

ALFRED UNIVERSITY
Athletic Training Program

Student Academic
Handbook



Table of Contents

Philosophy and Mission Statements	1
Academic Probation Policy	4
Senior Comprehensive Exam Policy.....	5
Discrimination Policy	7
Discrimination Grievance Procedure	8
Technical Standards	10
Associated Academic Fees and Awards	12
Course Sequence / Plan of Study	14
Major Blank	15
Exercise Science Minor Blank	16
Sports Management Minor Blank	17
Graduation Checklist	18
AU Catalog Pages for Athletic Training	19
Athletic Training Course Descriptions	25
Alfred University ATP Transfer Policy	32
Application Forms	33
Application Checklist	33
Program Agreement	34
Application Form	36
Recommendation Form	39
Health Assessment Form	41
Immunization Record	42
Clinical Experience Policy	43
Hour Requirement Policy	47
Athletic Participation Policy	49
Disciplinary Policy	50
Communicable Disease Policy	52
Liability Insurance Policy	58
Medical Records / Confidentiality Policy	59
Work Study Policy	63
Student Class Schedule	65
Absence Notification Form	66

**ALFRED UNIVERSITY
DIVISION OF ATHLETIC TRAINING**

Philosophy and Mission

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

The student, while pursuing a degree in Athletic Training, shall develop proficiency in the following performance domains as determined by the Board of Certification (BOC):

1. Injury/illness prevention and wellness protection
2. Clinical evaluation and diagnosis
3. Immediate and emergency care
4. Treatment and rehabilitation
5. Organizational and professional health and well-being

The ATP is based on the philosophy that education is a life-long process. This is particularly true for a profession, which through its practice of specific skills, seeks to fill the needs of athletes and recreationally active individuals. The needs of this select group are dynamic due to continually improving methods of training and new findings through research. Therefore, the formal phase of professional education cannot hope to produce a fully and perpetually qualified practitioner. It must seek to thoroughly educate the students in these concepts, principles, and tools, which are particularly applicable to the continued acquisition of knowledge and perfection of skills in the field of athletic training.

The program provides interested students the opportunity of concentrated study and clinical work experiences. Upon successful completion of the ATP, the student will receive a Bachelor of Science degree in Athletic Training, thus making the student eligible to sit for the Board of Certification exam. Upon passing the BOC exam, the student will attain the qualification of a Certified Athletic Trainer.

GOALS OF THE ATEP PROGRAM ARE AS FOLLOWS:

1. Develop effective problem solving and critical thinking skills as compared to an entry level athletic trainer
2. Develop effective written and oral communications skills as demonstrated through public speaking and various forms of written documents.
3. Develop entry level athletic training competencies and proficiencies.
4. Develop skills that lead to participation in the profession of athletic training through the demonstration of mastery of skills associated with professional development.
5. Enter the field of Athletic Training within 2 years of graduation.

The Athletic Training Education Program at Alfred University has been accredited by the Commission on Accreditation of Athletic Training Education (CAATE) since 2006.

Alfred University
College of Professional Studies
Division of Athletic Training
Academic Performance / Retention Policy

Students in the College of Professional Studies must maintain semester and cumulative GPA's at or above the following:

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

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

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

- Cumulative GPA of 2.5
- Major GPA of 2.75
- American Red Cross CPR for the Professional Rescuer and Community First Aid certification or certification as an Emergency Medical Technician
- Adhering to the minimum hour requirements for each clinical experience course

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

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

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

All courses listed as “Athletic Training Core” must be passed with a grade of “C” or better. Any grade less than a “C” in one of the core courses will result in the student retaking the course. All other specified major courses should be passed with a “C-” or better. The student will be allowed one “D” in a course required for the major but not listed as an Athletic Training Core course. If the student received more than one “D” in a required course, the student will then be required to retake the course until a grade of “C-” has been obtained.

Students who are unable to meet the GPA requirements set by the athletic training program after serving one semester on academic probation may be dismissed from the athletic training major. Students dismissed from the program area permitted to appeal the decision. The appeals process is the same process as outlined in the application process.

Readmission Procedure:

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

readmitted to the major the student will be on academic probation for a minimum of one semester. Any missed clinical course and proficiencies must be completed prior to graduating from the program.

Alfred University
College of Professional Studies
Division of Athletic Training
Athletic Training Student Academic Probation Policy

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

- Cumulative GPA of 2.5
- Major GPA of 2.75
- American Red Cross CPR for the Professional Rescuer and Community First Aid certification or certification as an Emergency Medical Technician
- Accumulation of a minimum of the specified clinical hours each semester as outlined in the course syllabi.

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

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

Students enrolled within the Athletic Training Basic Program who are placed on academic probation at any point subsequent to the first semester, sophomore year, may apply for provisional admission into the Athletic Training Program. Athletic Training students admitted on a provisional status will be notified in writing. She/he will be given a specific goal/criteria, which must be met during the succeeding semester in order to maintain their position in the Athletic Training Program. During this time, the student must demonstrate continued progress toward the goal and eventual achievement. If the criterion is not met within the allotted time, the athletic training student will be downgraded to non-admission status. This student must then re-apply to the program for re-admission.

Alfred University
Division of Athletic Training
Senior Comprehensive Examination Policy

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

Senior Comprehensive Exam

The senior comprehensive exam will consist of both a 150 question written test and a practical examination on **all** Athletic Training courses and clinical experiences taken within the AUATP. Students will have two opportunities to pass the senior comprehensive exam. Failure to pass this exam on the second attempt will disqualify students from being endorsed by the Program Director to take the BOC, Inc. exam.

Coursework to be included on the exam are:

ATHT 103 Prevention and Care
ATHT 104 Introduction to Clinical Experience
ATHT 105 Introduction to Athletic Training
ATHT 110 Medical Science
ATHT 111 Emergency Medicine in Athletic Training
ATHT 190 Principles of Strength and Reconditioning
ATHT 201 Clinical Experience in AT I
ATHT 202 Clinical Experience in AT II
ATHT 210 Advanced Athletic Training
ATHT 265 Integrated Therapeutic Modalities I
ATHT 276 Integrated Therapeutic Modalities II
ATHT 215 Personal Health
ATHT 301 Clinical Experience in AT III
ATHT 302 Clinical Experience in AT IV
ATHT 310 Orthopedic Procedures
ATHT 334 Evaluation of the Lower Extremity
ATHT 348 Evaluation of the Upper Extremity
ATHT 392 Biomechanics
ATHT 393 Exercise Physiology
ATHT 401 Clinical Experience V
ATHT 459 Research Methods in Athletic Training
ATHT 205 Structural Kinesiology
ATHT 222 Nutrition and Human Performance
ATHT 190 Principles of Strength Training and Reconditioning

Students must receive a 75% or better on the written and practical exam separately before they can be endorsed by the Program Director and therefore, eligible to take the BOC, Inc. examination. The grades for the written and practical exam will be calculated into the student's grade for ATHT 490 Senior Seminar in Athletic Training.

Students who do not pass the exam after the second attempt will be permitted to graduate providing they have meet all other requirements for the program but may not be endorsed the AU ATP Program Director for BOC, Inc. candidacy.

I have read the Alfred University Athletic Training Program policy regarding the senior comprehensive examination. I fully understand the contents of the policy and have been provided the opportunity to ask questions regarding the policy. I feel all my questions pertaining to this policy have been satisfactorily answered and agree to abide by said policy.

Print Student Name

Date

Student Signature

Program Director Signature

Date

Alfred University
Policy Against Discrimination

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

Alfred University Discrimination Grievance Procedure for Students

This procedure has been established to address complaints of discrimination. It is open to use by Alfred University students who believe they have been discriminated against by the University on the basis of race, color, religion, national origin, age, sex, sexual preference, disability, or marital status. (Note: Complaints of sexual harassment, however, are handled separately, according to the Sexual Harassment Policy and Complaint Procedure contained elsewhere in this handbook.)

Legislation covered by this policy includes, but is not limited to, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Coordinating Officers for complaints are the Affirmative Action Officer and the Personnel Director, both of whom are listed in the University directory. Questions on procedure and/or the proper person to whom to direct an appeal should be addressed to one of these individuals.

Procedure

Persons or groups who believe they have been denied employment or educational opportunities at Alfred University because of discrimination must adhere to the following procedural steps to appeal those decisions or conditions which they consider discriminatory. This procedure has been developed to follow supervisory and departmental lines of authority so that problems may be resolved at the lowest organizational level possible. It is important that these lines of authority be followed to assure a fast and orderly handling of the grievance. Time restrictions have been allotted for answering the complainant at each level. The final appeal for an unresolved grievance is to the Grievance Board through the Affirmative Action Officer.

Procedure and procedural steps may vary depending upon the status of the person filing the grievance. For instance, a staff member would appeal to the immediate supervisor; a faculty member to the department or division chairperson; a student to the department or division involved on academic matters, or to the Student Affairs Office.

Illustrative Procedural Steps

1. Complainant makes oral or written appeal to the point of origin of the grievance, stating the grievance and requesting a review of the decision. The person receiving the grievance must reply to the complainant within five working days (University vacation days excepted) and make a record of the date and nature of the grievance, and the date and nature of the reply which is forwarded to the Affirmative Action Officer.
2. If an answer is not conveyed to the complainant within the allotted time, or the reply is not satisfactory to the complainant, the complainant may make an oral or written appeal to the next appropriate organizational level. However, if the levels of supervision or levels of organization have been exhausted at the first level in the appeal procedure and a grievance remains, this second appeal may be made, in the case of a staff member, to the appropriate personnel director, or in the case of a student, the Ombudsperson. The five day answer period (University vacation days excepted) is again in effect, and again records of the grievance and reply are forwarded to the Affirmative Action Officer.
3. If after a second appeal the grievance remains, a final appeal may be made to the Grievance Board through the Affirmative Action Officer. This appeal must be made in writing, be signed by the complainant, and specify the details of the grievance and all relevant factors believed to bear on the case.

