preceptor as an educator and a mentor is a critical component in the education of athletic training students. The preceptor will assist the student in developing and refining his/her athletic training clinical proficiency skills and foundational knowledge in the field of athletic training according to his/her level in the Athletic Training Program. All preceptors utilized by the Florida International University Athletic Training Program will be expected to (if applicable):

- ◆ Supervise students during clinical education;
- ◆ Provide instruction and assessment of the current knowledge, skills, and clinical abilities designated by the Commission on Accreditation of Athletic Training Education;
- ◆ Provide instruction and opportunities for the student to develop clinical integration proficiencies, communication skills, and clinical decision-making during actual patient/client care;
- ◆ Provide assessment of athletic training students' clinical integration proficiencies, communication skills, and clinical decision-making during actual patient/client care;
- ◆ Facilitate the clinical integration of knowledge, skills, and evidence regarding the practice of athletic training;
- ◆ Complete initial and on-going preceptor training conducted by the Clinical Education Coordinator;
- ◆ Demonstrate understanding of and compliance with the policies and procedures set forth in the Athletic Training Program Policy and Procedure Manual;
- ◆ Provide the athletic training student with adequate orientation to the policies and procedures of the clinical site;
- ◆ Submit required forms by the deadlines established by the program;
- ◆ Establish regularly scheduled meetings with the athletic training student throughout the semester to review his/her progress relative to the goals and objectives of the clinical experience;
- ◆ Immediately report any misconduct or gross clinical proficiency skill deficiencies demonstrated by the student to the Clinical Education Coordinator;
- ◆ Attend all clinical education meetings as requested by the program; and
- ◆ Provide a current resume, verification of BOC certification (athletic trainers only), proof of membership to the National Athletic Trainers' Association (athletic trainers only), proof of professional liability insurance, and proof of Florida licensure.

Athletic Training Program Clerical Staff

College: Nursing and Health Sciences

Department: Athletic Training

Reports To: Chair/Program Director

Basic Function: To provide administrative support to the faculty members in the Athletic Training Program in tending to the day-to-day operation, coordination, supervision, and evaluation of all aspects of the program. The Clerical Staff shall fulfill the following duties and responsibilities:

- ◆ Order supplies for the program and maintain inventory records of instructional supplies, program supplies, and equipment for educational purposes;
- ◆ Maintain a current list of income and expenditures;
- ◆ Maintain student files, faculty files, and preceptor files, by monitoring the receipt of required documentation for the program and accreditation;
- ◆ Complete and follow-up on the necessary paperwork, documentation, correspondence, and fees required for the program and accreditation;
- ◆ Mail letters, brochures, or other correspondence to current students, prospective students, faculty, clinical faculty, accreditation personnel, or other individuals as stipulated by faculty in the program;
- ◆ Facilitates the completion of the necessary forms for timely payment of affiliated faculty (adjuncts and teaching assistants) and clinical faculty; and
- ◆ Secure on-time payment for accreditation fees and other invoices as necessary.

ADMISSION CRITERIA

The admission criteria for the Athletic Training Program include:

- Bachelor degree from an accredited institution
- Minimum 3.00 GPA average (based on a 4.0 scale) in the last 60 credits of upper division courses of the bachelor degree
- Complete the following prerequisite courses with a minimum grade of “C”:

General Biology and Lab	4
Human Anatomy and Lab	4
Human Physiology and Lab	4
Physics and Lab	4
Principles of Nutrition	3
Statistics	3
General Psychology	3
Kinesiology or Biomechanics	3
Exercise Physiology	3

- Submit the following directly to the Athletic Training Program by February 15th:
 - Three letters of recommendation (one must be from a faculty member)
 - A curriculum vitae/resume
 - A personal statement of professional and educational goals
- Be admitted to the University Graduate School (apply on-line at www.gradschool.fiu.edu by February 15th; international students must apply by February 1st).

Of the eligible students meeting the admission criteria, the 25 (space permitting) top scoring students will be admitted to the program. The scored components of the admission criteria are:

Competitive-Entry Criterion	Grade Scale	Points
Minimum 3.00 GPA average (based on a 4.0 scale) in the last 60 credits of upper division courses of the bachelor degree	3.90 – 4.00 UD GPA = 60 points	60
	3.80 – 3.89 UD GPA = 54 points	
	3.70 – 3.79 UD GPA = 48 points	
	3.60 – 3.69 UD GPA = 42 points	
	3.50 – 3.59 UD GPA = 36 points	
	3.40 – 3.49 UD GPA = 30 points	
	3.30 – 3.39 UD GPA = 24 points	
	3.20 – 3.29 UD GPA = 18 points	
	3.10 – 3.19 UD GPA = 12 points	
	3.00 – 3.09 UD GPA = 6 points	
	Below 3.0 = 0 points	

Complete the prerequisite courses with a minimum grade of "C" (2.0)	3.90 – 4.00 Prereq GPA = 30 points 3.80 – 3.89 Prereq GPA = 27 points 3.70 – 3.79 Prereq GPA = 24 points 3.60 – 3.69 Prereq GPA = 22 points 3.50 – 3.59 Prereq GPA = 18 points 3.40 – 3.49 Prereq GPA = 15 points 3.30 – 3.39 Prereq GPA = 12 points 3.20 – 3.29 Prereq GPA = 9 points 3.10 – 3.19 Prereq GPA = 6 points 3.00 – 3.09 Prereq GPA = 3 points Below 3.0 = 0 points	30
Three letters of recommendation	90-100% = 10 points 80-89% = 7 points 70-79% = 4 points Below 70% = 0 points	10

TOTAL 100 points

The application procedure to the Athletic Training Program is a 2-step process:

Step 1: Application to the University Graduate School

The student must apply to the University Graduate School via the Admissions Office and complete a State University graduate admissions application by February 15th (February 1st for international students).

- *Graduate Application Online Form* available at www.gradschool.fiu.edu
- Official Transcripts & TOEFL scores MUST be sent to the Admissions Office.

Step 2: Submission of required documents to the Athletic Training Program

Submit the following directly to the Athletic Training Program by February 15th

- Three letters of recommendation (one must be from a faculty member)
- A curriculum vitae/resume
- A personal statement of professional and educational goals

CONDITIONAL ADMISSION POLICY

Applicants may be admitted on a conditional basis to the Athletic Training Program. There are three conditional admission decisions, which include the following criteria:

- **Graduate School Conditional 1-term Admission.** Applicant satisfies all of the requirements as defined by the Athletic Training Program based on original copies of records. This conditional admission gives the students until the middle of their first semester in the program to submit their final/official documentation to complete their admissions file. The following scenarios do not qualify for conditional one term admission:

- Applicants who will not complete their bachelor's degree until after the start of their first semester.
- International applicants who do not have a passing TOEFL score, but wish to retake the exam during their first semester.

Students who fail to submit all of their documentation before the registration period of the next semester will not be able to enroll for the following term.

- **Graduate School Conditional 2-term Admission.** Applicants are conditionally admitted because their undergraduate GPA in their upper-level coursework is below 3.0. Applicants who have already taken 12 graduate credits at FIU are not eligible for two term conditional admission. Students admitted on a two term conditional basis must:
 - Achieve a GPA of 3.25 or higher for the first 12 graduate-level credits.
 - Complete these 12 credits within the first two consecutive semesters (THE FIRST SEMESTER BEGINS WHEN ORIGINAL ADMISSION IS GRANTED).

