



PROFESSIONAL GRADUATE
ATHLETIC TRAINING PROGRAM

Master of Science in Athletic Training

STUDENT RESOURCE MANUAL

WELCOME

The Towson University Master of Science in Athletic Training (MSAT) graduate program would like to take this opportunity to welcome you to our program. As a graduate student in our program we want you to know that you have put yourself in a very rewarding position that hopefully will assist you in obtaining your professional goals.

We are looking forward to having you as a graduate student in our program. We assure you that it is our intent to provide you with a sound academic and professional experience and one that will take you wherever you should desire to go. By enrolling in our program, we want you to know that you have taken on a tremendous amount of responsibility, but it is well worth it!

FOREWARD

The Professional Graduate Athletic Training Student Resource Manual is designed to maintain an effective and efficient Master of Science in Athletic Training graduate program (MSAT) at Towson University. The contents of this resource manual are designed to provide quality graduate education along with safe, prudent and effective care for the student-athletes of Towson University and other patients in the community.

Furthermore, the Athletic Training Staff and Preceptors will use this resource manual as a guide for administrative and professional decisions relating to the MSAT program. It is imperative that all graduate athletic training students are familiar with the contents of this resource manual. Any questions pertaining to the material herein should be directed to the Program Director or Clinical Education Coordinator in the MSAT or a Towson University approved athletic training preceptor.

This resource manual is a program document and is subject to revision or update at any time. Graduate students will be notified of any changes and are expected to adhere to the policies and procedures at all times.

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SECTION 1:

Introduction

1.1 – Towson University - Mission Statement

The mission for Professional Education at Towson University is to inspire, educate, and prepare educators as facilitators of active learning for diverse and inclusive communities of learners in environments that are technologically advanced. In this process, faculty assume the responsibility for designing, developing, implementing, and assessing academic programs for:

- entering college freshmen
- community college transfer students
- post-baccalaureate students seeking certification (approved programs, MAT)
- master's degree students
- post-master's students seeking continuing professional development
- doctoral students acquiring expertise to shape the future of education.

1.2 – Graduate Studies Mission Statement

Towson University fosters intellectual inquiry and critical thinking, preparing graduates who will serve as effective, ethical leaders and engaged citizens. Through a foundation in the liberal arts, an emphasis on rigorous academic standards, and the creation of small learning environments, we are committed to providing a collaborative, interdisciplinary and inter-professional atmosphere, excellence in teaching, leadership development, civic engagement, and applied and sponsored research opportunities at the undergraduate and graduate levels. Our graduates leave Towson University with the vision, creativity and adaptability to craft solutions that enrich the culture, society, economy, and environment of Maryland, the region, and beyond.

1.3 – College of Health Professions - Mission Statement

The College of Health Professions:

- Provides outstanding graduate and undergraduate experiential interprofessional education;
- Prepares lifelong learners and leaders who exhibit high ethical standards and professional behaviors;
- Advances knowledge through implementation of innovative practice and applied research; and
- Fosters engagement with community partners to promote health and well-being

1.4 – Athletic Training Program Mission Statement

The professional graduate athletic training program cultivates athletic trainers through an evidence-based approach to deliver competent and ethical care to physically active patients. Students enter the Master of Science in Athletic Training program with foundational knowledge in preparation for learning opportunities to examine athletic training content from an anatomical, physiological, and biomechanical perspective as well as a philosophical, psychological, sociological, and historical perspective so they can develop the skills necessary to become certified athletic trainers

1.5 – Athletic Training as a Major

In today's health care system, the profession of athletic training is recognized as an allied health profession. In the delivery of health care to the physically active population, staff athletic trainers are visible in a variety of settings including high schools, colleges/universities, professional sports, sports medicine clinics, wellness centers, corporate industries and hospitals and other non-traditional environments.

The Department of Kinesiology offers a graduate program of study in Athletic Training which is grounded in the liberal arts and sciences to develop professional competence. Specifically, the major is intended for students interested in pursuing professional certification as an athletic trainer.

The major of athletic training was developed based on guidelines established by the Education Council of the National Athletic Trainers' Association. Accordingly, the core of the major involves instruction in the 8 educational domains. The domains are as follows:

- 1) Evidence-Based Practice
- 2) Prevention and Health Promotion
- 3) Clinical Examination and Diagnosis
- 4) Acute Care of Injury and Illness
- 5) Therapeutic Interventions
- 6) Psychosocial Strategies and Referral
- 7) Healthcare Administration
- 8) Professional Development and Responsibility

1.6 – Description of the Program

The program of study in athletic training is designed for students who are interested in an allied health care profession specializing in the health care of athletes and physically active individuals. Athletic trainers' function as integral members of the athletic health care team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs, industrial, performing arts, military and other health care settings. The athletic trainer specializes in the prevention, assessment, management, and rehabilitation of injuries common to a physically active population.

The Board of Certification (BOC) is responsible for the certification of athletic trainers. In order to attain the ATC® credential, an individual must complete a professional (entry level) graduate athletic training program accredited by the Commission on Accreditation of Athletic Training Education Programs (CAATE) and pass the BOC certification examination. The athletic training program at Towson University is currently accredited by the Commission on Accreditation of Athletic Training Education (CAATE), 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3101. The program is currently applying to the CAATE for a change in level of degree and is pending approval.

The MSAT graduate program is designed to provide an effective blend of theoretical and practical learning experiences in athletic training by incorporating extensive academic and clinical education programs. Completion of the academic experience requires six consecutive semesters over a two year period. Transfer students are advised that courses taken at another graduate program will be carefully reviewed to determine at what point in the program they will be admitted. There will be no compromise to achieving the required CAATE 2020 Standards which are tied to a course within the MSAT graduate program. The following is a breakdown of all courses within the program and the type of experiences: lecture, laboratory, and/or clinical.

Course	Credit Hours	Teaching Method	Lecture Hours	Lab/Clinical Experience Hours
ATTR 560: Fundamental Concepts and Competencies in Athletic Training	3	Lecture & lab	30	45
ATTR 565: Healthcare Administration in AT	3	Lecture	45	N/A
ATTR 615: Acute & Traumatic Injury: Assessment and Management	3	Lecture & lab	30	45
ATTR 622: Acute and Rehabilitative Care: Therapeutic Modalities	3	Lecture & Lab	30	45
ATTR 602: Practicum I: Clinical Application of Athletic Training Competencies	3	Clinical	N/A	135 minimum
ATTR 626: Evidence-Based Assessment of the Upper Extremity	3	Lecture & Lab	30	45
ATTR 623: Rehabilitative Care: Therapeutic Exercise	3	Lecture & Lab	30	45
ATTR 681: Epidemiology and Research Methods in Athletic Training	3	Lecture	30	N/A
ATTR 604: Practicum II: Clinical Care of the Lower Extremity	3	Clinical	N/A	135 minimum
ATTR 650: Human Performance Optimization	3	Lecture & Lab	30	45
ATTR 606: Practicum III: Clinical Care of the Upper Extremity	3	Clinical	N/A	135 minimum
ATTR 627: Evidence-Based Assessment of the Head and Spine	3	Lecture & Lab	30	45
ATTR 701: Maximizing Rehabilitation Interventions	3	Lecture & Lab	30	45
ATTR 702: Pathophysiology of Medical Conditions	6	Lecture, Lab, & Clinical	45	45 lab; 135 clinical minimum
ATTR 668: Advanced Diagnostic Imaging and Pharmacology	3	Lecture	30	N/A
ATTR 703: Practicum IV: Comprehensive Patient Centered Care	9	Clinical	N/A	405 minimum

1.7 – Goals of the Program

- To provide a student with a quality, well rounded graduate education.
- To prepare students to become certified Athletic Trainers.
- To provide all necessary cognitive, psychomotor and affective skills in a formalized multi-dimensional academic and clinical setting in order to be successful in the field of athletic training.
- To provide opportunities for students to participate in community events and professional activities that will instill a sense of active participation in their communities and chosen profession after graduation.
- To provide assistance to each student seeking employment or opportunities to further their education through residencies, specializations, doctoral programs, and research opportunities after receiving their Master of Science degree.

1.8 – Learning Outcomes

It is expected that graduate students in the Athletic Training Program will achieve identifiable learning outcomes subsequent to the successful completion of the program.