Upon receiving the written grievance, the Affirmative Action Officer may make a recommendation to the President in favor of and to the satisfaction of the complainant. If the Affirmative Action Officer does not make a recommendation at this point, he/she shall convene the Grievance Board. Within thirty days of receiving the grievance, the Grievance Board shall review the facts in the case and issue an

opinion whether or not discrimination did occur, along with the reasons underlying the opinion. The written opinion, with support, shall be transmitted to the Affirmative Action Officer for review and final recommendation to the President.

The President shall determine the action to be taken and any remedies called for on the basis of the Board's opinion and the Affirmative Action Officer's recommendation. The posture of the University and the opinion of the Grievance Board shall be conveyed to the complainant in writing. This issuance will be the final position of the University, not subject to further appeal.

The membership of the Grievance Board shall be as follows:

SIZE:	Three person board
SELECTION:	All three members to be appointed from the full-time faculty, staff or student body of Alfred University, including the New York State College of Ceramics: one person to be chosen by the complainant and one person to be chosen by the Title IX Affirmative Action Advisory Committee Chairperson, both selected from that committee; and the third person chosen by these two members from the full-time Alfred University faculty, staff or student body.
PURPOSE:	To review the details and facts of the case and issue an opinion whether or not discrimination did occur.
AUTHORITY:	The Grievance Board as conceived is a fact-finding board. It is not intended to be adversarial in nature.
RESOURCES:	Information shall be requested from those persons who have information about the case and the grievance.

Updated August 2001

<http://www.alfred.edu/policies/index.cfm?fuseaction=viewPolicy&id=21>

ALFRED UNIVERSITY
DIVISION OF ATHLETIC TRAINING
Technical Standards for Admission

The Athletic Training Program (ATP) at Alfred University is an extremely rigorous and intense program that places specific requirements and demands, both mentally and physically, on the students enrolled in the program. An objective of this academic program is to prepare graduates to enter a variety of employment setting and to render care to a wide range of athlete and individuals engaged in physical activity. The technical standard set forth by the ATP establish the essential qualities deemed necessary for students admitted to this program to achieve the knowledge, skills, educational competencies, and clinical proficiencies of an entry-level athletic trainer, as well as meet the expectation of the program's accrediting agency, the Commission on Accreditation of Athletic Training Education (CAATE). All students admitted to the ATP must meet the following standards listed below. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

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

Candidates for selection to the Athletic Training Education Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment, and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques and accurately, safely, and efficiently use equipment and materials during the assessment and treatment of student-athletes.
3. The ability to communicate effectively and sensitively with student-athletes and colleagues, including individuals from different cultural and social backgrounds. This includes, but is not limited to, the ability to establish rapport with student-athletes and communicate judgments and treatment information effectively. Students must be able to understand, speak, and write the English language at a level consistent with competent professional practice.
4. The ability to record physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence, and commitment to complete the Athletic Training Program as outlined and sequenced.
7. Flexibility, emotional stability, and professionalism to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality care.
9. The responsibility and accountability to attend clinical experiences as assigned by a Preceptor or including, but not limited to practice and game coverage, in addition to other responsibilities based on athletic training course requirements.

Candidates for selection to the Athletic Training Education Program will be required to verify they understand and meet the standards. The Director of Special Academic Services, located at Crandall Hall, will be available to a student who states he/she could meet the Athletic Training Program's technical standards with accommodations. Supporting documentation will be reviewed to determine eligibility for reasonable and appropriate accommodations under applicable law.

If a student states he/she can meet the technical standards with accommodation, then the Division of Athletic Training - specifically the Program Director, along with the Dean of the College of Professional Studies, and the Director of Special Academic Services - will determine whether it agrees that the student can meet the technical standards with reasonable accommodation. This includes a review of whether the accommodations would jeopardize clinician/student-athlete safety, or the educational process of the student

or the institution, including all coursework, clinical experiences, and internships deemed essential to graduation.

I acknowledge reading the technical standard for admission to the Alfred University ATP. I have been provided the opportunity to ask questions regarding this document. By signing this document I indicate that I am able to meet the requirements outlined within this document.

Athletic Training Student Signature

Date

Athletic Training Student Name (Print)

ATP Program Director Signature

Date

Alfred University
Division of Athletic Training

Associated Fees and Awards

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

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

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

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

Liability and Responsibility Notice

Alfred University is not responsible for injury or illness as a result of participation in clinical education. Whether enrolled in an on-campus class or in an Alfred University internship, practicum, course or activity involving domestic or foreign travel, you are responsible for your own medical treatment and are liable for your own actions. In the event of your injury or illness while participating in an Alfred University sponsored activity, AU cannot approve a claim for treatment or reimbursement. Information on insurance is available in the Office of the Vice President for Student Affairs. Also, a number of reasonably priced insurance policies are available from the private business sector. We strongly encourage you to invest in the appropriate coverage.

Scholarships and Work Employment

There are currently no Alfred University Athletic Training scholarships at this time. All work-study opportunities are related to financial aid eligibility and handled through the Financial Aid Office. See the head athletic trainer for work related employment opportunities which are serviced-based and not related to the Athletic Training Program.. A part-time job outside of the athletic training program may be possible some mornings/Sundays. See the program director for clarification.

Awards

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

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

Excellence in Athletic Training

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

Alfred University
College of Professional Studies
Division of Athletic Training
Course Sequence - Plan of Study for Advising

Fall Semester – Freshman Year

ATHT 103	Prevention and Care	4	_____
ATHT 110	Medical Science	2	_____
ATHT 111	Emergency Med. in AT	2	_____
ENGL 101	Writing I	4	_____
ATHT 105	FYE – Athletic Training	1	_____
Total credit hours		13	

Spring Semester – Freshman Year

ATHT 210	Advanced AT	3	_____
ATHT 104	Intro to Clinical Experience	1	_____
ATHT 205	Structural Kinesiology	2	_____
ENGL 102	Writing II	4	_____
COMM 000	Communications Course	4	_____
	General Education Req.	4	_____
Total credit hours		18	

Fall Semester – Sophomore Year

ATHT 201	Clinical Experience I	1	_____
ATHT 265	Therapeutic Application I	3	_____
ATHT 222	Sports Nutrition	2	_____
BIOL 207	Introduction to A & P I	4	_____
PSYC 101	Introd. to Psychology	4	_____
	PE Elective	2	_____
Total credit hours		16	

Spring Semester – Sophomore Year

ATHT 202	Clinical Experience II	1	_____
ATHT 276	Therapeutic Application II	3	_____
ATHT 392	Biomechanics	2	_____
ATHT 190	Strength Training / Recond.	2	_____
ATHT 215	Personal Health	2	_____
BIOL 208	Introduction to A & P II	4	_____
CHEM 105	General Chemistry	4	_____
Total credit hours		18	

Fall Semester – Junior Year

ATHT 301	Clinical Experience III	1	_____
ATHT 334	Eval –Lower Extremity	3	_____
ATHT 393	Physiology of Exercise	3	_____
	Statistics Requirement	4	_____
	General Education Req.	4	_____
	General Education Req.	4	_____
Total credit hours		17	

Spring Semester – Junior Year

ATHT 302	Clinical Experience IV	1	_____
ATHT 348	Eval – Upper Extremity	3	_____
ATHT 459	Research Designs – AT	3	_____
ATHT 310	Orthopedic Procedures	2	_____
ATHT 403	Medical Aspects	1	_____
PSYC 322	Health Psychology	4	_____
BIOL 202	General Biology II	4	_____
Total credit hours		18	

Fall Semester – Senior Year

ATHT 401	Clinical Experience V	1	_____
ATHT 420	Pharmacology	2	_____
ATHT 432	Administration of AT	2	_____
ATHT 490	Senior Seminar	1	_____
PSYC 330	Neurophysiology.	4	_____
	General Education Req.	4	_____
Total credit hours		14	

Spring Semester – Senior Year

ATHT 485	Clinical Internship – AT	4	_____
ATHT 495	Current Topics	2	_____
	Free Elective	2	_____
	Free Elective	4	_____
Total credit hours		12	

ATHT 232 Introduction to Sports Management 3
 ATHT 242 Sports, Ethics, and Society 3

**Alfred University
Minor Declaration
Exercise Science Minor
College of Professional Studies/Division of Athletic Training**

_____ student number _____ has consulted with me and has my permission to pursue a minor in Exercise Science.

Required Athletic Training Courses (17 credits)		Credits	Semester Completed
ATHT 103	Prevention and Care	4	
ATHT 111	Emergency Medicine in Athletic Training	2	
ATHT 190	Principles of Strength Training and Reconditioning	2	
ATHT 205	Structural Kinesiology	2	
ATHT 215	Personal Health	2	
ATHT 222	Nutrition and Human Performance	2	
ATHT 393	Physiology of Exercise	3	
Required Biology Courses (8 credits)		Credits	Semester Completed
BIOL 207	Introduction to Anatomy and Physiology I	4	
BIOL 208	Introduction to Anatomy and Physiology II	4	
Total Minor Credits		25	

Student Signature _____ Date _____

Advisor _____ Date _____

Dean Signature _____ Date _____

Description of the Minor:

The minor provides students with the ability to address the growing concerns of society about injury prevention, wellness, fitness, and rehabilitation. Additionally, it is designed to prepare students to become certified Strength and Conditioning Specialists recognized by the National Strength and Conditioning Association.