The conditional 2-term hold will be lifted if the student meets the criteria within the first two consecutive semesters and he/she will be fully admitted.

- **Program Conditional Admission.** Applicants are conditionally admitted to the Athletic Training Program because they have not successfully completed a maximum of two prerequisite courses. Applicants who are currently enrolled in prerequisite courses at the time of application will be reviewed on a case-by-case basis. Students admitted on a program conditional basis must:
 - Complete all prerequisite courses with a grade of "C" (2.0) or higher within the first two consecutive semesters (THE FIRST SEMESTER BEGINS WHEN ORIGINAL ADMISSION IS GRANTED).
 - Submit official transcripts verifying the earned grade in the prerequisite courses.

Students who fail to complete the prerequisite courses and submit official transcripts before the registration period of the next semester will not be able to enroll for the following term.

TRANSFER STUDENT POLICY

Students interested in transferring to the Athletic Training Program at Florida International University must meet all admission requirements. In accordance with the Florida International University Graduate School Transfer Credit Policy, the Athletic Training Program may accept a maximum of 11 graduate credits (20% or less of the total required credits of graduate coursework) earned from another institution beyond a bachelor's degree, subject to approval by the Program Director. Acceptance of transfer credits for a course is dependent upon the following provisions:

- The student received a grade of 3.0 or better on a 4.0 scale;
- The course was taken at an accredited institution;
- The course was relevant, as judged by Program Director upon review of the course syllabus, to the Athletic Training Program;
- The course is listed on an official transcript received by Graduate Admissions;
- The course will be no older than 6 years at the time of graduation from the program.

Students who have completed graduate athletic training coursework at another Athletic Training Program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) or students who have completed graduate credits from a non-CAATE-accredited program may apply for transfer credit. Transfer credits will be reviewed by the Program Director on a case-by-case basis. The Program Director may request additional documentation to render a decision on transfer credits. Graduate credit is not awarded for life experiences.

If admitted to the program, transfer students will be required to complete all courses in the prescribed sequence. Transfer students will be required to enroll in all of the clinical education courses.

NON-DISCRIMINATORY STATEMENT

In compliance with the Florida International University non-discriminatory policy, the Athletic Training Program accepts applications from qualified applicants, regardless of race, color, creed, age, disability, gender, sexual orientation, religion, marital status, or national origin. In addition, it is the policy of the Athletic Training Program to extend these principles into the clinical setting. All preceptors, graduate assistants, coaches, staff, patients, and athletes must be judged and treated under these same conditions.

PROGRAM OF STUDY

The courses in the Athletic Training Program encompass the athletic training professional domains, which include:

1. **Injury/Illness Prevention and Wellness Protection** - Students identify injury, illness, and risk factors associated with participation in sport/physical activity and implement all components of a comprehensive wellness protection plan and injury prevention program.
2. **Clinical Evaluation and Diagnosis** - Students conduct a thorough initial clinical evaluation of injuries and illnesses commonly sustained by the athlete/physically active individual and formulate an impression of the injury and or illness for the primary purposes of administering first aid or making appropriate referrals to physicians for diagnosis and medical treatment.
3. **Immediate and Emergency Care** - Students provide appropriate first aid and emergency care for acute injuries according to accepted standards and procedures, including effective communication for appropriate and efficient referral, evaluation, diagnosis and follow up care.
4. **Therapeutic Intervention** – Students plan and implement a comprehensive treatment, rehabilitation and/or reconditioning program for injuries and illnesses, including long and short-term goals, for optimal performance and function.
5. **Organizational and Professional Health and Well-being** - Students plan, coordinate and supervise the administrative components of an athletic training program, comply with the most current BOC practice standards and state/federal regulations, and develop a commitment to life-long learning and evidence-based clinical practice.

The courses in the Athletic Training Program are offered in a logical sequence to maximize student learning. The prescribed course sequence is as follows:

Semester I (Summer B) - 8 Credits

ATR 5805	Clinical Education Seminar in Athletic Training	1
ATR 5105C	Principles of Athletic Training	4
ATR 5115C	Management of Medical Emergencies	3

Semester II (Fall) - 11 Credits

ATR 5217C	Orthopedic Assessment I – Lower Extremity	4
ATR 5305C	Therapeutic Modalities	4
ATR 5815L	Clinical Education I	3

Semester III (Spring) - 11 Credits

ATR 5218C	Orthopedic Assessment II – Upper Extremity	4
ATR 5316C	Rehabilitation Techniques in Athletic Training	4
ATR 5825L	Clinical Education II	3

Semester IV (Summer C) - 10 Credits

ATR 5219C	Orthopedic Assessment III – Head, Spine, and Trunk	4
ATR 5435	Diseases and Disabilities in the Physically Active	3
ATR 5835L	Clinical Education III	3

Semester V (Fall) - 9 Credits

ATR 5517	Administration and Professionalism in Athletic Training	3
ATR 5845L	Clinical Education IV	3
ATR 6620	Masters of Science Research in Athletic Training I	3

Semester VI (Spring) - 9 Credits

ATR 6425	Pharmacology and Diagnostic Imaging in Athletic Training	3
ATR 6855L	Clinical Education V	3
ATR 6621	Masters of Science Research in Athletic Training II	3

TOTAL CREDITS REQUIRED

58

All courses must be taken in sequence. Course sequence may be modified by the department.

See on-line course catalog at <http://catalog.fiu.edu/> for most up-to-date course descriptions

RETENTION AND ACADEMIC PROBATION POLICY

A grade of “C-” (1.7) or below is considered a failing grade in the Athletic Training Program. Athletic training courses in which the athletic training student earns a grade of “C-” (1.7) or below must be retaken with a grade of “C” (2.0) or higher in accordance with the program course sequencing requirements. Matriculation in the program is suspended until the student earns a passing grade of “C” (2.0) or higher. The initial grade and the repeat grade(s) are included in the computation of the cumulative grade point average. The number of credits required for graduation will be increased by the number of credits repeated.

Students enrolled in the Athletic Training Program must maintain a university cumulative grade point average of 3.0 or higher on a 4.0 scale. Athletic Training is an allied health care profession and academic performance should be a priority in the program.

Athletic training students who fail to meet the GPA requirements will be placed on academic probation for one semester during which time the clinical education hours will be restricted. A student who is placed on probation will be given a verbal and written warning, including possible disciplinary action. The athletic training student must also meet with the Program Director on a regular basis to ensure academic improvement through study hall assignments, tutoring services, and/or other counseling. Mid-semester grade reports will be collected and sent directly to the Program Director by all students on academic probation.

A student may be placed on academic probation for a maximum of two semesters, either consecutively or inconsecutively. If a student fails to meet the academic standards of the program after two semesters of probation, he/she will meet with the Program Director and be given a written dismissal verification notice. A copy will be filed in the student’s academic file maintained by the Program Director. The student does have the right to appeal via the Nicole Wertheim College of Nursing and Health Sciences grievance process. The student may seek options other than athletic training or transfer to another institution.

INCOMPLETE GRADE POLICY

An incomplete grade is a temporary designation given at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence. An incomplete must be made up within two terms or it will automatically default to an F. There is no extension of the two term deadline, which includes the summer term. To complete the course, the student must consult with the instructor who will define the remaining requirements for successful completion.