1. **Patient Centered Care:** Demonstrate clinical competence in the areas of injury assessment, diagnosis, immediate management, and rehabilitation through knowledge, psychomotor skills, and clinical reasoning to effectively treat patients.
2. **Evidence-Based Practice:** Implement evidence-based practice to connect didactic content with clinical decision making in the delivery of patient care to maximize patient outcomes.
3. **Professionalism:** Demonstrate professional involvement in the field of athletic training through service, advocacy, and ethical practice.
4. **Health Care Informatics:** Integrate principles and practices of health care informatics to the administration and delivery of patient care, including data to drive informed decisions; document, communicate, and manage health-related information; mitigate error; and support decision making.
5. **Interprofessional Practice:** Promote the role of athletic trainers as members of a broader health care community and the importance of working collaboratively with other health care providers in optimizing patient care.
6. **Quality Improvement:** Interpret patient outcomes measures to assess patient status, progress, and changes over time leading to quality care and improvement.

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SECTION 2:

Athletic Training Program Information

This section will provide information regarding the MSAT program at Towson University and affiliating sites. It will include information on the history of the Athletic Training Program at Towson University as well as information for prospective and current students within the Athletic Training Program.

2.1 – ATP History

Athletic training education historically has been one of the core academic programs within the Department of Kinesiology at Towson University. Initially introduced in 1979, the Athletic Training Education Program provided interested students with a basic academic foundation complemented with extensive clinical experiences. These students were eligible for the certification examination based on the published guidelines of the National Athletic Trainers' Association (NATA). Student, staff and faculty interest in the program resulted in the on-going development of this professional education program.

During the 1986-87 academic year, based on guidelines established by the Professional Education Committee of the NATA, an evaluation of the program of study in athletic training was conducted. This was done in an effort to ensure that the program was meeting educational standards and the needs of those it intended to serve. The findings from that assessment resulted in further development of the program to a level which the university considered deserving of recognition as a NATA Approved Undergraduate Athletic Training Education Program.

In October 1990, the Athletic Training Education Program was submitted to the Professional Education Committee of the NATA for review. In June 1993, following there initial and follow up assessments, the NATA approved the Athletic Training Education Program at Towson University. While receiving status, as an approved program was a significant step, it has proven to be just the beginning. In January 1997, the Athletic Training Education Program was elevated from a concentration to an academic major. In August 1997, Towson University submitted a self-study report to the Joint Review Committee on Athletic Training Education Programs. Following the initial assessment and site visitation, the Athletic Training Education Program at Towson University was granted accreditation and by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Following another self-study and site visit in 2004-05 the ATP received continuing accreditation from CAAHEP. In the spring of 2008, the ATP received a 10-year accreditation from the Commission on Accreditation of Athletic Training (CAATE).

In the Fall of 2017, the undergraduate program went through the re-accreditation process and was granted the complete 10-year accreditation in the spring of 2018; once again to show compliance with CAATE standards. After re-accreditation, the program will work to establish and entry level master's program.

In the Summer of 2020, the graduate program was approved at TU and received full CAATE accreditation status. This degree transition stemmed from a nationwide mandate. The undergraduate ATP graduated its final cohort in May 2023; therefore, no new cohorts will be admitted at the undergraduate level. The inaugural MSAT cohort commenced in the Summer 2021 with a successful first graduating cohort in May 2023. The program continues to evolve and develop. Based on the university's historic liberal arts mission, this professional program prerequisite coursework has a strong scientific foundation. The essential athletic training courses are further complemented by robust

foundational knowledge. Finally, students complete extensive clinical experiences in athletic training settings and an immersive clinical experience to further complement and reinforce the didactic lessons. The MSAT graduate program at Towson University is designed to prepare students for Board of Certification, Inc. examination and a career as an athletic trainer.

2.2 – MSAT Program Faculty

A listing of the current MSAT graduate faculty can be found by following this link. [MSAT Graduate Faculty](#)

2.3 – MSAT Admission Process

The application, description of the admission process and technical standards for admissions. [MSAT Admission Process.](#)

2.4 – MSAT Degree Requirements

You are expected to familiarize yourself with the Graduate Catalog and to satisfy all published degree requirements. Failure to do so does not provide a basis for exceptions to academic requirements or policies. You will receive assistance from athletic training program faculty advisors, but it is your responsibility for completing published degree requirements. You are also expected to be familiar with regulations pertaining to campus life and to conduct yourself in a way that reflects well upon yourself, the MSAT Program, and Towson University. Finally, you are expected to maintain communication with the university and to ensure that your current addresses and telephone numbers are on file with Enrollment Services and the MSAT Program.

[Registrar's Office](#)

By fulfilling the following requirements, you will be eligible to graduate with a Master of Science in Athletic Training:

- A minimum of 60 earned credits
- A cumulative quality point average of at least a 3.0 per semester
 - . A student can earn no more than two final course “C” grades over the duration of the MSAT Program curriculum
 - Please refer to your appropriate University Graduate Catalog for your specific requirements
 - [MSAT Graduate Catalog](#)
 - [TU Graduate Catalog](#)
- A cumulative quality point average of at least a 3.0 per semester
- Completion of a graduation application filed with the Graduation Office in the Enrollment Services Center by their posted deadline. [Graduation Center.](#)

2.5 – Plan of Study

A listing of the required Athletic Training Courses can be found in the following link: [Athletic Training Courses](#). Please refer to the Academic Catalog, your academic advisor, or the MSAT Program Director if you have questions regarding a specific course.

2.6 – Athletic Training Standards

The basis of the MSAT curriculum is grounded in the CAATE 2020 Standards: [CAATE Standards](#). You will be required to learn these standards during your course of study. Students will be instructed and evaluated on these standards in the classroom and clinical settings. You will have many opportunities to practice and be evaluated in the standards throughout your academic careers. All graduate students must demonstrate competence in all standards which also includes proficiency in communication, professionalism, critical thinking, and problem solving prior to graduation.

2.7 – Clinical Practicum Evaluation Procedures

The Athletic Training Graduate Student will be clinically evaluated various times during each academic semester. A preceptor is defined as an athletic trainer or physician who has maintained their certification and state licensure. Preceptors are affiliated with the MSAT program, and have a formal agreement on file with the clinical education coordinator. For each rotation you are required to have a preceptor complete an evaluation on your knowledge of the required standards. The completed evaluation is a tool used to assess your ability to clinically perform skills learned in the classroom. Give your preceptor sufficient time (7-10 days dependent on travel schedule) to complete the evaluation. Once the evaluation is completed, both the student and preceptor will sit and discuss the evaluation and then electronically sign it on ATrack. Your ability to complete the assigned clinical standards and your evaluation on said standards will impact your evaluation grade. The evaluation grade is a significant percentage of your clinical course grade. If there is a violation of HIPAA or the student acts in a manner deemed unprofessional, grade reduction will occur and/or failure of the rotation.

The Athletic Training Graduate Student is required to complete two (midterm and final) evaluations on their preceptor each semester. You are expected to review all evaluations with your preceptor, with both parties signing the evaluations after the review. In addition to the student and preceptor evaluations, the student is required to complete an evaluation of the clinical site.

Your evaluation needs to be completed and signed on ATrack by 5 pm on the due date determined by your clinical course instructor. These evaluations are part of the clinical course grade. Failure to complete all evaluations will affect the clinical in athletic training course grade negatively. Students are responsible for ensuring all signatures are present in ATRACK for both the student and preceptor.

All evaluation forms are found on and are to be completed directly on [ATrack](#).

2.8 – Advising

You will be assigned an advisor who will assist you in selecting and scheduling your academic coursework. The advisor will be a member of the athletic training graduate faculty. Contact your advisor or the program director to make sure you are on schedule to graduate at the appropriate time.

2.9 – Disciplinary Procedures

The below policies are enforced by the Director of the MSAT graduate program as well as specific policies related to academic standing, repeating courses, and dismissal are reviewed by the Office of Graduate Studies. Policies can be found in the [TU Graduate Catalog](#).

2.9.1 Academic Standing

The MSAT requires that all students maintain good academic standing. Good academic standing in a degree program requires a minimum 3.00 cumulative grade point average (CGPA) for all courses taken for graduate credit, whether or not they are required for the degree. Good academic standing is necessary to transfer course work and to graduate.

Should the degree student's CGPA for courses fall below a 3.00 (including graduate level and prerequisite courses that are taken after being admitted to the program), a letter will be sent from the Registrar's Office placing the student on academic warning. A student placed on academic warning must restore the CGPA to at least a 3.00 within 9 graded, graduate units. The 3.00 CGPA may be restored by repeating courses or by taking additional courses. With written approval from the graduate program director, the student may use a maximum of two courses beyond those required in the degree to raise the CGPA. Once the CGPA is restored to 3.00, the student must maintain a minimum CGPA of 3.00 throughout the remainder of the program. If the CGPA falls below 3.00 again, the student will be academically dismissed from TU and will not be eligible to reapply to the same program.