Please Note:

Students completing the Exercise Science minor at Alfred must complete at least 50% of the course work for the minor at Alfred. A grade of at least "C" must be attained for courses counted for the minor.

The Minor Advisor should return the original minor form to Gayle Gebhard, College of Professional Studies secretary, for distribution to the Registrar's Office and student file. The Registrar's Office will send one copy to the student's college office and one copy to the student's advisor.

**Alfred University
Minor Declaration
Sports Management Minor
School of Business/Division of Athletic Training**

_____ student number _____ has consulted with me and has my permission to pursue a minor in Sports Management.

Required Business Courses (11-13 credits)		Credits	Semester Completed
MKTG 221	Marketing Principles and Management ^a	3	
LAW 241	Legal Environment of Business	3	
ACCT 211	Financial Accounting ^a	3	
BUSI 485	Internship specific to Sports Management ^b	2-4	
Required Other Courses (12 credits)		Credits	Semester Completed
ATHT 232	Introduction to Sports Management	3	
ATHT 242	Sports, Society, and Ethics	3	
ATHT 432	Sports Facility Management	2	
COMM 302	Public Relations	4	
Total Minor Credits		23-25	

Student Signature _____ Date _____

Advisor _____ Date _____

Description of the Minor:

Please Note:

Students completing the Sports Management minor at Alfred must complete at least 50% of the course work for the minor at Alfred. A grade point average of at least "C" must be attained overall for courses counted for the minor.

^a Sophomore standing required.

^b Students are required to complete an internship in the sports management field which is approved by the Sports Management Minor advisor to bear credit.

The Minor Advisor should return the original minor form to Judy Scott, School of Business student records secretary, for distribution to the Registrar's Office and student file. The Registrar's Office will send one copy to the student's college office and one copy to the student's advisor.

Graduation Checklist

- Degree Evaluation
 - Print and bring to your advisor before midterm break
 - Attach your spring course schedule
 - If any other courses other than those that you are taking at AU in the spring are necessary for graduation, attach your plan to complete those (IE online, transfer, summer course, etc)
- Internships
 - Must have a minimum of 3 sites, approved by Andrea or Chris
 - Minimum of 2 paramedic ride-a-longs
 - Minimum of 2 surgery observations
 - Hours must exceed 200 to receive full credit for that portion of the course
- Paperwork
 - Hour log itemized by site
 - Surgical observation research papers (2)
 - Internship Journal
 - Copy of evaluations performed by you for every major body part (cosigned by a preceptor)
 - Black out patients' name
 - Midterm and final evaluations
 - Evaluation of each preceptor that you were assigned to
 - Evaluation of each clinical site that you were assigned to
- Project & Thank you's
 - "Give back" Project
 - The purpose of this project is for you to give back something to a preceptor that supervised you
 - Project must be preapproved by both Andrea and site/preceptor
 - Thank you letters
 - You must write a thank you letter to each preceptor/site that you intern under
 - Letters must be addressed and handed into Andrea for credit and mailing
- Senior Portfolio
 - Details in syllabus for ATHT495
- Senior Comprehensive Exam
 - Must pass with 75% or higher for BOC endorsement
- Petition to Graduate
 - Fill out intention to graduate form and return to the Dean's office

Major and Minor Requirements

Athletic Training

The program offers a major in Athletic Training and a minor in Exercise Science. Students interested in applying for admission to AU's Athletic Training Program are required to obtain a minimum of 50 clinical hours observing in the athletic training room under direct supervision of a certified staff athletic trainer (see page 10 of this catalog: for policy for Freshman applicants to the University). The directed observation period will be a minimum of two semesters. The purpose of the directed observation period is to provide the prospective student an opportunity to observe the roles and functions of a certified athletic trainer in the management of health related issues found within the intercollegiate athletic participation. Students are given an opportunity to observe athletic trainers working in these performance domains:

- prevention of athletic injuries
- clinical evaluation and diagnosis of athletic injuries
- immediate care of athletic injuries
- treatment, rehabilitation, and reconditioning organization and administration
- professional responsibility

The emphasis in clinical directed observation is on the orientation and development of knowledge of the respective roles of Athletic Training personnel, and limited performance and/or direct application of technical skills and knowledge.

It is expected that directed observation students will attend all scheduled in-services and athletic training student meetings, as well as successfully complete the required competencies for first semester athletic training students. Students are also expected to enroll in the Athletic Training Basic Program (ATBP), complete a Technical Standards for Admission form and complete the basic program during their freshman year.

After completing the mandatory directed observation period, the prospective athletic training student may apply for acceptance into the Athletic Training Program (ATP). Application to the ATP level consists of submission of a résumé, a letter of application, three letters of recommendation, an official transcript, and evidence of successful completion of all requirements of the ATBP. Interviews with the program faculty are also required. In order to be considered for acceptance into the ATP the student must:

- have a cumulative grade-point average of 2.50 with a grade-point average of 2.75 or better in the courses included within the ATBEP
- provide proof of current American Red Cross First Aid, CPR and AED for the Professional Rescuer certifications or certification as an Emergency Medical Technician.
- provide proof of Hepatitis-B vaccination or declination statement
- complete an Athletic Training Program Technical Standards for Admission form
- complete required physical exam
- complete an Athletic Training Program Application form
- submit a signed Athletic Training Program Agreement

College of Professional Studies

- submit three (3) letters of recommendation
- undergo a formal interview with AU ATP faculty
- completion of a minimum 50 verified hours of supervised clinical experience and observation at Alfred University or approved affiliate
- student member of National Athletic Trainers' Association
- active member of the Alfred University Athletic Training Club

Appeals Process for Athletic Training Students

Alfred University and the Division of Athletic Training are committed to the highest principles of academic and personal integrity concerning the application and admissions process of the Athletic Training Program. An athletic training student who has met all of the requirements necessary in order for admission into the ATP may be given provisional admission or denied admission altogether based upon any of the following grounds:

- a cumulative grade-point average lower than 2.50
- a cumulative ATBP grade-point average lower than 2.75 or a grade below a C in any of the ATBP courses
- incomplete application (missing one or any of the following: letter of application, résumé, letters of recommendation, transcripts, etc.)
- lack of 50 hours of verified clinical experience
- failure to provide adequate proof of first aid/CPR/AED certification
- failure to provide proof of Hepatitis-B vaccination or declination statement

Provisional Admission

Special circumstances may arise where a student may be admitted provisionally to the Alfred University Athletic Training Program. In this instance, students will be given very clear objective criteria, which must be satisfied. This category of admission is only utilized when students are extremely close to meeting a specific admission criterion. Athletic training students admitted on a provisional status will be notified in writing. She/he will be given a specific goal/criteria, which must be met during the succeeding semester in order to maintain their position in the Athletic Training Program. During this time, the student must demonstrate continued progress toward the goal and eventual achievement. If the criterion is not met within the allotted time, the athletic training student will be downgraded to non-admission status. This student must then re-apply to the program for re-admission.

Appeals Process

Students not accepted into the ATP have the right to appeal to the Division of Athletic Training Program Director. It is anticipated that admission to the program by this route will be rare except in extenuating circumstances. A letter of appeal must be submitted no later than one (1) month following denial. It must detail the grounds for appeal. The letter will be reviewed by the Athletic Training Appeals Committee (comprised of the Program Director, full-time Division of Athletic Training faculty/staff and the Dean of the College of Professional Studies) and ruled upon. A letter regarding the decision of the appeals committee will then be mailed to the student no later than two (2) months following the original denial/non-admission letter. The decision of the Appeals Committee is *final*.

Note: The Division of Athletic Training faculty/staff reserves the right to determine the propriety of grounds for appeal based on the facts presented on a case-to-case basis.

Second-Chance Provision

A student not accepted into the Alfred University ATP may reapply. This opportunity is intended for those who failed to gain admission on their first attempt. The student must formally submit a request to exercise the second chance provision. This request must be submitted no more than one (1) month after receipt of the denial notification. If not submitted in due time, the student waives the right to second chance provision and must reapply by means of the Admission policy. The second chance provision consists of one additional semester for the student to demonstrate that he or she is capable of meeting the entrance requirements. The exact requirements to be met will be outlined in the letter of denial. Students will then submit a letter detailing how the deficiencies have been successfully addressed since denial of admission, have a follow-up interview with the Division of Athletic Training faculty/staff and submit two additional support letters of recommendation.