PROGRAM-SPECIFIC COSTS

The Athletic Training Program charges differentiated tuition and fees (refer to cnhs.fiu.edu/at for details). There will be additional costs (above tuition and fees) while completing the program, which may include, but are not limited to:

- ◆ Costs associated with the clinical clearance requirements
- ◆ Uniforms
- ◆ Transportation to and from campus
- ◆ Transportation to and from on-campus and off-campus clinical sites
- ◆ National Athletic Trainers' Association student membership

CLASS/LABORATORY AND CLINICAL ATTENDANCE POLICY

The Athletic Training Program strives to deliver a high quality education that instills critical thinking, problem solving, ethical reasoning abilities, and interpersonal skills. Active student participation in class/laboratory activities and discussions is an important determinant of the quality of education obtained. Therefore, student attendance is mandatory for all classes and laboratory sessions. Furthermore, active student engagement in the clinical setting is important for translating knowledge and skills from the classroom/laboratory setting to clinical practice. Students may only be excused from a class/laboratory session or from their assigned clinical education assignment under certain circumstances. Proper approval must be obtained by submitting the *Excused Absence Request Form* (Appendix D). The *Excused Absence Request Form* must be submitted prior to the date of absence for foreseen circumstances.

Circumstance	Category	Required Documentation
Clinical responsibilities	Foreseen	Team schedule, travel confirmation, and/or preceptor correspondence
Athletic training related professional conference	Foreseen	Conference agenda and registration confirmation
Illness and/or hospitalization	Unforeseen	Health care provider letter stating the dates of excused absence
Family and/or personal emergency	Unforeseen	Required documentation will be determined on a case-by-case basis
Personal Day*	Foreseen	Required documentation will be determined on a case-by-case basis
Academic responsibilities	Foreseen	Required documentation will be determined on a case-by-case basis

If a student is approved for an excused absence from a class or laboratory session, s/he must make up any coursework, assignments, quizzes, exams, or other learning activities prior to the absence under foreseen circumstances. Students approved for an excused absence under unforeseen circumstances may make up any coursework, assignments, quizzes, exams, or other learning activities after the date of absence at the convenience of the primary instructor. Participation points for class will not be awarded nor factored into a student's grade for an excused absence.

If a student misses a class or laboratory session without proper approval (an unexcused absence), s/he will not be permitted to make up any coursework, assignments, quizzes, exams, or other learning activities completed on the day of the absence. Participation points for class will be deducted and factored into a student's grade for an unexcused absence.

*Personal Days

Class/Laboratory: Students are limited to **one** excused personal day per semester. Students must complete the *Excused Absence Request Form* (Appendix D) and obtain approval from the Program Director a minimum of **two weeks prior** to the requested personal day. If a student is approved for an excused personal day from a class or laboratory session, s/he will be permitted to make up an exam prior to the absences; however, any coursework, assignments, quizzes, or other learning activities will be

factored into the student's grade as a zero. Additionally, participation points for class will be deducted and factored into a student's grade for an excused personal day.

Clinical Education Assignment: Students are limited to **two** excused personal days per clinical assignment. Each additional personal days in excess of two (2) will result in a deduction of 5% points from the final grade in the Clinical Education course for that semester. Students must complete the *Excused Absence Request Form* (Appendix D) and obtain approval from his/her preceptor, the Clinical Education Coordinator, and the Program Director a minimum of **two weeks prior** to the requested personal day. The athletic training student must attempt to find a replacement for his/her absence at the request of his/her preceptor.

CLASSROOM AND LABORATORY ETIQUETTE POLICY

The Athletic Training Program strives to establish productive teaching and learning environments in both the classroom and laboratory settings. The athletic training student must adhere to the following classroom and laboratory etiquette:

- Be on time;
- Be respectful of the faculty, fellow students, and athletic training equipment and supplies;
- Do not use athletic training equipment and supplies for personal use;
- Do not interrupt the instructor or other students;
- Do not text;
- Do not eat;
- Silence cell phones;
- Use laptops, iPads, or other electronic devices for class or laboratory purposes only;
- Do not wear or place shoes on the treatment tables;
- Do not sit on the computer tables; and
- Keep the classroom and laboratories clean at all times.

CLASSROOM AND LABORATORY DRESS CODE POLICY

It is important that all athletic training students representing the Athletic Training Program be professionally dressed both in the classroom and laboratory setting. Personal hygiene is necessary while working as a health care professional, therefore; the athletic training student must be clean-shaven, showered with his/her hair combed, and have nails of reasonable length that do not interfere with the application of athletic training skills in both the classroom and laboratory setting. Jewelry should be tasteful, professional, conservative, and safely allow the application of athletic training health care in both the classroom and laboratory setting. Long hair that may interfere with the application of athletic training health care in the classroom and laboratory setting must be pulled back.

Athletic Training Program uniforms will be issued to athletic training students at the beginning of each academic year. The athletic training uniform is to be clean, presentable, and worn in a professional manner at all times. Clothing issued by the Athletic Training Program is **not** permitted for social events and should not be worn outside of Athletic Training or Athletic Department events. Blue jeans material, sweat pants, nylon pants, tights (i.e., yoga pants), and cycling shorts are **not** permitted in the classroom or laboratory setting. Clothing is **not** permitted if it contains an advertisement for alcohol or tobacco; fraternity or sorority letters; or, logos from other colleges, universities, or professional teams. Hats are **not** permitted inside buildings. Rumpled or ripped clothing, underwear as outerwear, and inappropriately revealing attire (ie, bare midriffs) are **not** permitted at any time. If an athletic training student is not professionally dressed, he/she will be asked to leave the class and/or laboratory setting.

Classroom
<p>For Women:</p> <ul style="list-style-type: none"> • A reasonable length skirt or trousers of a non-jeans material combined with a top (such as a dress shirt or sweater set) is considered acceptable. An informal dress with appropriate skirt length is also acceptable. <p>For Men:</p> <ul style="list-style-type: none"> • A combination of a collared shirt (such as a dress shirt or polo shirt) and cotton trousers is considered acceptable.
Laboratory
<ul style="list-style-type: none"> • Shorts of a professional length are to be worn with a program-issued or approved T-shirt.
STAR Center
<ul style="list-style-type: none"> • Slacks and a program-issued polo shirt is considered acceptable. • Name tags must be worn at all times. • Shoes that enclose the toes must be worn with socks (sandals or sandal-type shoes are not permitted).

WEB-BASED/COMPUTER-BASED SOCIAL NETWORKING POLICY

Athletic training students are encouraged not to have profiles on social networking websites such as Facebook, Twitter, Instagram, etc. The following guidelines should be followed if a student chooses to utilize such services:

1. No offensive or inappropriate pictures should be posted. Examples of offensive or inappropriate pictures include, but are not limited to, alcohol, illegal drugs, and sexual innuendos.
2. No offensive or inappropriate comments should be posted. Examples of offensive or inappropriate comments include, but are not limited to, references to drunkenness, illegal drugs, acts punishable by law, and foul language (curse words).
3. No reference to being an athletic training student at Florida International University should be posted.
4. No information related to the health or playing status of any athlete or patient from Florida International University or clinical sites utilized by the Athletic Training Program should be posted.

NOTE: In addition to the unfortunate reality of online predators, potential employers and internship supervisors also use these sites to screen candidates. Many graduate programs and scholarship committees now search these sites to screen applicants. Therefore, athletic training students are required under this policy to set all social networking pages to “private” to limit open access. A violation of the policy is a violation of academic standards. Conduct which falls under the policy may also be subject to disciplinary action under the applicable conduct code.