All requirements for the program must be completed within the time limitation policy. A student on academic warning who does not restore the CGPA to 3.00 within nine graded, graduate units or who does not maintain a minimum CGPA of 3.00 for the remainder of the program after returning to good academic standing, will be dismissed from the degree program.

2.9.2 Academic Dismissal

A student academically dismissed from a degree program is not eligible to re-enter the same program or enroll in courses as a non-degree student, but may apply to another degree program. To be eligible for admission to the second program, the student must meet all current university and program requirements. A student academically dismissed from a degree program must obtain written approval from the new program director and the program admissions committee to be eligible to apply a maximum of 12 units from the first program into the second program for courses where a grade of B or higher was earned. Students who are entering a new program

after dismissal and are not applying any of their course work earned while in the first program can request to have their cumulative statistics reset for their new graduate career by making the request directly to the Registrar's Office. No additional admission requests will be accepted from a student academically dismissed from two programs.

Any student who violates policy and procedures in this Resource Manual or establishes a pattern of unprofessionalism such as outlined in the [NATA Code of Ethics](#) , [BOC Standards of Professional Practice](#), and/or [Graduate Student Academic Policies](#) will find themselves dismissed from the MSAT graduate program.

2.9.3 Repeating Courses

Courses for which a grade has been awarded may be repeated only once. Students must abide by the program's policies and procedures to be eligible to repeat a course. The grade of W does not replace a previously awarded grade. When the course is repeated, the student receives the units for the course (counted once) and the higher of the two grades. Grades for courses taken at other institutions may not be used to replace grades for courses completed at TU. Courses taken for undergraduate credit may not be repeated for graduate degree credit.

Due to the nature of the MSAT program curriculum, if the student must repeat a course because they earned a grade lower than the required "C", recognize they will need to take a 1-year pause. Courses are only offered once every semester since it is a competency-based model. If a student re-takes a course and does not achieve a grade of "C" or better will be academically dismissed from the program. Students wishing to appeal for approval to make a third attempt at a course, must complete the [Third Attempt of a Course petition](#).

Any MSAT graduate student who does not achieve a grade of "C" in a course and therefore needs to wait 1-year in order to retake the course is granted this academic pause once. If a student achieves a grade lower than a "C" a second time at any point in the curriculum, they will be academically dismissed from the graduate program. Any student who receives 2 failing grades during the same semester will be granted the 1-year academic warning in order to re-take both courses.

If a student receives an "unsatisfactory" grade on their final clinical performance evaluation their final course grade will be significantly impacted. When calculated into the final course grade, an unsatisfactory will lower the course grade below a "C". The student will need to serve a 1-year academic probation in order to retake the clinical course.

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SECTION 3:

Responsibilities to Athletic Department and Other Personnel

As a graduate ATS, you will have the opportunity to interact with many different professionals during your clinical experience. The following pages outline some of the responsibilities you may have to these individuals.

3.1 – Team Physicians

Relationships between the Graduate Athletic Training Student and the physician can elicit valuable learning experiences. Much can be learned by observing and listening to the physicians. Graduate Athletic Training Students should assist the physician in helpful ways but should not interfere with the physician's duties.

Responsibilities to the Physicians:

- Keep all injury and medical reports up to date and legible
- Carry out all physicians' recommendations
- Consult the Athletic Training Staff before referring a student-athlete to the Team Physician

3.2 – Athletic Training Staff

The entire Athletic Training Staff (Head, Associate, Senior, Assistant and Residents) works with the Team Physician and consulting physicians in providing medical care to those participating in intercollegiate athletics at Towson University and other approved clinical sites. It is also the responsibility of the Staff Athletic Trainer to coordinate, instruct, supervise, and evaluate the graduate ATS in their daily duties. The graduate ATS is required to fulfill and follow each of the duties and responsibilities outlined by the Staff Athletic Trainers. The graduate ATS must maintain open lines of communication and should feel free to discuss problems or difficult situations with the Staff AT at any time.

Responsibilities of the graduate ATS to the Athletic Training Staff:

- Keep each member of the Athletic Training Staff informed of the injury and rehabilitation status of all student-athletes
- Assist in routine duties and procedures as designated by the Athletic Training Staff
- Notify the Athletic Training Staff, in writing, of any problems or concerns relating to Graduate Athletic Training Student duties, event coverage or equipment.

3.3 – Fellow Graduate Athletic Training Students

It is important for all graduate ATS to develop an awareness of their position within the Athletic Training Staff. It is imperative for the success of the staff that all graduate ATS work together toward a common goal – the health care of the student-athlete (CAATE 2020 Standards). You are a representative of the MSAT program, Towson University, the Athletic Department, each respective athletic team and the profession of athletic training. You will demonstrate leadership for each other, while maintaining professionalism.

You may wish to socialize together when not in the athletic training facility; however outside activities should never be brought into the athletic training facility. Every graduate ATS will be treated fairly. Should problems (lack of cooperation, personality conflicts, etc) develop between students, you are expected to manage the situation with all involved parties on your own first. If this is unsuccessful, you should seek the advice and assistance of a staff member.

Working as an athletic trainer is a “people business” that will require the development of the ability to get along with other people. With a sizable group, there will be problems; confront them, solve them, and move forward with your life in athletic training and enjoy your work.

Responsibilities to fellow graduate ATS:

- Assist other graduate ATS (regardless of clinical assignment) whenever possible
- Treat all graduate ATS with respect regardless of their class standing or skill level
- Become familiar with and understand all aspects of the Master of Science in Athletic Training Graduate Program Student Resource Manual.

3.3.1 – Graduate Athletic Training Student Hierarchy

1st year Athletic Training Students – at minimum, students will assist the staff with daily athletic training duties, assist 2nd year graduate ATS with daily athletic training duties, apply appropriate athletic training skills in a practical setting, lead by example and motivate peers to succeed in the ATP.

2nd year Athletic Training Students – at minimum, students will assist the staff with daily athletic training duties, apply appropriate athletic training skills in a practical setting, lead by example and motivate peers to succeed in the ATP, serve as a mentor for 1st year athletic training students.

3.4 – Athletic Department Administration

The Athletic Department is the governing body of all athletics and athletic support groups at Towson University. Due to the service that the Athletic Training Staff provides to the University, the policies and procedures of the Athletic Department include athletic training. All graduate ATS should become familiar with the policies and procedures, which involve the Sports Medicine Facilities and Staff.

Responsibilities to the Department:

- Be knowledgeable of all athletic staff and their function within the department
- Be knowledgeable of the facilities and locations of athletic department offices
- Be knowledgeable of the chain of command within the department

3.5 – Coaches / Assistant Coaches

The job of the coaches is to instruct their players in the skills, strategies, and techniques of their particular sport. It is important that the graduate ATS respects the boundaries of the coaches’ job and does not become involved in the duties of the coach. This includes polite and/or appropriate cheering for your team on the sidelines during games. Unhappiness with officiating, players, opposing players is left to the discretion of the coach and should at no time be verbalized by a graduate ATS on the sidelines of a game, you must remain professional in the “heat” of the game. The

assistant coaches should be treated and respected in the same manner as the head coaches. At the same time, Head and Assistant Coaches should not act in a disrespectful way towards graduate ATS (including decisions regarding activity status of the student-athletes). If a problem arises, it should be brought to the attention of a Staff Athletic Trainer immediately and addressed.

Responsibilities to the Coaches:

- Communicate with the coaches at the appropriate times
- Inform the coaching staff of any adverse weather conditions and make appropriate recommendations regarding those weather conditions in conjunction with a member of the Athletic Training Staff.
- Do not interrupt and move all athletic training conversations well away from a coach communicating with the team
- Adhere to the rules set by the coaching staff for the team when traveling

3.6 – Patients/ Clients

The graduate ATS should show compassion in a firm manner when dealing with any patient population. A patient's emotions should be respected by the graduate ATS when evaluating, treating and rehabilitating. Responsibilities to the patient under the supervision of your preceptor:

- Inform the patient of their injury, rehabilitation and participation status
- Inform the patient of taping and treatment times
- Inform the patient of medical appointments and transportation requirements
- Instruct the patient of pre and post activity treatment and rehabilitative procedures
- Inform the patient of the importance and proper use of protective equipment
- Provide educational information to the patient regarding general health (i.e., rest, nutrition, etc.) or instruct them on where to locate accurate information
- Learn and understand the basic fundamental rules and skills of the sport you are assigned to in order to aid the student-athlete in rehabilitation
- Learn and understand the basic fundamental rules and day to day job responsibilities in order to aid the non-traditional athletic training patients who are physically active (i.e. industrial, performing arts, military)
- Do not objectify the patient

3.7 – Student-Managers

Even though graduate ATS and student-managers are peers, they need to regard each other as professionals in the work setting. Graduate ATS should not interfere with managerial duties before, during or after athletic events. Graduate ATS should refrain from trying to acquire team attire from the managers. Cooperation and mutual respect should be keynotes to these relationships.