Program Summary for BS in Athletic Training

Athletic Training Core courses	63
Liberal Arts Core courses	48
Physical Education Requirement	2
Free electives	11
Total credit hours	124

Basic Program Course Requirements (ATBP):

ATHT 103	Prevention and Care of Athletic Injuries	4
ATHT 104	Introduction to Clinical Experience	1
ATHT 105	Athletic Training Perspectives	1
ATHT 110	Medical Sciences	2
ATHT 111	Emergency Medicine in Athletic Training	2
ATHT 205	Structural Kinesiology	2
ATHT 210	Advanced Athletic Training	3
Total credit hours		15

Athletic Training Program:

ATHT 190	Principles of Strength and Reconditioning	2
ATHT 201	Clinical Experience in Athletic Training I	1
ATHT 202	Clinical Experience in Athletic Training II	1
ATHT 215	Personal Health and Wellness	2
ATHT 222	Nutrition for Human Performance and Exercise	2
ATHT 265	Integrated Therapeutic Applications I	3
ATHT 276	Integrated Therapeutic Applications II	3
ATHT 301	Clinical Experience in Athletic Training III	1
ATHT 302	Clinical Experience in Athletic Training IV	1
ATHT 310	Orthopedic Procedures	2
ATHT 334	Physical Evaluation of the Lower Extremity	4
ATHT 348	Physical Evaluation of the Upper Extremity	4
ATHT 392	Biomechanics	3
ATHT 393	Physiology of Exercise	3
ATHT 401	Clinical Experience in Athletic Training V	1
ATHT 403	Medical Aspect of Athletic Training	1
ATHT 420	Pharmacology	2
ATHT 432	Administrative Aspects of Athletic Training	3
ATHT 459	Research Design in Athletic Training	2
ATHT 485	Clinical Internship in Athletic Training	4
ATHT 490	Senior Seminar in Athletic Training	1
ATHT 495	Current Topics in Athletic Training	2

College of Professional Studies

BIOL 202	General Biology II	4
BIOL 207	Human Anatomy & Physiology I /Lab	4
BIOL 208	Human Anatomy & Physiology II /Lab	4
CHEM 105	General Chemistry I	4
COMM	Communications Course (101,210,302, or 409)	4
	Statistics Course	4
	(PSYC 220, SOCI 230, or POLS 230)	
PSYC 101	Introduction to Psychology	4
PSYC 322	Health Psychology	4
PSYC 330	Neuropsychology	4
PHED 218	Weight Training	2
or PHED 101	Cross Training	
or PHED 103	Cardiovascular Fitness	
Total credit hours		

Student Transfer Policy

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

The content of courses accepted as transfer credit by Alfred University will be checked by the program director to ensure that each course contains all of the CAATE 5th edition educational competencies as the equivalent Alfred University course or the course must be retaken at Alfred University. Students may be asked to demonstrate proficiencies to ensure that the level of knowledge as outlined by the CAATE educational competencies has been sufficiently met.

Academic Requirements

Once a student is formally accepted into the ATP, he/she must adhere to the following guidelines and policies:

- Students must maintain admission requirements in order to remain in the program. Failure to maintain the published requirements will result in the student being placed on academic probation.
- If placed on academic probation, the student will have one semester to correct deficiencies. If she/he fails to correct deficiencies, the student will be suspended from the program.
- During probation from the ATP, the student will not be permitted to pursue additional athletic training classes or accumulate additional clinical hours unless given written permission from the Division of Athletic Training Program Director.

Athletic Training Hours Requirements

Upon successful completion of the ATBP, the athletic training student must complete an additional 900 verified clinical experience hours while occupying a place in the ATP. The Division of Athletic Training faculty/staff assigns clinical hours according to individual class schedules. Attendance is mandatory for all assigned clinical experiences. Athletic training students are required to obtain a minimum of 50 to 200 hours depending on the level of the clinical experience course enrolled each semester. If this requirement is not achieved during the semester a grade of incomplete is awarded until the requirements have been satisfied.

Preceptor Assignments

While enrolled in Clinical Experiences I-V, the athletic training student will be assigned to a Preceptor, each Preceptor is responsible for a specific athletic team. The athletic training student is responsible for attending all scheduled practices and home competitions. Each student will be given the opportunity to obtain hours within the parameters of upper extremity, lower extremity, general medical and equipment intensive environments.

Absences from Assigned Duties

An *Absence from Clinical Assignment* form must be completed by any athletic training student a minimum of three (3) days before a missed practice or competition. The form will be reviewed by the appropriate Preceptor and returned within 24 hours with a verdict. If the absence is excused, the athletic training student is responsible for finding a qualified athletic training student replacement and notifying the appropriate Preceptor. If an absence is unexcused, the athletic training student will be subject to the disciplinary policy outlined in the Athletic Training Program Student Handbook.

Athletic Training Student Evaluations

Athletic training students will be evaluated twofold each semester (mid-term and end-of-semester) by their respective Preceptor. Self-evaluations will also be completed at this time. The Preceptor will also complete individual evaluations in each of the five Clinical Experience courses.

Athletic training students enrolled in ATHT 485 - Clinical Internship in Athletic Training, will be evaluated by the Preceptor at each site where clinical experience hours are obtained. Likewise, athletic training students will be given the opportunity to evaluate their Preceptor. The evaluation process is utilized to assess the progress of each student's didactic knowledge and application of both educational competencies and clinical proficiencies. The Clinical Education Coordinator of the Athletic Training Program reviews all evaluations with each student.

Professional Organization Membership

Athletic training students are encouraged to enroll in the National Athletic Trainers' Association (NATA) and the New York State Athletic Trainers' Association (NYSATA) by the end of the sophomore year. Only students who have been members for at least one year are eligible to be considered for scholarships offered by these organizations. All ATP students are required to join the NATA and NYSATA. Membership applications are available from the Athletic Training Program Director.

Requirements for the Exercise Science minor

The minor provides students with the ability to address the growing concerns of society about injury prevention, wellness, fitness, and rehabilitation. Additionally, it is designed to prepare students to become certified Strength and Conditioning Specialists recognized by the National Strength and Conditioning Association.

Required Courses:

ATHT 103	Prevention and Care of Athletic Injuries	4
ATHT 111	Emergency Medicine in Athletic Training	2
ATHT 190	Principles of Strength and Reconditioning	2
ATHT 205	Structural Kinesiology	2
ATHT 222	Nutrition for Human Performance and Exercise	2
ATHT 232	Introduction to Sports Management	3
ATHT 393	Physiology of Exercise	3

College of Professional Studies

BIOL 207	Human Anatomy & Physiology I/Lab	4
BIOL 208	Human Anatomy & Physiology II /Lab	4
Total Credit Hours		26

Athletic Training Course Descriptions

ATHT 103 - Prevention and Care of Athletic Injuries

An introduction to the athletic training profession, inflammation process, anatomy review, rehabilitation, recognition and prevention of common athletic injuries, taping, rehabilitation and evaluation skills in a laboratory portion, including twenty five (25) clock hours of athletic training room observation. A lab fee will be assessed.

4.000 Credit hours

ATHT 104 - Introduction to Clinical Experiences in AT

An introduction to practical experience courses with supervision provided by a Certified Athletic Trainer in an athletic training environment at Alfred University. A minimum of 25 clock hours is required. Prerequisites: ATHT 103 and ATHT 111.

1.000 Credit hours

ATHT 105 - Athletic Training Perspectives

This course introduces the field of athletic training and the resources available at Alfred University necessary for academic, personal, and professional accomplishment in the field.

1.000 Credit hours

ATHT 110 - Medical Sciences

This course provides a general overview of medical terminology and medical documentation. Emphasis is placed on the SOAP note writing and other forms of recognized medical documentation.

2.000 Credit hours

ATHT 111 - Emergency Medicine in Athletic Training

Basic level life support techniques including CPR, rescue breathing, and care of choking victim in conjunction with first aid techniques such as using a sling, splinting controlling bleeding and ambulation. Satisfies requirements for American Red Cross Professional Rescuer Certification. A course fee will be assessed.

2.000 Credit hours

ATHT 190 - Principles of Strength Training and Reconditioning

This course is intended to cover the essentials of strength training and reconditioning to prepare a student who is interested in becoming a Certified Strength and Conditioning Specialist or a Certified Personal Trainer. One hour of lecture and two hours of physical activity each week. (PE Requirement)

2.000 Credit hours

ATHT 200 - Special Topics

Topics of interest in Athletic Training are explored. Topics vary from term to term.
1.000 TO 4.000 Credit hours

ATHT 201 - Clinical Experience in Athletic Training I

Practical experience supervised by a Preceptor / Certified Athletic Trainer in an athletic training environment at Alfred University. A minimum of 50 clock hours is required. Emphasis on clinical proficiencies of basic first aid, wound care, preventative taping and wrapping, record keeping, and Preceptor assignment during sports season. Prerequisites: Formal retention within ATP, ATHT 103 and ATHT 111. A lab fee may be assessed.

1.000 Credit hours

ATHT 202 - Clinical Experience in Athletic Training II

Practical experience supervised by a Preceptor / Certified Athletic Trainer in an athletic training environment at Alfred University. A minimum of 100 clock hours is required. Emphasis on clinical proficiencies pertaining to etiology, pathology, treatment and management of athletic injuries and illnesses and Preceptor assignments during sports season. Prerequisites: Formal retention within ATP, ATHT 103 and 210. A lab fee may be assessed.

1.000 Credit hours

ATHT 205 - Structural Kinesiology

This course focuses on the anatomical and mechanical components of human movement. An emphasis will be placed on the functional anatomy of the musculoskeletal and articular systems. Additional focus will be placed on examining the neuromuscular system and basic biomechanical principles associated with human movement.

2.000 Credit hours

ATHT 210 - Advanced Athletic Training

The study of specific concerns related to the field of athletic training in order to develop a thorough understanding of the etiology, pathology, treatment and management of athletic injuries and illnesses. Prerequisite: ATHT 103.