REQUIREMENTS FOR CHALLENGING THE BOARD OF CERTIFICATION EXAM

The Athletic Training Program at Florida International University is dedicated to cultivating knowledgeable athletic training students who qualify to sit for the of Certification (BOC) exam. Students who are enrolled and/or registered in their final semester prior to graduation are eligible to sit for the BOC exam. The BOC requires the Program Director of the Athletic Training Program to confirm that eligible students have earned, or will earn, their athletic training degree from a program accredited by the Commission on Accreditation of Athletic Training Education. Students are encouraged to refer to the candidate handbook available at www.bocatc.org for more information regarding eligibility, the application procedure, and the examination process.

Students must meet the following requirements to obtain endorsement from the Program Director to sit for the BOC exam:

- Be in good-standing in the program.
- Obtain Program Director approval of a formalized study plan a minimum of two months prior to the BOC exam application deadline (refer to www.bocatc.org).
 - Students must develop a formalized study plan with daily objectives that span a minimum of two months.
 - Students must meet with the Program Director to discuss and develop the formalized study plan a minimum of three months prior to the BOC exam application deadline.
- Must meet both practice exam criteria listed below.
 - Pass the mock BOC exam that is administered by the Athletic Training Program with a score of 80% or higher.
 - For the January/February BOC exam cycle, the mock exam will be administered in the ATR 5845L Clinical Education IV course during the month of November or on a date specified by the course syllabus.
 - For the March/April BOC exam cycle, the mock exam will be administered once during the month of January on a date specified by the Program Director.
 - For the May/June BOC exam cycle, the mock exam will be administered once during the month of March on a date specified by the Program Director.
 - Complete a BOC self-assessment exam (available at www.bocatc.org) in test mode with no more than one area of weakness. Students will complete the BOC self-assessment exam in a computer lab, which will be proctored by the Program Director or his/her designee. The Program Director will select the BOC self-assessment exam on the day of the scheduled exam.
 - For the January/February BOC exam cycle, the BOC self-assessment exam will be scheduled during the month of December on a date specified by the Program Director.
 - For the March/April BOC exam cycle, the BOC self-assessment exam will be scheduled during the month of February on a date specified by the Program Director.
 - For the May/June BOC exam cycle, the BOC self-assessment exam will be scheduled during the month of April on a date specified by the Program Director.
- Obtain approval from the Program Director to apply for the BOC exam as documented on the *Board of Certification Exam Approval Form* (Appendix E).

CLINICAL EDUCATION COMPONENT

Clinical education provides students with authentic, real-time opportunities to practice and integrate athletic training knowledge, skills, and clinical abilities, including decision-making and professional behaviors required of the profession in order to develop proficiency as an Athletic Trainer. The purpose of the clinical education within the Florida International University Athletic Training Program is to promote, reinforce, and transfer the athletic training knowledge that is gained in the didactic component into the clinical setting to enhance student learning. Students must be directly supervised by a preceptor associated with the Florida International University Athletic Training Program during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.

Students will be provided with the opportunity to gain clinical education in a variety of setting, including but not limited to, colleges/universities, high schools, physical therapy clinics, physician offices, and community/special events while enrolled in the clinical education courses (which include Clinical Education Seminar in Athletic Training as well as the Clinical Education I-V courses). Students will gain clinical education experiences that address the continuum of care that would prepare the student to function in a variety of settings with patients engaged in a range of activities with conditions described in athletic training knowledge, skills, and clinical abilities, role delineation studies, and standards of practice delineated for Certified Athletic Trainers in the profession. Examples of clinical experiences must include, but are not limited to, individual and team sports; sports requiring protective equipment (eg, helmet and shoulder pads); patients of different genders; non-sport patient populations (eg, out-patient clinic, emergency room, primary care office, industrial, performing arts, military); and a variety of conditions other than orthopedics (eg, primary care, internal medicine, dermatology). The clinical education rotation plan for each student matriculating through the program shall reinforce the sequence of formal instruction of athletic training knowledge, skills, and clinical abilities, including clinical decision-making.

Students will not receive any monetary remuneration during clinical education experiences, excluding scholarships. Students shall not replace professional athletic training staff or medical personnel under any circumstances.

CLINICAL CLEARANCE POLICY

Each affiliated health care facility has its own requirements which must be met prior to students being allowed to participate in clinical experiences at the facility. These requirements are to protect the students and the patients for whom they will be caring. The background investigation and health and immunization screening for the Nicole Wertheim College of Nursing and Health Sciences meet the majority of the clinical requirements for facilities in Miami-Dade and Broward Counties. Once all of the requirements are met, the student will be authorized to participate in clinical experiences. It is possible that participation at a particular facility may necessitate additional screening/requirements or that additional screening/requirements may be necessary during the course of the Athletic Training Program (this may incur an additional cost at that time). The Centers for Disease Control recommended standards for healthcare workers are followed (www.cdc.gov).

The prompt completion and documentation of clinical requirements will prevent a delay in the athletic training student's access to clinical experiences. All requirements must be completed by the assigned due date. It is the responsibility of the athletic training student to keep the requirements current for each semester. Students are responsible for all costs associated with the background investigation and immunization tracking. The athletic training student **MUST** complete all of the background/drug investigation and immunization tracking through American DataBank. Students should keep all original documents and be prepared to show them each semester if requested by the assigned health care facility.

Specific instructions and deadlines will be provided once a student is accepted to the program. Because of the need for proper sequencing of immunizations and the time it may take, it is recommended that the athletic training student review his/her immunization record to locate proof of all relevant immunizations. Students may use Florida International University (FIU) Student Health Services www.fiu.edu/~health or their primary care provider to complete their health and immunization requirements.

Requirements that must be completed before clinical experiences are allowed include the following:

- Background Check
- Drug Screening
- Immunization Screening
- CPR Certification
- Proof of Health Insurance
- Consent and Release Authorization Form
- Attestation Form
- FBI Fingerprinting
- Influenza vaccine

TECHNICAL STANDARDS POLICY

The Athletic Training Program at Florida International University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards policy set forth by the Athletic Training Program establishes 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]). Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) exam. The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be permitted to begin the clinical education component of the program.

Candidates for selection to the Athletic Training 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 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 Program will be required to verify they understand and meet these technical standards or they believe that, with reasonable accommodations, they can meet the standards. The Florida International University Office of Disability Services will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation as required by law. The *Technical Standards* form (available on the American DataBank website) must be completed by all students as a component of the clinical clearance process.