3.8 – Parents

At times, graduate ATS may interact with a student-athlete’s parents. All interactions with parents must be under the supervision of your preceptor. The graduate ATS should be courteous and professional at all times. Any questions that the student is not completely sure of should be directed to a member of the Athletic Training Staff. Although the graduate ATS can be open and friendly, they are to avoid discussing or giving out confidential or sensitive information. In doing so could be in violation of HIPAA and FERPA.

3.9 – Visiting Teams

The graduate ATS must remain professional and show impartiality when working with a visiting team and their athletic trainer. Treat them the way you would want to be treated at their facility. Responsibilities to Visiting Teams:

- Inform the visiting athletic trainer (or coaching staff if an athletic trainer is not present) of the availability and accessibility of the Towson University Sports Medicine personnel and emergency support
- Inform the visiting athletic trainer of the facility’s EAP and include them in the medical “time out”
- Show the visiting athletic trainer the Sports Medicine facilities available to them, such as the Towson Center Sports Medicine Facility, the Ford – Vetter Sports Medicine Facility in the Field House, or the Burdick Hall Satellite Facility
- Check with the visiting athletic trainer or coaching staff at the beginning, during half time and at the end of the event to determine if they need assistance
- Follow the guidelines your preceptor gives to you about interaction with the visiting team at off campus clinical sites

3.10 – Media / Scouts / Fans

Pro scouts, members of the media and interested fans may sometimes frequent the practice fields. Often, they may request information regarding medical information and participation status of a student-athlete. To develop a good rapport with the public, the graduate ATS should be courteous whenever approached by a visitor, but **SHOULD NOT** provide them with information regarding the status of or history of a current or former student-athlete, this would be in violation of HIPAA.

Responsibilities to visitors:

- Refer all visitors to the Athletic Training Staff
- Be knowledgeable of the facilities in order to help visitors locate specific areas
- Be knowledgeable of all coaches and their office locations
- Realize that the **ONLY** persons who may release medical information are the student-athlete and the Sports Medicine Staff

3.11- Other Clinical Setting and Populations

You may be completing a clinical rotation with a non-traditional athletic training population. These experiences may include the athletic trainer in the physician setting, industrial setting employee, a member of the performing arts, and military personnel are some examples. These populations engage in physical activity and are therefore may also require athletic training services under the direction of an athletic trainer and physician. In addition, the student will be required to participate in large scale events throughout your education. This could include area running events, pre-participation examinations, and various athletic events. Any of the aforementioned guidelines when working with the traditional athletic population also apply to the nontraditional setting. As a graduate ATS you are part of a health care team, providing athletic training services under the direct supervision of an athletic trainer and/or physician; therefore, you will conduct yourself as such. The NATA Code of Ethics, BOC Standards of Professional Practice, TU Graduate Student Academic policies, as well as the policies outlined in this manual apply to any clinical setting and population you are assigned and will be enforced.

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SECTION 4:

Clinical Practicum Expectations

The following guidelines delineate the expectations of a graduate ATS while at their clinical experience site. As a student in the MSAT program at Towson University, you are expected to conduct yourself in accordance with these guidelines during any clinical experience.

These guidelines are established for the protection of the student and to ensure that quality educational experiences are provided to each student.

4.1 – General Information

4.1.1 – Minimum Standards of Qualification

All graduate ATS are expected to maintain current CPR and AED for the professional rescuer certifications. You are also expected to maintain a 3.0 overall GPA. In addition, you need to become a member of the NATA and obtain your National Provider Identification ([NPI](#)). Follow the following link for [step by step instructions](#) on acquiring an NPI number. You will be required to submit your NATA membership number to the MSAT Clinical Education Coordinator. Student memberships range from \$60 - \$80.

4.1.2 – The Basics of HIPAA

Graduate ATS Role: It is likely that a graduate ATS will have access to a patient's medical records. As a graduate ATS, a student clinician, you must follow the federal laws set forth by HIPAA and always secure a patient's confidentiality. By signing the acknowledgement statement at the end of this manual and the confidentiality agreement on ATrack, you are stating you have a solid understanding of the fundamentals of HIPAA. It is your responsibility to ask questions and be clear on HIPAA before signing.

All graduate ATS are expected to have a full understanding of HIPAA and abide by all of its regulations. During your clinical experience hours, you are expected to abide by HIPAA to ensure patient confidentiality. If at any time you have questions or are unsure how to handle a HIPAA specific regulation, ask your preceptor immediately. Do not ever assume, be sure. The MSAT program and your preceptors will encourage and support questions in regard to HIPAA regulations (CAATE 2020 Standard 66).

HIPAA: It stands for Health Insurance Portability and Accountability Act and was implemented in 1996. HIPAA sets national rules regarding the privacy of health care information. It protects an individual's medical records and how they are shared. How electronic transmission of clinical data is handled, patient access to records, patient education on privacy, and receiving consent before the release of information are all included under this act.

For more information on [HIPAA](#).

4.1.3 – The Basics of FERPA

Graduate ATS Role: It is unlikely a graduate ATS will have access to a patient's educational record. You are expected to follow the regulations set forth by FERPA. Do not discuss a patient's educational record without written consent. By signing the acknowledgement statement at the end of this manual and the confidentiality agreement on ATrack you are stating you have a solid understanding of FERPA. It is your responsibility to ask questions and be clear on FERPA before signing.

All graduate athletic training students are expected to have a full understanding of FERPA and abide by all of its regulations. When interacting with student-athletes, the ATS is to be aware of the regulations set forth by FERPA and abide by them. The ATP and your preceptors will encourage and support questions in regards to FERPA regulations. Always ask if you are unsure (CAATE 2020 Standard 66).

FERPA: It stand for Family Educational Rights and Privacy Act. It is a federal law that protects the privacy of a student's education record. FERPA give parents certain rights to their children's education records. The rights transfer to the student when the student reaches the age of 18.

Click here for [FERPA](#) information.

Click here for [Towson FERPA](#) information.

4.1.4 – Contacting your Preceptor

The graduate ATS is required to contact the preceptor as soon as the clinical assignments have been posted; you should supply them with a copy of your class schedule and set up a meeting time to get orientated. This should be done to facilitate a good working relationship. You will be notified of the rotation prior to registering for classes, with a thorough review and explanation of the clinical rotation and expectations on the first day of classes for each semester. You are assigned to a preceptor, not a setting or population specifically. All preceptors are responsible for a number of responsibilities. You can expect to get multiple different interactions with different teams while working with your assigned preceptor.

4.1.5 – Types of Experiences

The MSAT graduate program at Towson University provides the ATS with clinical experiences with patients throughout the lifespan, difference sexes, different socioeconomic statuses, varying levels of activity and athletic ability, and who participate in non-sport activities (CAATE 2020 Standard 17). Students will also gain experiences with a variety of health conditions common to athletic training practice (CAATE 2020 Standard 18). The first clinical experience will be Fall of year one and span both academic years (CAATE 2020 Standard 14).

Clinical skills will be evaluated by an athletic trainer who has been deemed a preceptor (CAATE 2020 Standards 31, 45, 46) through an up-to-date affiliation agreement (CAATE 2020 Standard 22) and will increase in complexity, as related to content taught in didactic courses, as the graduate ATS matriculates through the MSAT program (CAATE 2020 Standard 15). During all clinical experiences you will be assigned a preceptor and will remain under their direct supervision. Direct supervision is defined as the preceptor having a physical presence and will be able to intervene on the behalf of the graduate ATS and patient. During clinical experiences the student will receive a very realistic clinical education, one that can ultimately better prepare them for the BOC exam and entry into the athletic training profession. The clinical experiences have been established in accordance with the ATP and the

guidelines identified by the CAATE 2020 Standards. It should be clear that the ATP views the issue of supervision seriously and has taken appropriate actions to make sure that all students are supervised appropriately, all to preserve and enhance the quality educational experience for each student. At no point should you be asked to cover an event, practice, treatment without your preceptor or a supervising preceptor present. You should never be asked to take the place of or fulfill the role of a full-time staff athletic trainer. If such requests are made, it should be brought to the attention of the Program Director or Clinical Education Coordinator.