3.000 Credit hours

ATHT 215 - Personal Health and Wellness

This course provides students with knowledge of current health problems including physical fitness, nutrition, and major diseases, and encourages application of this

knowledge for healthful living.
2.000 Credit hours

ATHT 222 - Nutrition for Human Performance and Exercise

This course focuses on human nutrition and metabolism, with particular emphasis on the implications of nutrition on human performance and physical activity. (F2)
2.000 Credit hours

ATHT 232 - Introduction to Sports Management

This course introduces the student to the sport management profession. Students will also be provided a comprehensive look at basic organizational structure found in the sport industry. Emphasis will be placed on leadership, planning and policy development, program evaluation, legal and financial issues and other attributes required of a sport manager. Students will also become acquainted with career opportunities in the sport management field.
3.000 Credit hours

ATHT 242 - Sports, Society, and Ethics

In this course we investigate the social significance of sport and use the sociological perspective for understanding the nature of sport. We examine current and historical events, rules, laws and governing organizations. Topics include values, principles, racial and gender equity, coaching, commercialization, enhancing stimulants and ergogenic aids, eligibility, violence, sportsmanship and Code of Ethics in sports.
3.000 Credit hours

ATHT 265 - Integrative Therapeutic Applications I

This course is designed to provide students with an introduction to the applications of therapeutic modalities integrated with appropriately applied therapeutic exercise techniques in professional practice for the prevention, care, and rehabilitation of athletic injuries. Prerequisite: ATHT 210.
3.000 Credit hours

ATHT 276 - Integrative Therapeutic Applications II

This course is designed to provide students with an advanced study of the applications of therapeutic modalities integrated with appropriately applied therapeutic exercise techniques in professional practice for the prevention, care, and rehabilitation of athletic injuries. Prerequisite: ATHT 265.
3.000 Credit hours

ATHT 300 - Topics in Athletic Training

Topics of interest in Athletic Training are explored. Topics vary from term to term.
1.000 TO 4.000 Credit hours

ATHT 301 - Clinical Experience in Athletic Training III

Practical experience supervised by a Preceptor / Certified Athletic Trainer in an athletic training environment at Alfred University. A minimum of 100 clock hours is required. Emphasis on clinical proficiencies of advanced taping and bracing techniques, medication record keeping, the asthmatic athlete, skin conditions, and nutritional consideration, Preceptor assignment during sports season. Prerequisites: Formal retention within ATP, ATHT 103 and 210. A lab fee may be assessed.
1.000 Credit hours

ATHT 302 - Clinical Experience in Athletic Training IV

Practical experience supervised by Preceptor /Certified Athletic Trainer in an athletic training environment at Alfred University or affiliated site. A minimum of 150 clock hours is required. Emphasis on clinical proficiencies to advanced understanding of the etiology, pathology, treatment and management of athletic injuries and illnesses. Clinical assignment to Preceptor during season. Prerequisites: Formal retention within ATP, ATHT 348. A lab fee may be assessed.
1.000 Credit hours

ATHT 310 - Orthopedic Procedures

This course is designed to expose students to clinical examination, imaging, surgical interventions, as well as various other orthopedic procedures that are commonly seen in the allied health profession. Prerequisite: ATHT 103.
2.000 Credit hours

ATHT 334 - Physical Evaluation of the Lower Extremity

This course is designed to provide students with an intensive, thorough study of orthopedic evaluation techniques used within the clinical and on-field environments to assess athletic related injuries to the lower extremity sustained by physically active individuals. Normal joint kinematics and subsequent pathomechanics will also be discussed. Prerequisites: Formal retention within ATP and ATHT 210; or permission of instructor.
3.000 Credit hours

ATHT 348 - Physical Evaluation of the Upper Extremity

This course is designed to provide students with an intensive, thorough study of orthopedic evaluation techniques used within the clinical and on-field environments to assess athletic related injuries to the upper extremity sustained by physically active individuals. Normal joint kinematics and subsequent pathomechanics will also be discussed. Prerequisites: Formal retention within ATP and ATHT 210; or

permission of instructor.
3.000 Credit hours

ATHT 392 - Biomechanics

The study of skeletal, joint, and muscular systems in the human body, including analysis of muscular-skeletal movement applied to exercise, sports, and dance-related skills. Emphasis will be placed on the principle of rigid body mechanics (statics and dynamics), Newton's Laws and how they govern human movement in sport and exercise. Prerequisite: Concurrent enrolment in ATHT 205.
2.000 Credit hours

ATHT 393 - Physiology of Exercise

The study of physiological changes in the body with exercise, sports, and dance activities. Emphasis on neuromuscular, cardiovascular, and respiratory systems, and their adaptations to training. Prerequisite: BIOL 208 or permission of instructor.
3.000 Credit hours

ATHT 401 - Clinical Experience in Athletic Training V

Practical experience supervised by a Preceptor /Certified Athletic Trainer in an athletic training environment at Alfred University. A minimum of 200 clock hours is required. Emphasis on clinical proficiencies of advanced assessment and management of injuries to the lower extremity, as well as therapeutic modalities. ACI assignment during sports season. Prerequisites: Formal retention within ATP, ATHT 334 and 348. A lab fee may be assessed.
1.000 Credit hours

ATHT 403 - Medical Aspects of Athletic Training

This is a course for senior athletic training students. It is designed to expose the athletic training student to the necessary recognition, evaluation and treatment skills needed to assess a variety of medical conditions affecting athletes and physically active individuals. Emphasis will be on developing clinical proficiencies of advanced assessment related to pathologies and disorders affecting the endocrine, exocrine, respiratory and autonomic nervous systems.
1.000 Credit hours

ATHT 420 - Pharmacology in Athletic Training

This course is designed as an introduction to pharmacology. Pharmacodynamics, pharmacokinetics, drug interactions and reactions will be discussed. Extra attention will be given to drugs commonly used in sports medicine. This course is offered primarily for athletic training majors. Prerequisite: BIOL 201 or permission of

instructor.
2.000 Credit hours

ATHT 432 - Administrative Aspects of Athletic Training

An in-depth study of administrative techniques including budgeting, personnel, and the use of computers in the athletic training setting.

2.000 Credit hours

ATHT 450 - Independent Study

Academic inquiry into an area not covered in any established course, and carried on outside the usual instructor/classroom setting. Approved Plan of Study required.

1.000 TO 4.000 Credit hours

ATHT 459 - Research Design in Athletic Training

This course is for junior or senior athletic training majors. It is designed to introduce students to current research topics within the field of athletic training/sports medicine. Prerequisite: ATHT 356.

3.000 Credit hours

ATHT 485 - Clinical Internship in Athletic Training

Provides seniors with an opportunity for off-campus affiliated clinical experience related to the field of athletic training and sports medicine. Emphasis on the clinical proficiencies pertaining to administrative responsibilities. Practical experience supervised by a Certified Athletic Trainer. A minimum of 200 clock hours is required. Prerequisite:

4.000 Credit hours

ATHT 490 - Senior Seminar in Athletic Training

Capstone educational course focusing on preparing the athletic training student for the BOC exam, graduate school/job applications, and career development issues. Review of athletic training domains, exam simulations, mock interviews, and practical application of skills will be emphasized. Prerequisite: ATHT 301, ATHT 302.

1.000 Credit hours

ATHT 495 - Current Topics in Athletic Training

This course is designed to serve as a culmination of the athletic training curriculum. This capstone course addresses current prevention, assessment, and rehabilitation of the most common conditions found in an athletic training work environment. Pharmacological and professional development topics will also be addressed. Additional material will be presented pertaining to the contemporary issues

affecting the current state of the athletic training profession. Prerequisite: ATHT
432.
2.000 Credit hours

Alfred University
Athletic Training Program
Transfer Policy

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

The content of courses accepted as transfer credit by Alfred University will be checked by the program director to ensure that each course contains all of the CAATE 5th edition educational competencies as the equivalent Alfred University course or the course must be retaken at Alfred University. Students may be asked to demonstrate proficiencies to ensure that the level of knowledge as outlined by the CAATE educational competencies have been sufficiently met.

Alfred University
Division of Athletic Training
Athletic Training Program
Application Checklist

Name: _____ **ID#** _____

Use the following check-list to ensure you have completed all requirements for admission to the ATP at Alfred University.

- I have completed a minimum of two semesters under the direct supervision of a certified athletic trainer
- Completed the ATP Application Form
- Submitted a cover letter describing my interest in applying to the ATP at Alfred University
- Provided the selection committee an updated resume'
- Obtained a 2.5 overall GPA / Obtained a 2.75 GPA in specified prerequisite courses
- Signed Senior Comprehensive Exam Policy and Clinical Hour Policy Forms
- Completed selected prerequisite courses with a grade of C or better
- Submitted three letters of recommendation from the required individuals
- Completed the required physical examination and medical exam forms
- Attached an Official Transcript
- Provided immunization record including Hepatitis B
- Proof of current First Aid and CPR for the Professional Rescuer Certification
- Signed complete technical standards form
- Signed Athletic Training Program Agreement Form
- Arranged an interview with the ATP selection committee

Date of Scheduled Interview: _____

Completed: _____
Date Program Director's Signature

Alfred University
Division of Athletic Training
Athletic Training Program
Athletic Training Program Agreement

Name: _____ **ID#** _____

Athletic Training Agreement

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

Health Status Agreement:

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

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

Interview Criteria Agreement:

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

ATP-Clinical Instruction Agreement:

- I understand that the Athletic Training Education Program (ATP) requires a clinical component called the ATP Clinical Instruction Program (CIP).
- I understand that only those athletic training students accepted into the Clinical Instruction Program will be able to enroll in the practicum courses while enrolled at Alfred University in the approved clinical settings, and that some of the clinical site rotation assignments will be off campus, for which I will be responsible for my own transportation to and from the site during the hours assigned.
- I understand that I am required to complete a minimum of 1250 clock-hours in clinical instruction in Alfred University approved clinical settings including the ATHT 485 Clinical Internship in Athletic Training (Internship) requirement.
- I understand that I will not be endorsed by the ATP Director to take the BOC exam without the 1250 clinical clock-hours included in the Athletic Training Program.

- I submit that I have reviewed the requirements for continuation in the clinical instruction program as stated in the university catalog and on the program web site.

Qualification/Selection Agreement:

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

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

Student's Signature

Date

Program Director's Signature

Date

Alfred University
Division of Athletic Training
Senior Comprehensive Examination Policy

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

Senior Comprehensive Exam

The senior comprehensive exam will consist of both a 150 question written test and a practical examination on **all** Athletic Training courses and clinical experiences taken within the AUATP. Students will have two opportunities to pass the senior comprehensive exam. Failure to pass this exam on the second attempt will disqualify students from being endorsed by the Program Director to take the BOC, Inc. exam.