ATHLETIC TRAINING STUDENT PROFESSIONAL BEHAVIORS

The Athletic Training Program seeks to instill professional behaviors in each athletic training student. The professional behaviors expected of athletic training students are defined as follows:

- **Demonstrates a professional attitude:** The ability to exhibit appropriate conduct that represents the profession of athletic training effectively.
- **Demonstrates punctuality and promptness:** The ability to arrive on time and prepared for Athletic Training related activities.
- **Dresses professionally and maintains professional personal appearance:** Dresses in accordance to the guidelines set forth in the Florida International University Athletic Training Program's Policy and Procedure Manual.
- **Demonstrates reliability and dependability:** The ability to exhibit professional attitude and conduct at a high and consistent level.
- **Demonstrates organizational skills and manages time efficiently:** The ability to maintain a systematic and effective method for successfully meeting responsibilities.
- **Demonstrates the ability to adapt well to changes:** The ability to adapt well to changing environments, schedules, and/or experiences.
- **Demonstrates emotional maturity:** The ability to relate to other people in a consistent manner with mutual satisfaction and helpfulness.
- **Maintains rapport with others:** The ability to effectively and freely interact with fellow athletic training students, preceptors, staff, and others within the confines of the clinical education setting.
- **Maintains a proper professional relationship with athletes/patients:** The ability to act in manner that represents the character expected of a properly qualified and competent health care provider.
- **Maintains a proper professional relationship with preceptor and other personnel:** The ability to act in manner that represents the character expected of a properly qualified and competent health care provider.
- **Communicates regularly with preceptor:** The ability to discuss ideas and concerns, and to seek feedback from the preceptor.
- **Expresses thoughts effectively and concisely in verbal and written form:** The ability to sensitively and effectively convey one's thoughts to both peers and superiors alike.
- **Uses appropriate medical terminology:** The ability to use proper medical terminology when communicating with peers, preceptors, and other health care professionals.
- **Demonstrates the ability to understand and follow direction:** The ability to be aware of and follow direction given by others.
- **Demonstrates appropriate body language:** The ability to use appropriate mannerisms, postures, and facial expressions.
- **Maintains patient confidentiality:** The ability to know and apply commonly accepted standards for patient confidentiality.
- **Demonstrates ability to work with others:** The ability to work with others in effecting positive patient outcomes.

- **Demonstrates ability to work respectfully and effectively with diverse populations:** Demonstrates knowledge, attitudes, behaviors, and skills necessary to work respectfully and effectively with diverse populations and in a diverse work environment.
- **Demonstrates honesty and integrity:** The ability to exhibit behavior that is in accordance with the National Athletic Trainers' Association Code of Ethics and is representative of the athletic training profession.
- **Exhibits compassion and empathy:** The ability to exhibit humanistic values and a concern for the needs and well-being of others.
- **Recognizes sources of conflict that can impact a patient's health:** The ability to recognize when and how something may negatively impact a patient.
- **Understand duties, ethical, and legal considerations within the scope of practice for athletic trainers:** The ability to exhibit behavior that is in accordance with the National Athletic Trainers' Association Code of Ethics, the BOC's Standards of Practice, and state regulations.
- **Demonstrates ability to formulate appropriate questions:** The ability to recognize the need for better understanding and to formulate appropriate questions based on that need.
- **Verifies solutions to problems and accepts more than one answer:** Demonstrates the ability to seek answers to problems and respects opinions and expert advice.
- **Demonstrates the ability to offer own thoughts and ideas as appropriate:** The ability to stimulate discussion by offering own thoughts and ideas.
- **Demonstrates self-initiative:** The ability to internally motivate oneself to learn and acquire new knowledge about the athletic training profession.
- **Seeks out/reads Athletic Training literature, NATA position statements, and additional related sources:** The ability to remain up-to-date with the most current information available and understand the connection between continuing education and the improvement of athletic training practice.
- **Reflects upon constructive feedback and modifies behavior appropriately:** The ability to recognize constructive feedback and utilize it for the purpose of self-improvement.
- **Monitors own progress and seeks out feedback from mentors:** The ability to self-reflect and seek guidance from others for the purpose of self-improvement.
- **Seeks preceptor assistance with proficiency development or assessment in timely and appropriate manner:** The ability to monitor progress and seek assistance when needed in a timely fashion and in accordance with discussed expectations.
- **Demonstrates confidence in abilities:** The ability to exhibit the self-assurance in one's own skills and talents (athletic training or otherwise).
- **Demonstrates overall motivation to learn:** Demonstrates the initiative to utilize available resources in an attempt to maximize the benefits of the clinical education setting.

The professional behaviors of each athletic training student will be evaluated by a preceptor for academic credit according to the clinical education course syllabi.

CLINICAL DRESS CODE POLICY

It is important that all athletic training students representing the Athletic Training Program be readily identified and professionally dressed both in the clinical setting. Personal hygiene is necessary while working as a health care professional, therefore; the athletic training student must be clean-shaven, showered with his/her hair combed, and have nails of reasonable length that do not interfere with the application of athletic training skills in the clinical setting. Jewelry should be tasteful, professional, conservative, and safely allow the application of athletic training health care in the clinical setting. Long hair that may interfere with the application of athletic training health care in the clinical setting must be pulled back.

Athletic Training Program uniforms will be issued to athletic training students at the beginning of each academic year. The athletic training uniform is to be clean, presentable, and worn in a professional manner at all times. Clothing issued by the Athletic Training Program or by an affiliated clinic site is **not** permitted for social events and should not be worn outside of Athletic Training or Athletic Department events. Blue jeans material, sweat pants, nylon pants, tights (i.e., yoga pants), and cycling shorts are **not** permitted in the clinical setting. Clothing is **not** permitted if it contains an advertisement for alcohol or tobacco; fraternity or sorority letters; or, logos from other colleges, universities, or professional teams. Hats are **not** permitted inside buildings. Rumpled or ripped clothing, underwear as outerwear, and inappropriately revealing attire (ie, bare midriffs) are **not** permitted at any time. If an athletic training student is not professionally dressed, he/she will be asked to leave the clinical setting. The following dress code guidelines must be adhered to at all times in the clinical setting:

- Slacks and a program-issued or approved polo shirt are to be worn in the clinical setting (ie, athletic training facilities, physical therapy clinics, physician offices).
- Name tags must be worn at all times.
- Shoes that enclose the toes must be worn with socks (sandals or sandal-type shoes are not permitted).
- During team practice hours, shorts of a professional length may be worn with a program-issued or approved polo shirt or T-shirt.
- When traveling with teams, students are required to adhere to the team dress code.
- Game day dress will be determined by the sport covered.

REQUIREMENTS FOR DIRECT SUPERVISION

Students must be directly supervised by a preceptor associated with the Florida International University Athletic Training Program during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient. Direct Supervision of athletic training students is required as set forth by the Committee on Accreditation of Athletic Training Education guidelines and as mandated by the Florida State Practice Act (Florida Law 468.701.8 “Direct Supervision means the physical presence of the supervisor on the premises so that the supervisor is immediately available to the trainee when needed”). At no time during the clinical experiences shall an athletic training student be expected to perform tasks that would be in violation of Florida Licensure or the Board of Certification (BOC) Standards of Professional Practice. The requirements for direct supervision include:

- Constant visual and auditory interaction between the athletic training student and the preceptor.
- The physical presence of the preceptor to provide direct supervision in the form of aid, direction, and instruction when clinical skills and procedures are performed by the student while obtaining clinical experience at the clinical site or while traveling.

CLINICAL EDUCATION HOURS POLICY

The Florida International University Athletic Training Program is dedicated to providing all athletic training students with the opportunity to be successful in their studies, both academically and clinically. The clinical education gained within the clinical education component of the Athletic Training Program will count towards the total hours necessary to be eligible for graduation. The availability of clinical education opportunities varies by clinical site relative to time of day, days of the week, and team travel. Students must have a minimum of one day off in every seven day period.