4.1.6 – Locations for Clinical Experiences

The graduate ATS will be assigned to various locations both on and off campus for their clinical experiences. These locations can include but are not limited to Towson University, local public and private high schools, area colleges, and/or local sports medicine clinics. Transportation is not provided by TU; it is your responsibility to arrange transportation. Occasionally there are parking requirements and fees associated with another clinical site. Most often the preceptor and institution will work with you to eliminate the charge to the student. The ATP will disclose all known additional fees to the student. The student has the right to request a change to the clinical experience based on the additional fees

4.1.7 – Clinical Hours

Each graduate ATS must accrue a minimum of 135 clinical hours during Practicums I-III and 405 clinical hours during Practicum IV which is the immersive experience (CAATE 2020 Standard 16). The goal is to average 15-20 hours per week in attempts to maintain balance with your academic schedule, but understand there will be weeks (travel weeks, multiple game weeks, playoffs) when the number of hours fluctuate. Clinical experience hours will occur during all hours of the week and may include weekends, holidays and periods of time when school is not in session. Each preceptor will communicate a schedule of clinical hours to the graduate ATS. Clinical hours are a requirement for class and take precedent over employment hours.

During each practicum experience the graduate ATS is allowed two days off (student days) from their clinical rotation in addition to their normal days off. During Practicums I-III, you will receive at least one day off per week from your clinical experience. If additional time is needed the student must ask permission, in writing via email, at least three days in advance. Permission must be granted by the preceptor and all parties must agree to the terms. If adequate notice is not given or permission has not been granted, the missed day will be considered delinquent and may result in a less than satisfactory evaluation from the preceptor. However, we understand that emergencies do arise. In the case of a true emergency, contact your preceptor as soon as possible to make arrangements.

4.1.8 – Recording Hours

It is the responsibility of the graduate ATS to record their start time and end time directly into ATrack. In addition to recording hours, each student is required to record a brief snapshot of the activities they completed during the clinical experience during the recorded hours. You are also to document your patient contacts. At the end of the week your preceptor will review, confirm and then electronically sign, approving your hours directly into ATrack. The student and preceptor have seven days to enter hours and approve them from the time they were completed. Note this timeline is unforgiving and hours cannot be added after the seven day window. This timeline encourages the student and preceptor to stay on top of hour documentation and ensure accuracy. Each student must have one day off per week and that should be easily viewed on ATrack.

The ATP minimum hour requirement is 135 hours during Practicums I-III and 405 during Practicum IV. The maximum hours allowed is 375 hours during Practicums I-III and 600 in Practicum IV. Hours will be periodically checked throughout the semester by the ATP but it is the responsibility of the student and preceptor to continue to evaluate the progress of the hours completed to be sure the student is on track. The ATP will review the hour total of every student mid-way through the semester. Students who are not on track (below 70/200 hours at midterm) and students who are dedicating too much time to clinical hours (above 90/220 hours at midterm) will be acknowledged. A conversation will occur between the ATP, preceptor and student to identify the reason for lack of or excessive hours and correct it for the remainder of the semester.

4.1.9 – Clinical Assignments

Clinical assignments will be determined by Clinical Education Coordinator with consultation of the Program Director. Students will be notified of their clinical assignments in a timely manner. Clinical assignments are subject to change based on preceptor availability and site affiliation agreements. All graduate ATS are expected to fulfill hours with their assigned preceptor for the entire academic semester and follow the guidelines set forth on the clinical agreement.

Every effort will be made to provide a variety of experiences for the athletic training student. Clinical education assignments cannot discriminate based on sex, ethnicity, religious affiliation or sexual orientation (CAATE 2020 Standard 30). The assigned experiences may include, but are not limited to:

- individual and team sports
- sports requiring protective equipment (e.g., helmet and shoulder pads)
- men's and women's sports
- different ages
- different socioeconomic statuses
- different levels of play (e.g., NCAA, High School, Special Olympics, professional)
- non-sport patient populations (e.g., outpatient clinic, emergency room, primary care office, industrial, performing arts, military)

- a variety of conditions other than orthopedics (e.g., primary care, internal medicine, dermatology)

Athletic events and patient care occur during the day, evenings and on weekends. While the student is to never miss class for clinical hours, they will be expected to fulfill clinical hours during morning treatments, afternoon practices, evening games and weekend events. Students is encouraged to participate and fulfill hours when the teams are practicing, competing and receiving treatments, even when school is not in session (i.e., pre-season, winter break, holidays). As the student matriculates through the program clinical hours during preseason, winter break and holidays are strongly encouraged. While not required, time spent fulfilling clinical hours during preseason, winter break and holidays allows for a practical learning opportunity beyond all others. It should be a goal of every student and is an expectation of the program that every student will work clinical hours during a fall pre-season, spring pre-season (winter break), pre-participation exams and a championship weekend. The student cannot receive any monetary remuneration for their clinical assignment or at any time during the education experience (scholarship excluded).

4.1.10 – Non-Academic Period Expectations

Athletic events occur during non-academic periods. When not part of a clinical course, all graduate students are encouraged to all graduate ATS are strongly encouraged to participate in clinical opportunities outside the academic calendar. Participating in experiences during summer, winter, and academic breaks holds a lot of value as you prepare for the BOC exam and entry into the athletic training profession.

4.1.11 – Travel Expectations

During the competition season, the graduate ATS may be permitted to travel with an athletic team from their respective clinical sites to “away” competitions. You will accompany the Staff Athletic Trainer and at no time will you travel alone with a team unsupervised. With your preceptor present, you will be under direct supervision and may perform the appropriate level skills of an Athletic Training Student. The Staff Athletic Trainer covering each sport will determine traveling privileges. While travel is expected, it is still a privilege and not a right. Your travel privileges may be contingent upon your class level, performance and behavior.

While away with the team, you are subject to the policies of the team with which they are traveling. You are responsible for securing the appropriate class excuse sheets, submitting them to your instructors prior to departure and making up all academic work missed while traveling. You are also expected to return to campus with the team; exceptions are limited and must be submitted in advance. When traveling with a team, you will attend all relevant team functions (i.e. meals, walk through’s etc.).

4.1.12 – In-services and Orientation

Every year the MSAT program will hold an orientation for all students as part of their required summer coursework. Attendance is mandatory. Each student is expected to attend and actively participate in labs, breakout sessions and practice emergency procedures. Most meals will be provided but housing for the one night will not. Students are responsible for making their own accommodations.

Occasionally the Athletic Training Staff will hold educational in-services or lectures for the graduate ATS. These may occur during pre-season or during the semester. All meeting information will be communicated in advance. Athletic Training Students are expected to attend all meetings unless excused by a member of the MSAT (e.g., Clinical Education Coordinator, Program Director or your Preceptor) PRIOR to the meeting.

4.1.13 Athletic Training Classroom

As an MSAT student, you have swipe card access to BU 117. This means that you can use the lab during non-classroom hours to study and practice your clinical skills. It is your responsibility to abide by the building hours of operation. When utilizing the lab during non-classroom hours, you should sign in at the start of each studying session, simply scan the posted QR code upon arrival and the affiliated QR code when you are finished with your study session. This will allow the program director to monitor who is using the space for safety purposes. It's important to remember that it's your responsibility to ensure that all equipment stays in the lab and is returned to its rightful place after use. If a piece of equipment does happen to break, please be sure to report it to the program director or clinical education coordinator. Finally, always keep in mind the old adage "leave it as you found it or better" when using the room. This means at minimum tables are cleaned, dry erased boards are free of writing, and stools are up off the floor.

4.1.14 – Grievances

If a graduate ATS has a problem they are encouraged to discuss it with their Preceptor, the MSAT Program Director, or the Clinical Education Coordinator. All students have the right to express concerns about a specific clinical experience. Students should have confidence that no one will be discriminated against based on sex, ethnicity, religious affiliation or sexual orientation.

4.1.15 – Criminal Background Checks

Prior to your clinical hours, you may be required by the placement site to undergo a criminal background check. Your Preceptor will inform you if you need a background check, and what specific type of background check is needed for the facility. Criminal background checks will be obtained at your own expense. [Background Check Information.](#)

4.2 – Appearance and Dress Code

It is important for the graduate ATS to be recognizable as a member of the athletic training staff. During clinical experience time and travel, you will dress in the appropriate attire; you must be neat (wrinkle-free, shirts tucked in, pants waist height) and clean. The Athletic Training Staff reserves the right to send you home if you do not meet the dress code outlined in this resource manual. The dress code may have slight changes with each clinical assignment, however basic clothes that must be purchased and worn include:

- Black, Grey, and/or white polo shirt
- Short and/or long sleeve shirts
- Athletic shorts with pockets (minimum 6” inseam)
- Appropriate colored outdoor weather gear (Black, Grey, White)
- Khaki shorts (minimum 6” inseam) and/or pants
- Wrist watch with a second hand or digital equivalent
- Towson University Name Badge

GEAR PURCHASE: First year graduate ATS entering the program will be given an order form to order the appropriate and required gear for the program. Required gear for the program will cost between 150-200 dollars. Second year students will have the opportunity to add gear items to their wardrobe from the approved program list.