Students must receive scores of 75% or better on the written and practical exam separately before they can be endorsed by the Program Director and therefore, eligible to take the BOC, Inc. examination. The grades for the written and practical exam will be calculated into the student's grade for ATHT 490 Senior Seminar in Athletic Training.

Students who do not pass the exam after the second attempt will be permitted to graduate providing they have meet all other requirements for the program but will not be endorsed the AU ATP Program Director for BOC, Inc. candidacy.

ATHT 103 Prevention and Care	ATHT 401 Clinical Experience V
ATHT 104 Introduction to Clinical Experience	ATHT 459 Research Methods in Athletic Training
ATHT 105 Introduction to Athletic Training	ATHT 205 Structural Kinesiology
ATHT 110 Medical Science	ATHT 222 Nutrition and Human Performance
ATHT 111 Emergency Medicine in Athletic Training	
ATHT 190 Principles of Strength and Reconditioning	
ATHT 201 Clinical Experience in AT I	
ATHT 202 Clinical Experience in AT II	
ATHT 210 Advanced Athletic Training	
ATHT 265 Integrated Therapeutic Modalities I	
ATHT 276 Integrated Therapeutic Modalities II	
ATHT 215 Personal Health	
ATHT 301 Clinical Experience in AT III	
ATHT 302 Clinical Experience in AT IV	
ATHT 310 Orthopedic Procedures	
ATHT 334 Evaluation of the Lower Extremity	
ATHT 348 Evaluation of the Upper Extremity	
ATHT 392 Biomechanics	
ATHT 393 Exercise Physiology	

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

Print Student Name

Date

Student Signature

Program Director Signature

Date

**ALFRED UNIVERSITY
COLLEGE OF PROFESSIONAL STUDIES
DIVISION OF ATHLETIC TRAINING**

**Application Form to the
Athletic Training Program**

Personal Information:

Name: _____ Student ID # _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ School: _____

Email: _____

Race : _____ Gender: _____

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

Have you completed OSHA/Universal Precautions Training? Yes ___ No ___ Date _____

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

Academic Performance:

Cumulative GPA: _____ (*All Courses Taken*) Total Clinical Hours: _____

Prerequisite Coursework

Course	Title	Credits	Grade
ATHT 103	Prevention and Care of Athletic Injuries	4	_____
ATHT 104	Introduction to Clinical Experience	1	_____
ATHT 105	Perspectives in Athletic Training	1	_____
ATHT 110	Medical Science	2	_____
ATHT 111	Emergency Medicine	2	_____
ATHT 205	Structural Kinesiology	2	_____
ATHT 210	Advanced Athletic Training	3	_____
Total credit hours		15	

First Semester GPA for the Major: _____ First Year GPA for the Major: _____

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

Letters of Recommendation:

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

1. _____
2. _____
3. _____

Letter of Intent / Essay:

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

**Alfred University
Division of Athletic Training
Athletic Training Program**

Applicant Recommendation Form

INSTRUCTION TO THE APPLICANT: Please complete Section A before giving this form to the recommender.

PLEASE NOTE: Applications are not reviewed until recommendations are received.

A. Name of Applicant _____
Last
First
Middle

Student ID Number _____

WAIVER OPTION

The Family Education Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his or her right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.

Applicant's Signature _____ Date _____

B. How long have you known the applicant? _____

How well? Very Well Moderately Well Slightly

In what capacity: _____

C. TO THE RECOMMENDER: Graduates of Alfred University's Athletic Training Program are expected to pursue careers in a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The student will interact with medical and allied medical professionals. Graduates are expected to serve as role models and leaders of the profession. Your assessment of their potential is of great importance in the procedure used for selection of final candidates. Please carefully assess the applicant in the following areas. Compare this applicant to others you have known who have similar levels of experience or education.

	Top 5% Excellent	Top 10% Above Average	Top 40% Average	Lower 60% Below Average	Unable to Judge
COMMUNICATION SKILLS: Command of oral and written language, clarity, coherence and facility of expression.					
MOTIVATION FOR THE PROFESSION: Solid commitment based on mature values and a realistic view of the profession.					
MATURITY: Self-control, unselfishness, realistic self-appraisal, ability to cope with life situations.					

	Top 5% Excellent	Top 10% Above Average	Top 40% Average	Lower 60% Below Average	Unable to Judge
RELIABILITY: Honesty, trustworthiness, conscientiousness.					
PERSEVERANCE: Steadfastness in purpose, disciplined work habits, stamina and endurance.					
INTERPERSONAL RELATIONS: Effective response and sensitivity to the feelings and needs of others, compassion.					
EMOTIONAL STABILITY: Performance under pressure, absence of tension symptoms, mood stability.					
INTELLECTUAL ABILITY: Facility in understanding new ideas, perception of relationships between concepts, insight.					
RESOURCEFULNESS: Adaptability to new situations, effective use of available resources, originality.					
JUDGMENT: Ability to analyze a situation and make an appropriate decision, common sense.					

D. Recommendation:

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

Signature _____ Date _____

Please print name _____

Title _____

Employer _____

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

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

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

Chris Yartym, MS, ATC
Athletic Training Program
Program Director / Instructor
Alfred University
Alfred, NY 14802
(607)871-2902 / 2712 fax
yartymc@alfred.edu

Thank you for your time and participation in this process.

***Athletic Training Student
Health Assessment***

TO BE COMPLETED BY PHYSICIAN ONLY:

NAME: _____ DATE: _____

DATE OF BIRTH: _____

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

PEAK FLOW (IF APPLICABLE): _____ PREDICTED: _____

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

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

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

Recommendations: _____

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

Signature of Physician: _____ Date: _____

Alfred University

Division of Athletic Training

Athletic Training Student Immunization and Illness Record

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

Name: _____

Year: _____

MMR: _____

dT _____

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

Athletic Training Student Signature

Date

Head Athletic Trainer Signature

Date

Team Physician Signature

Date

Alfred University
Division of Athletic Training
Clinical Experience Policy

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

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

A copy of the Alfred University ATP Competency and Proficiency Matrix will be provided to each student admitted into the formal ATP in their clinical experience didactic course. The matrix is a comprehensive list of skills and knowledge that each student must demonstrate mastery of prior to being advanced to the next clinical experience level. Only AU approved preceptors will have the authority to evaluate content listed in the matrix. This matrix must be completed in its' entirety prior to any student being endorsed to sit for the BOC exam.

All athletic training students will be informed of the semester long hour requirement prior to admission into the ATP; additionally the hour requirements are listed in the handbooks and on each clinical experience syllabus (also listed below). Athletic Training Students will be given the entire semester to complete the hour requirement. Only acceptable athletic training clinical hours will count towards the clinical course requirement. The expectation to fulfill the hour requirement is the same for all athletic training students regardless of athletic participation.

Acceptable clinical experiences will be assigned and approved by the Program Director and Clinical Coordinator. Examples of acceptable clinical experiences may be but are not limited to: covering on and off campus practices, working on and off campus athletic events, assisting with treatments and rehabilitation of Alfred University athletes, helping administer preparticipation physical examinations for Alfred University athletes, speaking with various outside groups about the profession of athletic training, and other duties assigned by a Preceptor. All hours must be completed under the direct supervision of Preceptor. No hours will be accepted if a Preceptor was not present during the documented time. All hours must be verified by the Preceptor through a signature on the Athletic Training Student Time Log Sheet. All forms must be

signed by the supervising Preceptor prior to being submitted for credit in the required course. The clinical hour requirement is different for the various grade levels. The hour requirement for each course is listed below. Note that no “in progress” or “incomplete” grades will be permitted for clinical experience courses.

Clinical Hour Requirements

All students enroll in the formal ATP are expected to meet or exceed the required amount of clinical hours as defined by their clinical course syllabi. While academic classes are in session, no student will be required to exceed 20 clinical hours per week; however students wishing to volunteer may work additional hours. The expectation is that all students admitted into the ATP complete clinical hours on a *consistent* basis, regardless of their clinical course requirement. Students must complete a minimum of six hours per week while classes are in session to maintain consistency of clinical education.

First Year Students

Freshmen athletic training students are required to take one clinical experience during their first year on campus. All students enrolled within this course are required to obtain twenty five (25) hours of clinical experience. Students must obtain all of the 25 hours during the course of the semester in which they are actively enrolled in the course.

Sophomores

Sophomore athletic training students are required to take two clinical experience courses during their second year on campus. All students enrolled within this course are required to obtain one hundred (100) hours of clinical experience. Students must obtain all of the 100 hours during the course of the semester in which they are actively enrolled in the course.

Juniors

Junior athletic training students are required to enroll in two clinical experience courses during the third year of the program. All students enrolled within this course are required to obtain one hundred and fifty (150) hours of clinical experience. Students must obtain all of the 150 hours over the course of the semester in which they are actively enrolled in the course. Hours should be completed during the winter break through covering athletic practices and games associated with Alfred University athletics. Completion of the remaining hours over the winter break may require the athletic training student to return to campus early to fulfill the delinquent hours. In the event the delinquent hours occur during the clinical experience course offered in the spring, the athletic training student will complete the hours by working athletic camps at Alfred University with a Preceptor affiliated with Alfred University. The second option is complete the hour requirement by reporting back to campus for pre-season in-services and practices. The athletic training student will finish the hour requirement from the spring semester. Once the spring semester hours have been completed the student may then begin accumulating hours for the fall semester clinical experience course. (See Pre-Season Hour Policy).