Students are required to complete the designated number of clinical education hours for academic credit as published on the clinical education courses syllabi. The athletic training student is responsible for inputting their clinical education hours via E*Value on a daily basis for approval by his/her preceptor as verification of meeting clinical education course requirements. The minimum/maximum requirement for clinical hours is as follows:

- ATR 5805 Clinical Education Seminar in Athletic Training
 - Minimum = 15 hours/week
 - Maximum = 30 hours/week
- ATR 5815L Clinical Education I
 - Minimum = 15 hours/week
 - Maximum = 30 hours/week
- ATR 5825L Clinical Education II
 - Minimum = 15 hours/week
 - Maximum = 30 hours/week
- ATR 5835L Clinical Education III
 - Minimum = 15 hours/week
 - Maximum = 30 hours/week
- ATR 5845L Clinical Education IV
 - Minimum = 20 hours/week
 - Maximum = 40 hours/week
- ATR 6855L Clinical Education V
 - Minimum = 20 hours/week
 - Maximum = 40 hours/week

The minimum and maximum clinical education hour requirement for athletic training students on academic probation will be 15 and 20, respectively. Athletic training students who are not on academic probation and wish to obtain additional clinical hours beyond the aforementioned maximum may submit the *Request for Additional Clinical Experience* form (available on E*Value) to the Clinical Education Coordinator for approval.

Note: The following do not constitute clinical education hours: travel time(s), meal time(s), open lab time(s), and meeting(s) with a preceptor to complete course assignments, surgery observations, and internships.

CONFIDENTIALITY POLICY

Disclosing any information about a patient's condition is considered unethical by the Board of Certification (BOC). Information regarding a patient's condition is highly confidential. Any athletic training student that discusses this information outside of the health care system may be dismissed from the Athletic Training Program. Athletic training students are not permitted to speak to the media, their classmates, their friends, their family, or anyone outside of the health care staff regarding a patient's injury/illness.

ATHLETIC TRAINING PRACTICE POLICY

This policy encompasses Athletic Training practice that is unsafe and unprofessional.

Unsafe Athletic Training practice is jeopardizing a patient's life, health or safety, engaging in unprofessional conduct, or violating the National Athletic Trainers' Association Code of Ethics. Unsafe athletic training practice is defined to include, but is not limited to, the following behaviors of a health care professional, a preceptor or an athletic training student:

- ◆ Failure to supervise adequately the performance of acts by any person working at the preceptor or athletic training student's direction; or
- ◆ Delegating or accepting the delegation of an athletic training function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective patient care; or
- ◆ Failure to utilize appropriate judgment in administering safe athletic training practices based upon the expected level of athletic training preparation; or
- ◆ Performing new athletic training techniques or procedures without proper education and preparation; or
- ◆ Failure to report through the proper channels the unsafe or illegal practice of any person who is providing athletic training care; or
- ◆ Engaging in activities which do not fall within the realm of standardized athletic training practice; or
- ◆ Endangering the welfare of the patient through own physiological or mental health status.

Unprofessional conduct is athletic training behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the Athletic Training profession including the National Athletic Trainers' Association Code of Ethics and the Board of Certification Standards of Professional Practice. Unprofessional conduct shall include but not be limited to the following:

- ◆ Inaccurate recording, reporting, falsifying or altering client records; or
- ◆ Verbally or physically abusing patients; or
- ◆ Falsifying or manipulating patient records; or
- ◆ Appropriating without authority, medications, supplies or personal items of the patient; or
- ◆ Falsifying documents submitted to the athletic training program; or
- ◆ Leaving an athletic training assignment without properly advising appropriate personnel; or
- ◆ Violating the confidentiality of information or knowledge concerning the client; or
- ◆ Conduct detrimental to the public interest; or
- ◆ Discriminating in the rendering of athletic training services; or
- ◆ Impersonating a licensed practitioner, or permitting another person to use his/her athletic training identification for any purpose; or
- ◆ Aiding, abetting or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a health care professional, a preceptor, or an athletic training student; or

- ◆ Presenting a forged prescription; or
- ◆ Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
- ◆ Socializing with patients or clients at local clubs or establishments; or
- ◆ Dating patients or clients; or
- ◆ While caring for a patient, engaging in conduct with a patient or athlete that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a client, or engaging in sexual exploitation of a client; or
- ◆ Obtaining money, property or services from a patient through the use of undue influence, harassment, duress, deception or fraud; or
- ◆ Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws of the state medical assistance laws; or
- ◆ Allowing own value system to interfere with patient care/well-being; or
- ◆ Lacking respect for human dignity and the uniqueness of the patient, restricted by considerations of social or economic status, personal attributes, or the nature of health problems; or
- ◆ Failing to safeguard the client's right to privacy; or
- ◆ Failing to act to safeguard the client and the public when health care is affected by the incompetent, unethical, or illegal practice of any person; or
- ◆ Failing to assume responsibility and accountability for individual athletic training judgments and actions; or
- ◆ Failing to exercise informed judgment and use individual competence and qualifications when seeking consultation, accepting responsibilities, and delegating athletic training activities to others.

An athletic training student is a student and is therefore subject to the academic standards review of the Athletic Training Practice Policy. A violation of the policy is a violation of academic standards.

SANCTIONS IMPOSED FOR UNSAFE / UNPROFESSIONAL ATHLETIC TRAINING PRACTICE

If an athletic training student demonstrates unsafe or unprofessional behavior in a course(s) or clinical education assignment, the Athletic Training Program and/or preceptor may impose any of the following sanctions:

- ◆ Additional learning assignments designed by the faculty and/or preceptor to contribute to the achievement of course objectives and change behavior.
- ◆ Immediate suspension from the setting.
- ◆ Immediate dismissal from the course.
- ◆ Immediate dismissal from the clinical assignment.
- ◆ Grade of “F” for course.
- ◆ Dismissal from the Athletic Training Program.

INTERNSHIP POLICY

The Athletic Training Program at Florida International University encourages athletic training students to seek athletic training-related internships in accordance with program policies and procedures. The purpose of the internship policy is to oversee and facilitate students throughout the internship application process. The hours obtained during an internship do not count towards the clinical education hours required for graduation from the Athletic Training Program. Students participating in internships are not covered by the Florida International University student medical malpractice liability insurance policy. Students may complete internships during the Summer B session in the fourth semester of the program, which may result in an “Incomplete” grade for the Summer B course(s). Students must obtain approval from the Athletic Training Internship Review Committee to complete an internship, which is a three-step process.

Step One: The athletic training student must gain approval from the Athletic Training Internship Review Committee to apply for an internship(s) by meeting the requirements listed below. In the event multiple students want to apply to the same internship, the committee may limit the number of applicants based on the student’s score on the internship approval rubric.

- The athletic training student must be in good academic standing in the program (demonstrated by a cumulative GPA of 3.0 or higher);
- The athletic training student must demonstrate consistent and proficient professional behaviors as documented on the preceptor evaluation(s) of the student.
- The athletic training student must submit the following information, in writing, to the Athletic Training Internship Review Committee:
 - Details of the internship(s), such as location, dates, supervisor, etc.,
 - A description of how the internship(s) will provide a learning opportunity that is not available within the clinical education component of the program,
 - The internship application process, including timelines such as application deadline, requirements, etc., and
 - A personal statement describing how the internship will help the student achieve his/her career goals.

Step Two: The athletic training student must gain approval from the Athletic Training Internship Review Committee to submit the internship(s) application. Students will receive written approval from the Athletic Training Internship Review Committee to apply for an internship(s). Once the written approval is obtained, the athletic training student must schedule an appointment with the Clinical Education Coordinator a minimum of two weeks prior to the application deadline and provide the following:

- Cover letter;
- Resume; and
- All required application documents.