4.2.1 – Unacceptable Attire

Attire that is NOT ACCEPTABLE

- Jeans or jean shorts
- Cut offs / short shorts (shorts with an inseam less than 6”)
- Tight or revealing clothing
- Cotton sweatpants, jogger sweatpants or yoga/legging/spandex
- Shorts with no pockets
- Clothes adorned with the non-athletic brand name or logo of another school
- Hats with the logo, name of another school or professional sports team
- Clothes that reveal the color or presence of undergarments

4.2.2 – Hair and Grooming

The graduate ATS should keep a neat and clean appearance. This includes keeping haircuts clean, neat and orderly, long hair pulled back so it is not limiting vision or hindering patient care, being properly shaven, and not wearing excessive makeup. You must present a professional appearance without drawing attention to yourself. In accordance with the Center for Disease Control and Prevention [Guideline for Hand Hygiene](#), natural nail length should be less than ¼ of an inch and artificial nails and chipped nail polish are prohibited.

4.2.3 – Jewelry

Athletic Training Students (both male and female) should refrain from wearing loose, dangling, distracting or excessive jewelry while completing clinical experience hours. This includes large/dangling earrings, necklaces/chains, and bracelets. No visible body piercings are permitted (excluding earlobes). The Athletic Training Staff reserves the right to ask a graduate ATS to remove any excessive jewelry that may pose a danger to student-athletes or inhibit the Athletic Training Student from performing their duties.

4.2.4 – Practice Attire and Expectations

Acceptable attire for practice shall consist of the following:

- Tee shirt or collared shirt bearing the logo of Towson University or respective current clinical site logo
- Athletic Tee shirt or collared shirt that is plain/unmarked and either black, gold, grey or white in color
- Shirts should be long enough to be tucked completely into the pants/shorts
- Beige or black slacks / capri pants (women) with belt
- Golf / Bermuda style shorts with belt
- Mesh shorts with pockets
- Golf style pants that are in good shape and are plain colored
- Socks
- Athletic type shoes in appropriate condition
- Hats with the Towson University or respective current clinical site logos

Expectations when out at practice consist of:

- Having a field bag equipped with appropriate materials
- Always having gloves and gauze immediately accessible
- No sitting – may take a knee
- Watching practice (no playing with balls)
- Following all appropriate dress codes, grooming and jewelry guidelines
- No inappropriate or unnecessary socializing with athletes

4.2.5 – Game Attire

Acceptable attire for games shall consist of a Polo Game Shirt, black or tan/khaki slacks (or shorts depending on the weather), socks and athletic type shoes. It should be noted that graduate ATS who are working indoor sports (i.e., volleyball, men’s basketball, women’s basketball and gymnastics) should check with their preceptor for their specific dress code and expect it to involve more business casual attire or “dress” clothes (i.e. coat and tie for males, appropriate business attire for females).

4.2.6 – Travel Attire

The graduate ATS is subject to the dress code of the team with which they are traveling. Please check with your preceptor for team specifics. You should be aware that this may require wearing “dress” clothes. If the team attire is more casual, you are still expected to dress in business casual attire to identify yourself as a member of the staff, not a student-athlete. Remember that you are traveling as a representative of Towson University and as a member of the athletic training profession and should

dress accordingly. Your outfit should never draw attention to you and should be functional. Skirts are not a functional piece of attire for an athletic trainer. While traveling, if you need to assist an athlete your outfit needs to be functional and appropriate.

4.2.7 – Inclement / Cold weather

In the event of inclement / cold weather the athletic training student is asked to wear black, grey, white, or gold outer gear. If school is closed due to inclement weather, you are not expected to risk your safety to get to practice. However, if you are on campus and can safely get to the AT facility, you can discuss clinical experience hours with your preceptor. With school closures and delayed openings, while not required to attend clinical experience hours during the hours the school is closed, you should always communicate with your preceptor to learn about schedule changes due to the weather.

4.3 – Personal Conduct

All graduate ATS are expected to conduct themselves in a professional manner at all times. You should never act in a way that reflects poorly on the University, the Athletic Department, the Athletic Training Program, and the profession of athletic training or yourself. The [NATA Code of Ethics](#) outlines proper conduct for athletic trainers and should be used as a guideline for proper behavior. You should be familiar with this code and carry yourself accordingly.

Towson University – Code of Student Conduct

As students of Towson University you are expected to abide by the [Code of Student Conduct](#). This document outlines prohibited conduct as students of Towson University. Some examples of prohibited conduct include but are not limited to: uncooperative behavior, disruption of teaching, consuming alcohol from an open container on campus property at a location not approved by the University, possession or use of illegal drugs, and discrimination against any person. A complete outline and definitions can be found in this document. It is the responsibility of Towson University to maintain a high standard of conduct as outlined in the Code of Student Conduct.

Statement on Diversity, Inclusion, and Misconduct:

Towson University (TU) is committed to ensuring a safe, productive learning environment on our campus that does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or intimate partner violence [Policy 06.01.60]. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff, but keep in mind that they have an obligation to report the incident to the Title IX Coordinator. It is a goal that you feel able to share information related to your life experiences in classroom discussions and in one-on-one meetings. However, it is required to share information with the Title IX Coordinator regarding disclosures, but know that the information will be kept private

to the greatest extent possible. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the TU Counseling Center 410-704-2512 to schedule an appointment, and locally within the community at TurnAround, Inc., 443-279-0379 (24-hour hotline) or 410-377-8111 to schedule an appointment.

In addition, TU is committed to maintaining an inclusive and equitable campus community and the Department of Kinesiology promotes these values among all students. Should you be seeking resources and support related to these issues, please use the link provided: [TU Office of Inclusion & Institutional Equity](#). This link provides information on reporting sexual misconduct, incidents of hate or bias, as well as accessibility and non-discrimination.

4.3.1 – Class Scheduling

Once you receive your clinical assignment, contact your preceptor to determine typical treatment and practice times. If you encounter difficulty with class scheduling based on your clinical assignment, speak to the CEC and assistance will be provided to develop a clinical schedule that works well with your class schedule.

4.3.2 – Outside Employment

Clinical experience hours are a major requirement of the MSAT, part of your clinical course grade and take priority over personal employment/job hour requirements. The nature of becoming a healthcare provider is that it is time consuming and rigorous to prepare you to work autonomously as an entry level AT; therefore, students will study outside of scheduled class times in order to maintain graduate grade requirements. Thus, the commitment is challenging from both content knowledge and time commitment standpoints. Not every student is able to balance the curriculum and employment but ultimately that is a decision only you can make. Every student will be held to the same expectations regardless of outside employment or not.

If you chose to maintain outside employment, you are encouraged to communicate all MSAT program requirements with your employer and your employment requirements with your preceptor; often a compromise can be met. It is unacceptable to miss clinical hours for employment opportunities. You are encouraged to seek employment that provides flexibility to accommodate schedule changes. You are not allowed to work in the capacity of an athletic training student, wear the program uniform, or plan to represent yourself as an athletic trainer from Towson University during your outside employment.

The AT curriculum is vigorous and demands a lot of time. Between the academic load and practicum assignments, it can be challenging to find the appropriate balance. While it's not exactly encouraged, students are allowed to work a side job if they really need to. But it's strongly advised that they limit outside employment and consider their personal responsibilities before committing to the AT program. In fact,

students will likely find themselves studying outside of regularly scheduled classes just to keep up with the coursework. It's important that AT education remains a top priority - even above work. And if a student does decide to take on outside employment, they must not work as an ATS or wear the athletic training student uniform, or in any way represent themselves as an ATS from Towson University. Additionally, they should not perform any task on the basis of being an ATS at Towson University while employed outside of the athletic training education program assignment.

4.3.3 – Personal Emergencies / Illness

Any graduate ATS who is unable to fulfill their professional obligations due an emergency must notify their preceptor at the earliest possible time. An emergency is defined as a situation that involves the student or a member of their immediate family and will require an unscheduled absence from assigned responsibilities.

4.3.4 – Interpersonal Relationships

It is not acceptable for graduate ATS to date or form close personal relationships with the patient population or preceptors they are working with. This is not professional and places you in a compromising position and will jeopardize your matriculation through the program. Dating of University Athletic Department Staff by Athletic Training Students is strictly prohibited. Discovery of such relationships (peer or staff) may result in re-assignment or dismissal from the clinical experience. If currently dating a student athlete, we ask that you inform the program director and we can easily assign you to a clinical experience that will not place you in a compromising situation. You will not be assigned clinical experience hours with a preceptor that would interact with the team in which you are dating a member.