Seniors

Senior athletic training students are required to take one clinical experience course. The hour

requirement associated with this course is two hundred (200) hours of clinical experience. Students must obtain all of the 200 hours over the course of the semester in which they are actively enrolled in the course.

Pre-Season Hours

All athletic training students formally admitted to the ATP may be invited to return to campus for pre-season in-services and practices. Returning to campus for pre-season camp is a requirement of some clinical experience courses. This typically occurs two (2) weeks prior to the beginning of classes. During the in-services students will review such topics as: emergency action plans, CPR / First Aid, preparticipation physical examinations, back boarding, splinting, heat illnesses, various administrative duties, insurance, and various other athletic training related duties. Athletic training students will be allowed to accumulate hours over the course of the two weeks prior to initiation of classes. Hours obtained during this period will go towards fulfilling the fall semester clinical experience course hour requirement unless the student needs to complete delinquent hours. Athletic training students who are athletes during the fall semester will be excused to attend their practices during the pre-season. All athletic training students including athletic training students / athletes will be required to attend all pre-season in-services. For more information regarding athletic participation and athletic training responsibilities please consult the "Athletic Participation for Athletic Training Students Policy."

Clinical Supervision

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

First Aid and CPR Certification

All athletic training students must provide evidence of current certification in Professional Rescuer CPR/AED by the first day of clinical exposure. This certification will be offered in conjunction with the American Red Cross annually at Alfred University. Regardless of the athletic training students' certification expiration date, all students are

required to take part in an annual refresher course at Alfred University. In addition, all athletic training students must take Emergency Medicine in Athletic Training (ATHT 111). All emergency care protocols will be reviewed on an annual basis for all clinical experiences.

**Alfred University
Division of Athletic Training
Hour Requirement Policy**

All Athletic Training Students enrolled in a clinical experience course is required to obtain the minimum number of clinical hours as set by the Athletic Training Education Program at Alfred University. The required number of hours for each course is clearly explained on the course syllabus. Athletic Training Students will be informed of the hour requirement at the beginning of the semester when reviewing the course syllabus. Athletic Training Students will be given the entire semester to complete the hour requirement. Only acceptable athletic training clinical hours will count towards the course requirement. The expectation to fulfill the hour requirement is the same for all athletic training students regardless of athletic participation. The intent of this policy is to create a uniform framework for all athletic training students to be held to the same standards and guidelines.

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

The clinical hour requirement is different for the various grade levels. The hour requirement for each course is listed below.

First Year Students

Freshmen athletic training students are required to take one clinical experience during their first year on campus. All students enrolled within this course are required to obtain twenty five (25) hours of clinical experience. Students must obtain all of the 25 hours during the course of the semester in which they are actively enrolled in the course. No “in progress” or “incomplete” grades will be given for this course.

Sophomores

Sophomore athletic training students are required to take two clinical experience courses during their second year on campus. All students enrolled within this course are required to obtain one hundred (100) hours of clinical experience. Students must obtain all of the 100 hours during the course of the semester in which they are actively enrolled in the course. No “in progress” or “incomplete” grades will be given for this course

Juniors

Junior athletic training students are required to enroll in two clinical experience courses during the third year of the program. All students enrolled within this course are required to obtain one hundred and fifty (150) hours of clinical experience. Students must obtain all of the 150 hours over the course of the semester in which they are actively enrolled in the course. Hours should be completed during the

winter break through covering athletic practices and games associated with Alfred University athletics. Completion of the remaining hours over the winter break may require the athletic training student to return to campus early to fulfill the delinquent hours. In the event the delinquent hours occur during the clinical experience course offered in the spring, the athletic training student will complete the hours by working athletic camps at Alfred University with a Preceptor affiliated with Alfred University. The second option is complete the hour requirement by reporting back to campus for pre-season in-services and practices. The athletic training student will finish the hour requirement from the spring semester. Once the spring semester hours have been completed the student may then begin accumulating hours for the fall semester clinical experience course. (See Pre-Season Hour Policy). No “in progress” or “incomplete” grades will be given for this course.

Seniors

Senior athletic training students are required to take one clinical experience course. The hour requirement associated with this course is two hundred (200) hours of clinical experience. Students must obtain all of the 200 hours over the course of the semester in which they are actively enrolled in the course. No “in progress” or “incomplete” grades will be given for this course.

Pre-Season Hours

All athletic training students formally admitted to the ATP may be invited to return to campus for pre-season in-services and practices. Returning to campus for pre-season camp is a requirement of some clinical experience courses. This typically occurs two (2) weeks prior to the beginning of classes. During the in-services students will review such topics as: emergency action plans, CPR / First Aid, pre-participation physical examinations, back boarding, splinting, heat illnesses, various administrative duties, insurance, etc... Athletic training students will be allowed to accumulate hours over the course of the two weeks prior to initiation of classes. Hours obtained during this period will go towards fulfilling the fall semester clinical experience course hour requirement unless the student needs to complete delinquent hours. Athletic training students who are athletes during the fall semester will be excused to attend their practices during the pre-season. All athletic training students including athletic training students / athletes will be required to attend all pre-season in-services. For more information regarding athletic participation and athletic training responsibilities please consult the “Athletic Participation for Athletic Training Students Policy.”

**ALFRED UNIVERSITY
DIVISION OF ATHLETIC TRAINING
Athletic Participation for Athletic Training Students**

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

1. Athletic Training students are allowed to participate/compete in ONE sport per academic year, with spring sports highly encouraged and winter sports highly discouraged. This is to allow and ensure that the athletic training student fulfill the requirements of all Clinical Experience courses in a timely manner. In addition, this stipulation allowed for a minimum level of competency necessary in order to be successful with regards to clinical skills integration.
2. The sport should not be a winter sport expressly due to the fact that the season extends a great length between both fall and spring semester, limiting the athletic training students clinical experience. Clinical sites and assignments are essentially accessible during the hours of 2-8pm as a result of academic requirements/commitments. Therefore, a student who participates in a winter sport or more than one sport is unable to maximize the “quality” of the clinical experience. Ultimately, a student who participates in any sport is limiting his/her exposure to the full clinical experience.
3. The athletic training student must first satisfy all clinical requirements prior to beginning athletic participation for the academic year. The Alfred University Athletic training department deems this necessary in order to make appropriate approved clinical instructor (ACI) assignments for each sport season. These on- and off-campus assignments are essential and mandatory to the successful completion/graduation with a Bachelor of Science in Athletic Training degree. Each athletic training student must complete one clinical experience with either the Alfred University football or lacrosse teams.

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

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

The Alfred University Athletic Training Department will not be liable if/when the athletic training student does not achieve the required amount of hours to satisfy clinical experience requirement mandatory for graduation. The responsibility falls solely on the athletic training student.

Finally, both my coach and I understand that my clinical requirements must be satisfied before I am able to participate in my chosen sport and that if I choose to participate in a winter sport, I am placing myself at a deficit with my education and overall clinical experience.

Student-athlete Signature

Date

Athletic Coach Signature

Date

Program Director Signature

Date

ALFRED UNIVERSITY
DIVISION OF ATHLETIC TRAINING
Athletic Training Student Disciplinary Policy

Criteria for Disciplinary Action

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

- **Unprofessional Behavior** while representing Alfred University Athletic Training Program
- **Breach of Duty** including but not limited to unexcused Clinical Absences and/or Chronic Tardiness
- **Academic Dishonesty** including but not limited to plagiarism and/or falsifying hours
- **Any conduct unbecoming an Athletic Trainer** including but not limited to sexual harassment and/or insubordination

Note: The Alfred University Athletic Training Department faculty/staff reserve the right to introduce disciplinary action with regards to any action and/or behavior that could be viewed as unprofessional, disrespectful, or inappropriate.

Disciplinary Action

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

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

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

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

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

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

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

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

**ALFRED UNIVERSITY
DIVISION OF ATHLETIC TRAINING
Athletic Training Student Disciplinary Policy**

Name: _____ Clinical Experience Enrolled in: _____

Clinical Assignment at time of incident: _____

Incident Location: _____ Incident Date/Time: _____

Inappropriate Action/Behavior:

- Unprofessional Behavior

Describe: _____

- Breach of Duty

Describe: _____

- Academic Dishonesty

Describe: _____

- Other Inappropriate Conduct

Describe: _____

Describe in detail how the incident occurred: _____

Witnesses (if any): _____

I, the aforementioned, understand that my signature below **IS NOT** an admission of guilt but rather an acknowledgement of the completion of an incident report. I also understand that a refusal to sign this document will be considered an admission of guilt in the abovementioned incident.

Athletic Training Student Signature

Date

Program Director Signature

Date

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

Decision: _____

Program Director Signature

Date

MANAGEMENT OF ATHLETIC TRAINING STAFF & STUDENTS
WITH / EXPOSURE TO COMMUNICABLE/INFECTIOUS DISEASES

Active Communicable Disease Policy

PURPOSE: To prevent the transmission of disease from the staff/student to athletes, the athletes to the staff/student, and/or staff/student to staff/student.

Athletic Training Students who have signs and symptoms of transmissible infectious disease must report promptly to the Head Athletic Trainer and then to Student Health who will refer them for proper care. Athletic Training Staff who have signs and symptoms of transmissible infectious disease must report promptly to the Head Athletic Trainer/Team Physician and then to their own physician if necessary.

Athletic Training Staff and Students who are exposed to occupational communicable/infectious diseases will be notified and handled according to the Communicable/Infectious Disease Policy. The Head Athletic Trainer and/or Team Physician may restrict students or staff from duty and approve their return to work according to the Communicable/Infectious Disease Policy guidelines.

Definitions:

Food Preparation: Involves contact with any food item or beverage, including water bottles, and Gatorade.