Step Three: The athletic training student must gain approval from the Athletic Training Internship Review Committee to accept an internship offer by meeting the following requirements:

- The athletic training student must email the *Internship Contract* form (Appendix F) to the Clinical Education Coordinator within 24 hours of receiving the internship offer.

- The athletic training student must schedule a meeting with the Clinical Education Coordinator (by the deadline specified by the Athletic Training Internship Review Committee) to discuss the internship details.
- The athletic training student must sign the *Syllabus Modification Contract* form(s) (Appendix G).

Note: Approval of all internships is contingent upon the successful execution of a Memorandum of Understanding between Florida International University and the internship site.

Internship Approval Rubric

Criteria	Scale	Score
Personal statement relative to career goals	<p>4 = Statement clearly describes how the internship will help the student achieve his/her career goals by providing a learning opportunity that is not available within the clinical education component of the program.</p> <p>3 = Statement adequately describes how the internship will help the student achieve his/her career goals and/or provide a learning opportunity that is not available within the clinical education component of the program.</p> <p>2 = Statement focuses on either how the internship will help the student achieve his/her career goals or provide a learning opportunity that is not available with the clinical education component of the program; but, does not adequately address both.</p> <p>1 = Statement lacks an adequate description of how the internship will help the student achieve his/her career goals and provide a learning opportunity that is not available within the clinical education component of the program.</p> <p>0 = Statement does not describe how the internship will help the student achieve his/her career goals or provide a learning opportunity that is not available within the clinical education component of the program.</p>	
Professional behavior as documented on preceptor evaluations	<p>3 = Average of 5 as documented on preceptor evaluation(s) of the ATS.</p> <p>2 = Average of 4 as documented on preceptor evaluation(s) of the ATS.</p> <p>1 = Average of 3 as documented on preceptor evaluation(s) of the ATS.</p> <p>0 = Average of 2 or below as documented on preceptor evaluation(s) of the ATS.</p>	
Previous experience in clinical setting	<p>2 = Previous experience in the same setting.</p> <p>1 = Previous experience in a related setting.</p> <p>0 = No previous experience the same or related setting</p>	
GPA	<p>1 = GPA of 3.50 or above</p> <p>0 = GPA of 3.49 or below</p>	
TOTAL		

OUTSIDE ACTIVITIES POLICY

An outside activity is any clinical experience (patient care or observation) obtained at sites that do not have a clinical affiliation agreement or memorandum of understanding with Florida International University. The Athletic Training Program does not recognize or endorse outside activities - supervised, unsupervised, paid, volunteer, or otherwise. Students participating in outside activities are not covered by the Florida International University student medical malpractice liability insurance policy. Participating in outside activities may be a violation of the Board of Certification (BOC) Standards of Professional Practice and/or state regulation.

FLORIDA INTERNATIONAL UNIVERSITY INFECTION CONTROL GUIDELINES

The purpose of the Florida International University (FIU) Infection Control Guidelines is to provide recommendations from the Center of Disease Control for controlling the spread of communicable infections. The FIU Infection Control Guidelines include policies and policies for the surveillance, prevention, and control of infection. Refer to Appendix H for the FIU Infection Control Guidelines.

The Athletic Training Program adheres to the FIU Infection Control Policy. This policy pertains to both the classroom and clinical settings (on-campus and off-campus clinical sites).

FLORIDA INTERNATIONAL UNIVERSITY BLOODBORNE PATHOGENS EXPOSURE CONTROL POLICY

The purpose of the Florida International University (FIU) Bloodborne Pathogen Exposure Control Policy is twofold: (1) to protect personnel from exposure to bloodborne pathogens and (2) to provide appropriate prophylaxis, response, treatment, and counseling for personnel. This policy applies to all laboratory, teaching, healthcare, recreational, and athletic facilities at FIU in which exposure to bloodborne pathogens may occur. Refer to Appendix I for the FIU Bloodborne Pathogen Exposure Control Policy

The Athletic Training Program adheres to the FIU Exposure Control Plan. This plan pertains to both on-campus and off-campus clinical sites.

APPENDIX A

APPENDIX B

APPENDIX C

APPENDIX D

APPENDIX E

APPENDIX F

APPENDIX G

APPENDIX H

APPENDIX I



PREAMBLE

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

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

PRINCIPLE 1:

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

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

PRINCIPLE 2:

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

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



PRINCIPLE 3:

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

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

PRINCIPLE 4:

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

- 4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
- 4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
- 4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.
- 4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.



Board of Certification, Inc.

BOC STANDARDS OF PROFESSIONAL PRACTICE

Published May 2016

Implemented September 2016

INTRODUCTION

The *BOC Standards of Professional Practice* is reviewed by the Board of Certification, Inc. (BOC) Standards Committee and recommendations are provided to the BOC Board of Directors. The BOC Standards Committee is comprised of five Athletic Trainer members and one Public member. The BOC Board of Directors approves the final document. The BOC Board of Directors includes six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC certifies Athletic Trainers (ATs) and provides exceptional credentialing programs that support the protection of the public. An AT is a healthcare professional who renders service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states' statutes, rules and regulations. As a part of the healthcare team, services provided by ATs comprise, but are not limited to, prevention and education, emergent care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

The BOC is the only accredited certification program for ATs in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the Institute of Credentialing Excellence.

The *BOC Standards of Professional Practice* consists of two sections:

- I. Practice Standards
- II. Code of Professional Responsibility

BOC STANDARDS OF PROFESSIONAL PRACTICE

I. PRACTICE STANDARDS

Preamble

The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of holding the ATC® credential. Compliance with the Practice Standards is mandatory.

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Practice Standards at all times.

Standard 1: Direction

The Athletic Trainer renders service or treatment under the direction of, or in collaboration with a physician, in accordance with their training and the state's statutes, rules and regulations.

Standard 2: Prevention

The Athletic Trainer implements measures to prevent and/or mitigate injury, illness and long term disability.

Standard 3: Immediate Care

The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.

Standard 4: Examination, Assessment and Diagnosis

The Athletic Trainer utilizes patient history and appropriate physical examination procedures to determine the patient's impairments, diagnosis, level of function and disposition.

Standard 5: Therapeutic Intervention

The Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Intervention program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Appropriate patient-centered outcomes assessments are utilized to document efficacy of interventions.

Standard 6: Program Discontinuation

The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patients' status is included in the discharge note.

Standard 7: Organization and Administration

The Athletic Trainer documents all procedures and services in accordance with local, state and federal laws, rules and guidelines.

II. CODE OF PROFESSIONAL RESPONSIBILITY

Preamble

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The Professional Practice and Discipline Guidelines and Procedures may be accessed via the BOC website, www.bocatc.org.