4.3.5 – Social Media and Cell Phones

It is not acceptable for the graduate ATS to “friend” a student athlete or University Athletic Department Staff on all social media platforms. You must be cognizant of all social media postings including photos, videos, or tags need to remain professional so you do not place yourself or others in a compromising position that could embarrass you or Towson University. You need to remember that social media is neither private nor secure; once something is posted; it is available to anyone to view or screenshot. Cell phones used during clinical hours should be for educational or emergency purposes only. Your preceptor will discuss specific cell phone rules with you. We encourage the students to consider social media privacy settings as you build a professional network.

4.3.6 – Alcohol / Drug Policy

The graduate ATS is obligated to adhere to the Athletic Department policy and the University policy on drugs and alcohol.

[TU Substance Abuse Website](#)

[TU Athletic Department Policy of Drug Protocol and Procedures](#)

While traveling with a team, you are prohibited from consuming alcohol or drugs. Violation of this policy may result in removal from the clinical experience, with an automatic grade of unsatisfactory on your evaluation for this clinical experience. ATS will not consume alcohol prior to or during the performance of their assigned clinical experience hours. If you are considered impaired by your Preceptor, head coach or peers, you will be subject to removal from the clinical experience. Drug use of ANY kind that is non-therapeutic in nature will not be tolerated and is grounds for dismissal from the clinical experience and the program.

4.3.7 – Punctuality

The graduate ATS is expected to arrive for their assignment at the scheduled time. Repeated lateness/tardiness will result in disciplinary action. If you anticipate that you will be late, you are expected to contact your preceptor in a timely fashion.

4.3.8 – Confidentiality

The graduate ATS is expected to follow HIPAA and FERPA. At the beginning of each academic year you will be required to read and sign a document on confidentiality policies. This document is located on ATrack. If you are placed in a situation where you are asked for confidential information, refrain from giving any information and politely refer the individual to a member of the Sports Medicine Staff. Violation of this policy may result in removal from the clinical experience, with an automatic grade of unsatisfactory on your evaluation for this clinical experience. Refer to section 4.1.2 and 4.1.3 in your manual for more information on HIPAA and FERPA.

4.3.9 Funding for Travel

Travel funding supports a student presenting or attending a scholarly event (e.g., a virtual conference, seminar, lecture, exhibition or performance). If you are seeking financial support from the Graduate Student Association, the student must attend the conference. The funding will support transportation fairs, lodging, mileage, meals, registration, parking and tolls related to the conference. The funding will not support travel and meals unrelated to the conference. Currently the GSA supports funds to attend an educational opportunity once an academic year. This is a privilege as a graduate student and will greatly enhance your resume and athletic training content knowledge. Any student who abuses the use of funds will not gain approval from the ATP to seek funding to attend another opportunity.

4.4 – Athletic Training Facility Expectations

4.4.1 – Athletic Training Facility Rules

Athletic Training Students are expected to abide by and enforce the posted Athletic Training Facility Rules. Rules may change periodically as the Staff Athletic Trainers see fit. The student will be informed of such changes and expected to follow additions or changes to the current rule policy.

4.4.2 – Classroom Assignments in the Athletic Training Facility

Throughout the semester the student will be given assignments to assist them in learning course objectives. The assignments are designed to achieve numerous things. (1) Focus the student's attention on a particular skill and assist them in becoming proficient (2) Pull specific skills together and aid the student in collecting their thoughts to justify clinical outcomes. (3) Expose the preceptor to material being taught in the classroom (4) Specifically address standards so students have clear progression from one class to another, one standard to the next. (5) Assists the preceptor with assessment of specific standards.

All of the assignments require real time scenarios, written and verbal feedback from the preceptor and final drafts signed by both the student and preceptor. Assignments are given at the beginning of the semester with numerous due dates. It is the responsibility of the student to plan well in advance and have open lines of communication with their preceptor to allow time for assignment completion, feedback and editing.

4.4.3 – Application of Skills to the Patient

As students matriculate through the program, they learn many skills in the classroom that can be applied in the clinical setting in real time. Receiving a passing grade on an exam does not translate to being clinically sound to apply the skill. For all clinical skills (taping, stretching, wound care, modality use, rehabilitation, etc.) the student must verbally express knowledge of the skill and be able to give justification of its use to the preceptor. Then, once they show competence of the didactic material learned in class, they can start to apply the skill to patients in real time. However, the preceptor is responsible for assessing the ability of the student through supervised applications before the student is allowed to complete it "on their own". You will always be under direct supervision, but competence of skills will allow for supervised autonomy. It is realistic to assume a student may be taught a skill in the clinical setting that they have yet to learn in the classroom. In this situation, the preceptor is responsible for teaching, supervising and assessing the skill prior to allowing the student to perform the skill.

4.4.4 – Dispensing OTC Medications

The graduate ATS should not dispense prescription or over-the-counter (OTC) medications to anyone without permission and supervision of a staff athletic trainer, keeping in line with standing physician orders. Graduate ATS must adhere to the athletic training facility's respective EMR for logging all medicine dispensing.

4.4.5 – Inventory Procedures

The graduate ATS is responsible for reporting all inventory changes to a member of the staff. Prior to removing inventory from the storeroom, you must ask permission.

4.4.6 – Medical Records Storage

The graduate ATS needs to follow HIPAA and FERPA guidelines regarding medical records. At no time should medical records of any kind be left out in the open or taken from the athletic training room.

4.4.7 – Computer / Phone Usage

Computers within the staff offices are for staff use only. The graduate ATS may not use a staff member's computer unless given permission by said staff member. If you need to use a computer for a specific purpose you may ask a staff member for permission. Computer use should be limited to emergency situations, not for any personal use. Student-athletes may never use a staff member's computer at any time.

At times you may need to answer the phones within the athletic training facility. Always answer the phone with "Towson University Athletic Training Facility, this is ____." Remember to get a name and number when taking a message. Please deliver all messages to the intended recipient as soon as possible. Athletic Training Students are not to use their personal cell phones while working in the athletic training facility. The only exception to this is if there is a personal emergency that needs to be addressed or if it is part of the Emergency Action Plan for the venue.

4.4.8 – Daily / Weekly Clean up

Since the athletic training clinics are medical facilities, the utmost effort should be made to keep the facilities clean. All students and staff are responsible for this at all times. No food or drink will be allowed on the clinical floor, this helps keep it clean. Cleaning should be maintained throughout the day. Clean up after the patients you work with and prior to leaving the athletic training facility for the day. End of the day cleaning should not be the sole responsibility of the last team practicing.

4.4.9 – Modalities

Modalities should only be used after being instructed on the specific athletic training skill prior to performing the skill on the patient. These skills should be performed under direct supervision of a preceptor. Modalities should be calibrated and safety checked annually in order to be legally used.

4.4.10 – Rehabilitation Equipment

Various pieces of rehabilitation equipment are located in the athletic training facilities. Graduate ATS should familiarize themselves with the proper use and function of these machines. They should also be aware of the basic maintenance of the machines as well as notify a member of the staff if you believe a machine requires maintenance.

4.4.11 – Staff Offices

All offices within the sports medicine facilities are private. If you wish to enter staff offices or other health professional offices, you should knock and ask permission before entering.

4.4.12 – Personal Belongings

The graduate ATS is expected to keep their personal items stowed in the designated areas and should bring only what is needed for that day.

4.4.13 – Staff Locker Room

The staff locker room/bathroom may be used by graduate ATS. Student-athletes are not permitted in the locker room unless specifically granted permission by a member of the staff.

4.4.14 – Gators

The graduate ATS who uses the Gator or other utility terrain vehicle must follow the policy and procedures outlined below as well as any others specific to a facility.

- Complete the driver safety course
- Inspect the vehicle prior to and after use
- Report any issues or concerns to your preceptor
- Obey all traffic and parking laws
- Report all incidents and file the appropriate paperwork
- Return the vehicle to its appropriate parking area when finished and return the keys to the appropriate area

If you are found to be in violation of any of the above procedures you could lose your driving privileges and face resultant consequences.

4.4.15 – Setting Up / Breaking Down Practices

All graduate ATS and Staff Athletic Trainers share the responsibility of helping to set up and break down their practices. Athletic Training Students are responsible for learning the practice set up and breakdown specific to the needs of the patients they typically provide care. Knowing how to properly prepare, break down and clean the appropriate number of coolers, ice chests, crash bags, medical bags and supplies is a requirement for every student for each clinical experience. You should also note the differences in preparation and breakdown for games and practices

4.5 – Off Campus Facility Expectations

All graduate ATS will have at least one experience at an off campus facility. While at this off campus facility, you are expected to follow the rules and regulations outlined in this manual. However, the preceptor at your off campus rotation could make adjustments as they feel are appropriate for their facility. This includes, but is not limited to: scheduled hours, dress code, medical record documentation and services to be provided.