Patient Care: Any care of any athletes, students, staff, spectators, or other individuals while acting in the capacity as an athletic training student or staff member.

DISEASE/PROBLEM - RECOMMENDATIONS

AIDS/HIV

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

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

Conjunctivitis

Allergic: No restrictions.

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

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

Cytomegalovirus (CMV):

No work restrictions unless clinically indicated.

Dermatitis:

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

Diarrhea

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

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

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

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

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

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

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

Fifth disease (Parvovirus B19):

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

Group A Streptococcal (including Strep throat):

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

Group B Streptococcal:

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

Hepatitis, Viral:

Personnel

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

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

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

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

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

Herpes Simplex

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

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

Genital: No work restrictions; reinforce good hygiene practices.

Lice

Personnel: Relieve from direct patient contact until treated.

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

Measles

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

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

Meningococcal

Occupational exposure: Consult with Infection Control Chairman.

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

Mumps (Parotitis):

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

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

Parvovirus B19:

See Fifth Disease.

Pertussis:

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

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

Rubella:

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

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

Scabies:

Personnel: Relieve from direct patient contact until treated.

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

Staphylococcus Aureus skin lesions:

Relieve from direct patient contact until lesions have resolved.

Tuberculosis

Active pulmonary or laryngeal tuberculosis:

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

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

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

Upper respiratory infections:

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

Varicella (chickenpox):

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

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

Varicella Zoster (Shingles):

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

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

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

Reference:

NYSDOH health facilities series memorandum: 94-32 10/28/94

Subject: Recommendations for the management of communicable diseases among employees in health care facilities.

NYSDOH health facilities series memorandum: 96-14 9/3/96

Subject: Control of scabies in health care facilities

APIC curriculum for infection control practice

Signature of receipt of information: _____

Print Name: _____

**Alfred University
Division of Athletic Training
Liability Insurance Policy**

6/3/13

All students enrolled in clinical experience courses as well as the clinical internship course at Alfred University will be required to purchase their own liability insurance. As a means ensuring all students have liability insurance the Alfred University Athletic Training Program will require the student to pay a laboratory fee when enrolling in clinical experience courses. The laboratory fee will be used to purchase the required liability insurance. Currently, Healthcare Providers Service Organization (HPSO) is the liability insurance carrier used by the Alfred University Athletic Training Program. Students will be provided a copy of the liability policy as well as a certificate of insurance. Failure to pay the laboratory fee will result in the student not being allowed to enroll in the desired course.

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

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

Alfred University Athletic Training Department Medical Records and Confidentiality Policies

6/28/05

Privacy and Confidentiality:

All athletic training students are expected to respect an injured athlete's right to privacy. When an injury occurs, do not crowd the athlete. Only one or two athletic training students should assist the staff athletic trainer when necessary. The remaining athletic training students should continue to watch and monitor the practice or game.

It is the responsibility of all personnel within the Athletic Training Department to ensure that all patient information (personal, medical, or education related) remain confidential. Due to the varied number of staff personnel that may be involved with a student-athlete's case, it is essential that a policy of confidentiality be observed in order to maintain an atmosphere of mutual trust. It is illegal for any personnel to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access.

All AU Athletic Training Department personnel are expected to adhere to the Confidentiality Policy at all times. This policy must be signed at the beginning of each year and a copy will be kept in the athletic training student's file. Violation of the policy is grounds for dismissal from the AU Athletic Training Department. A copy of Confidentiality Policy can be found later in this manual.

Media Relations:

All relations with the media concerning an injured member of an Alfred University athletic team will be handled by the AU Sports Information Department in consultation with the Team Physician and the Staff Athletic Trainer assigned to a particular sport. **At no time are Alfred University Athletic Training Students permitted to talk with members of the working media concerning a member of an AU athletic team.**

Medical Records:

1. All medical records are **legal and binding documents** and should be treated as such.
2. All medical records and medical information about a student-athlete are private and confidential. Anything you see or hear concerning an athlete should remain confidential.
3. It is highly recommended that folders/charts not be taken out to practices. In the event that it is necessary to take the folders/charts out to practices, extreme care

must be taken to ensure that the documents do not get dirty, wet, lost, etc. Staff Athletic Trainers reserve the right to forbid taking folders/charts out to practices.

4. At no time are folders/charts to be taken home or to a game!
5. The student-athlete's medical chart/computer file should be updated on a daily basis using the standard forms and SOAP note format and/or the SportsWare computerized injury surveillance database.
6. The head athletic training student for each sport is responsible for preparing a Daily Coach's Report for his/her team. This report must be reviewed and countersigned by the faculty/staff athletic trainer responsible for that sport before presenting it to the head coach.
7. All referrals to outside physicians and/or specialists must come from a staff athletic trainer only!
8. All notes **MUST** be written in **BLUE or BLACK** ink only!
9. Student-athlete medical folders will be organized by color and will be stored according to sport
 - football blue
 - track & field/cross country..... green
 - men's soccer red
 - women's soccer..... orange
 - volleyball lavender
 - swimming/diving yellow
 - men's basketball orange
 - softball gray
 - women's basketball..... red
 - men's lacrosse..... yellow
 - women's lacrosse..... lavender
 - alpine skiing..... gray
 - equestrian lavender
 - women's tennis green
 - men's tennis blue

Each individual folder will be arranged in the following manner (**most recent year on top**):

- right side- physician authorization
exit physical (at end of season)
orthopedic exam
health history questionnaire
medical exam and authorization
pre-participation physical exam consent
assumption of risk
try-out release
consent for release of medical information
consent to release info to parent/coach
heat acclimation questionnaire (fall sports only)
nutritional supplement disclosure

- left side- **(by injury)**
 - SportsWare treatment records (at end of season)
 - MD prescriptions
 - MD notes
 - evaluation form
 - treatment records (written)

All student-athletes will also have a corresponding insurance folder (manila). The insurance folder will be arranged in the following manner:

- Most recent year on top
- Copy of insurance information form; copy of insurance card(s)

CONFIDENTIALITY / HIPAA POLICY

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

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

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

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

STATEMENT OF CONFIDENTIALITY

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

Signature

Date

Print Name

Witness

Date

Print Name

Alfred University

Division of Athletic Training

Student Employment Policy

10/10/13

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

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

- Make any necessary photo copies of relevant material as assigned by certified athletic training staff
- Perform various typing duties
- Assist with data entry
- Aid in the maintenance and cleaning of athletic training facility
- Filing of student athlete medical / insurance information
- Deliver and pick-up material to / from appropriate Alfred University offices.
- Serve as models for Athletic Training Department Educational courses
- Various other duties as assigned by certified athletic training staff.

Students enrolled in the work-study program must present financial aid eligibility card to the Head Athletic Trainer. The Head Athletic Trainer will then approve or disapprove the athletic training student for employment. The Alfred University Athletic Training Department is only allotted a certain number of work-study hours to eligible work-study students.

Any questions regarding financial eligibility should be directed to the Alfred University Financial Aid Office. Questions pertaining to work-study employment in the Alfred University Athletic Training Department should be directed to the Head Athletic Trainer.

Alfred University Work-Study / Employment Information

At institutions of higher education, students can work on or off campus to earn money for educational expenses while they are enrolled. At Alfred University, part-time employment opportunities are available based on financial need or without regard to need. Many of our students participate in College Work-Study, the need-based employment program, while others secure employment, which is not based on financial need (non-work-study employment).

Federal College Work-Study Program (CWS)

Source: Federal Government / Alfred University

Awarded by: Alfred University

Eligibility: Students with financial need. Must be U.S. citizens or permanent residents.

Value: Financial need determines the amount students may earn. The average CWS employee works 5-15 hours per week during the academic year at the minimum wage rate. Students receive a biweekly paycheck of earnings. The Student Financial Aid Office provides a comprehensive listing of Work-Study positions on the University's Work-Study / Employment Bulletin Board.

How Determined: Administered by the Student Financial Aid Office, based on financial need as determined by the Federal Need Analysis Methodology.

How to Apply: Complete the Free Application for Federal Student Aid and Alfred University Financial Aid Application.

Non-Work-Study Employment

Eligibility: All students are eligible to apply for any non-Work-Study positions available.

Value: Wage rates, number of hours available, application and hiring procedures, are at the discretion of the individual employer.

How to Apply: The Student Financial Aid Office provides a listing of available non-Work-Study positions on the University's Work-Study/Employment Bulletin Board.

Alfred University Division of Athletic Training Handbook Statement

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

Athletic Training Student (Print)

Athletic Training Student (Signature)

Program Director (Signature)

Clinical Coordinator (Signature)

Date Completed

ALFRED UNIVERSITY DIVISION OF ATHLETIC TRAINING
Athletic Training Student Class Schedule

Name _____ Cell Phone _____

Campus Address _____

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20am – 9:10am					
9:20am – 10:10am					
10:20am – 11:10am					
11:20am – 12:10pm					
12pm – 1:15pm	L	U	N	C	H
1:20pm – 2:10pm					
2:20pm – 3:10pm					
3:20pm – 4:10pm					
4:20pm – 5:10pm					
5pm – 6pm					
6pm – 7pm					
7pm – 9:40pm					

**ALFRED UNIVERSITY
DIVISION OF ATHLETIC TRAINING
Absence Notification**

Date _____

Course _____
(department, course #, section)

Dear Professor _____:

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

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

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

Thank you in advance for your interest and consideration.

Sincerely,

AU Athletic Training Student

Date

Andrea Wilkinson, MS, ATC
Athletic Training Clinical Education Coordinator

Cc: Paul Vecchio, Director of Athletics
Chris Yartym, Athletic Training Program Director