Code 1: Patient Care Responsibilities

The Athletic Trainer or applicant:

- 1.1 Renders quality patient care regardless of the patient's age, gender, race, religion, disability, sexual orientation, or any other characteristic protected by law
- 1.2 Protects the patient from undue harm and acts always in the patient's best interests and is an advocate for the patient's welfare, including taking appropriate action to protect patients from healthcare providers or athletic training students who are, impaired or engaged in illegal or unethical practice
- 1.3 Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines, and the thoughtful and safe application of resources, treatments and therapies
- 1.4 Communicates effectively and truthfully with patients and other persons involved in the patient's program, while maintaining privacy and confidentiality of patient information in accordance with applicable law
 - 1.4.1 Demonstrates respect for cultural diversity and understanding of the impact of cultural and religious values
- 1.5 Develops and maintains a relationship of trust and confidence with the patient and/or the parent/guardian of a minor patient and does not exploit the relationship for personal or financial gain
- 1.6 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient
- 1.7 Informs the patient and/or the parent/guardian of a minor patient of any risks involved in the treatment plan
 - 1.7.1 Does not make unsupported claims about the safety or efficacy of treatment

BOC STANDARDS OF PROFESSIONAL PRACTICE

Code 2: Competency

The Athletic Trainer or applicant:

- 2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence
- 2.2 Complies with the most current BOC recertification policies and requirements

Code 3: Professional Responsibility

The Athletic Trainer or applicant:

- 3.1 Practices in accordance with the most current BOC Practice Standards
- 3.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
- 3.3 Practices in collaboration and cooperation with others involved in a patient's care when warranted; respecting the expertise and medico-legal responsibility of all parties
- 3.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services
- 3.5 Does not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services or the skills, training, credentials, identity, or services of athletic training
 - 3.5.1 Provides only those services for which they are prepared and permitted to perform by applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
- 3.6 Does not guarantee the results of any athletic training service
- 3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful
- 3.8 Does not possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization
- 3.9 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substances, or the possession with intent to distribute

controlled substances; or improper influence of the outcome or score of an athletic contest or event

- 3.10 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training
- 3.11 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline, or sanction received by him/herself or by another Athletic Trainer that is related to athletic training
- 3.12 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to, providing candid, honest, and timely responses to requests for information
- 3.13 Complies with all confidentiality and disclosure requirements of the BOC and existing law
- 3.14 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

Code 4: Research

The Athletic Trainer or applicant who engages in research:

- 4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions
- 4.2 Protects the human rights and well-being of research participants
- 4.3 Conducts research activities intended to improve knowledge, practice, education, outcomes, and/or public policy relative to the organization and administration of health systems and/or healthcare delivery

Code 5: Social Responsibility

The Athletic Trainer or applicant:

- 5.1 Strives to serve the profession and the community in a manner that benefits society at large
- 5.2 Advocates for appropriate health care to address societal health needs and goals

Code 6: Business Practices

The Athletic Trainer or applicant:

- 6.1 Does not participate in deceptive or fraudulent business practices
- 6.2 Maintains adequate and customary professional liability insurance
- 6.3 Acknowledges and mitigates conflicts of interest

Title XXXII
REGULATION OF PROFESSIONS AND OCCUPATIONS
Chapter 468 PART XIII - ATHLETIC TRAINERS

The most current, up-to-date Florida Statutes may be found here:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0468/0468PartXIIIContentsIndex.html&StatuteYear=2016&Title=-%3E2016-%3EChapter%20468-%3EPart%20XIII



ATHLETIC TRAINING PROGRAM EXCUSED ABSENCE REQUEST FORM

Name: _____ **Date:** _____

In accordance with the Class/Laboratory and Clinical Attendance Policy, I am requesting to be excused from (select all that apply):

- ☐ Class(es) _____ on _____.
(Class prefix and number) (Date/s)
- ☐ *Clinical on _____.
(Date/s)
- ☐ Program Meeting on _____.
(Date/s)

**Requires Preceptor and Clinical Educator Coordinator approval in addition to Program Director Approval*

The purpose(s) for requesting this excused absence is (are)...

- | | |
|--|--|
| <input type="checkbox"/> Clinical responsibilities | <input type="checkbox"/> Personal Day – Clinical |
| <input type="checkbox"/> Athletic training related professional conference | <input type="checkbox"/> Personal Day – Class/Lab |
| <input type="checkbox"/> Illness and/or hospitalization | <input type="checkbox"/> Academic responsibilities |
| <input type="checkbox"/> Family and/or personal emergency | |

Circumstance	Category	Required Documentation
Clinical responsibilities	Foreseen	Team schedule, travel confirmation, and/or preceptor correspondence
Athletic training related professional conference	Foreseen	Conference agenda and registration confirmation
Illness and/or hospitalization	Unforeseen	Health care provider letter stating the dates of excused absence
Family and/or personal emergency	Unforeseen	Required documentation will be determined on a case-by-case basis
Personal Day	Foreseen	Required documentation will be determined on a case-by-case basis
Academic responsibilities	Foreseen	Required documentation will be determined on a case-by-case basis

Preceptor (if applicable): _____
(Print name)

(Signature)

- ☐ Approved with no replacement Athletic Training Student (ATS) necessary
- ☐ Approved only with replacement ATS:

○

(Print name of replacement ATS)

(Signature of replacement ATS)

- ☐ Not Approved



Clinical Education Coordinator: _____
(Signature)

☐ Excused

☐ Unexcused

Program Director: _____
(Signature)

☐ Excused

☐ Unexcused

OFFICE USE ONLY:

Required documentation attached:

☐ Yes – Date received: _____

☐ No

Requirement	Satisfied	Not satisfied
In good standing in the program		
Approved formalized study plan with daily objectives that span a minimum of two months (attached)	<input type="checkbox"/> November <input type="checkbox"/> January <input type="checkbox"/> March	<input type="checkbox"/> November <input type="checkbox"/> January <input type="checkbox"/> March
A score of 80% or higher on the mock BOC exam	<input type="checkbox"/> November <input type="checkbox"/> January <input type="checkbox"/> March	<input type="checkbox"/> November <input type="checkbox"/> January <input type="checkbox"/> March
BOC self-assessment exam results with no more than 1 area of weakness	<input type="checkbox"/> December <input type="checkbox"/> February <input type="checkbox"/> April	<input type="checkbox"/> December <input type="checkbox"/> February <input type="checkbox"/> April

Date:

☐ Approved for exam cycle (circle one): January/February
March/April
May/June

☐ Not Approved

Signature, Program Director



INTERNSHIP CONTRACT

Athletic training student: _____

Internship: _____

Location: _____

Semester/Dates: _____

Supervisor: _____

Supervisor email: _____ Supervisor phone: _____

Description of internship:

Courses to be modified (sign *Syllabus Modification Contract* for each course):

1. _____
2. _____
3. _____
4. _____
5. _____



I, _____, acknowledge that completing this internship may require modifications to the didactic and clinical components of the Athletic Training Program. I am aware that the clinical education hours completed for the internship do not count towards the clinical education hours required for graduation. I am aware that I am not covered by the Florida International University student medical malpractice liability insurance policy while completing my internship. I am also aware that I may be given an “Incomplete” grade for my Summer A and/or B course(s) as outlined on the syllabus modification contract(s).

Athletic training student’s signature

Date

☐ Approved

☐ Not approved

Clinical Education Coordinator’s signature

Date

☐ Approved

☐ Not approved

Program Director’s signature

Date



SYLLABUS MODIFICATION CONTRACT

Athletic training student: _____

Course: _____

Semester: _____

Instructor: _____

Rationale for modifying syllabus:

Component to be Modified	Modification

*Attach syllabus to contract



I, _____, acknowledge the above stated syllabus modifications and agree to abide by these modifications. I understand that my grade for this course will be based on the syllabus and above stated modifications. I am also aware that I may be given an “Incomplete” grade for my Summer A and/or B course(s) as outlined on the syllabus modification contract(s).

Athletic training student’s signature

Date

☐ Approved

☐ Not approved

Instructor’s signature

Date

☐ Approved

☐ Not approved

Program Director’s signature

Date