4.6 – Documentation Policies

4.6.1 – Medical Documentation

The graduate ATS will have the opportunity to perform evaluations on injured student-athletes. When performing these evaluations, you should use the standard method taught in class (i.e., Subjective, Objective, Assessment and Plan). When your evaluation is complete you will fill out an initial injury report as completely and thorough as possible. Once these forms are complete, you will show them to your preceptor for approval. Once approved by your preceptor, enter the information into the appropriate database. Subsequent daily notes, re-evaluations, rehabilitation and progress notes will follow the same procedure. Athletic Training the Students should sign all notes as following; Claire Adkinson, ATS, or CMA, ATS.

Patients participating in a therapeutic exercise program will have a prescribed rehabilitation program. You may be asked to monitor/supervise a rehabilitation exercise session with a student-athlete. As the student-athlete completes the exercises, you will document in detail what was performed during each rehabilitation session. The rehabilitation program may only be changes under the direct supervision of your preceptor.

4.6.2 – Issuing Equipment

Sometimes it is necessary for injured patients to have equipment (such as crutches, sleeves, air casts, ankle braces etc.) loaned to them. Equipment is only issued under the direct supervision of your preceptor and documented appropriately. Upon return, equipment will be inspected, cleaned and stowed.

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SECTION 5:

Emergency Procedures

The following section outlines the policies and procedures to be implemented in emergency situations.

5.1 – Emergency Action Plans (EAP)

It is the responsibility of the graduate ATS to learn, know and be familiar with the site EAP of the facility of where you are assigned, on or off campus. This includes but is not limited to lightening policy, location of the AEDs, crash bag, spine board, equipment removal kits and additional material specific to the site. Every graduate ATS should know their specific role prior to an emergency happening. In the event of a life threatening/potential catastrophic injury, the protocol set forth by the preceptor must be followed. ATS must be included in the medical “time out” performed before every game. The Emergency Action Plans for each facility can be accessed on ATrack.

5.2 – Campus Map

Follow this link to view the campus map. Please familiarize yourself with the location of the facilities and the names of the roads leading to them.

[Overview of Campus Map](#)

[Interactive Campus Map](#)

Students completing clinical experience hours off campus should locate and review site maps to be prepared for an emergency

5.3 – Incident Reports

If you experience an injury or incident while performing your clinical experience hours as an ATS, you need to inform your preceptor and complete the appropriate paperwork at your clinical site. An incident report form is located on ATrack which must be completed within 24 hours of the incident. Once you have completed the appropriate paperwork, you must submit it to the specified personnel as outlined at your clinical rotation and submit a copy to the ATP Clinical Education Coordinator at Towson University.

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SECTION 6:

OSHA / Exposure Control / Blood Borne Pathogens and Immunizations

The following section contains information regarding Blood Borne Pathogens (BBP), Infectious diseases, the plan to control exposure to BBP and Infectious diseases and information about the required immunizations. This complies with CAATE 2020 Standard 66.

6.1 – Blood Borne Pathogens & Potentially Infectious Materials/ Diseases

Bloodborne Pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), human immunodeficiency virus (HIV). Infectious diseases include, but are not limited to, HBV, HCV, HIV, Measles, Mumps, SARS, Rubella Meningitis and Tuberculosis.

Other Potentially Infectious Materials/Diseases are defined as: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Graduate ATS must complete Bloodborne Pathogen training annually in order to protect the health and safety of themselves and their patients (CAATE 2020 Standard 26). The training is in compliance with TU's Department of [Environmental Health and Safety](#) The training is an online, 20 minute training which results in a certificate of completion which must be uploaded to ATrack.

6.2 – Universal Precautions

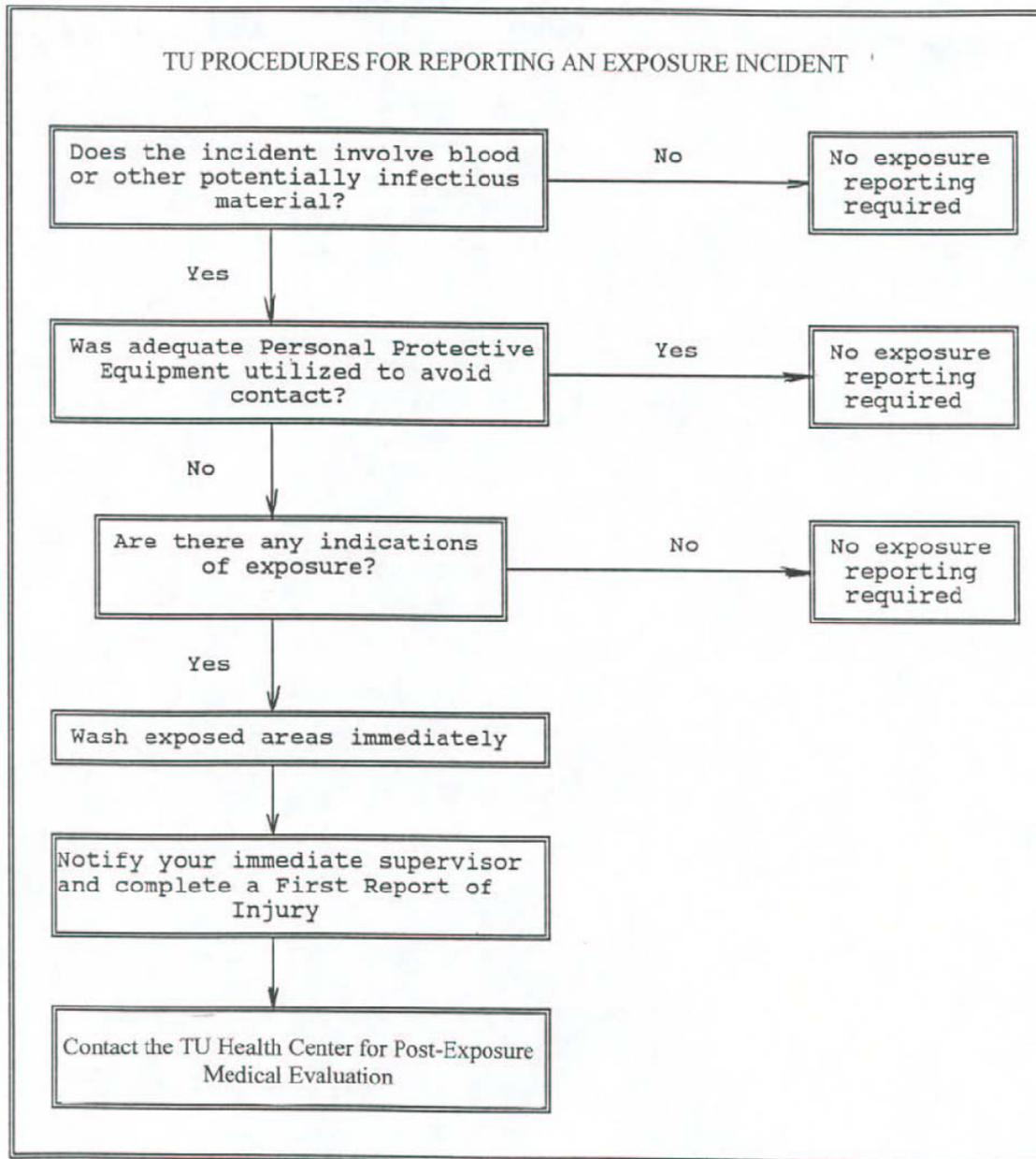
Universal Precautions is an infection control method which requires employees to assume that all human blood and other human body fluids are infectious for HIV, HBV other bloodborne pathogens, and infectious diseases and must be treated accordingly. These precautions include but are not limited to:

- Treat all situations involving potential contact with blood, body fluids or medical waste with caution.
- Wash hands after contact with any bodily substance or articles contaminated with a bodily substance
- Wear protective gloves on both hands for anticipated direct hand contact with blood, body fluids, medical waste or contaminated objects or surfaces. The gloves must be replaced if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

6.3 – Exposure Control Plan

Maryland Occupational Safety and Health (MOSH) adopted the Occupational Safety and Health Administration's (OSHA) regulatory standard dealing with occupational exposure to bloodborne pathogens and infectious diseases (29 CFR 1910.1030) on April 1, 2014. The purpose of the standard is to eliminate or to minimize an employee's risk of an occupational exposure to blood or other potentially infectious diseases and materials as defined by OSHA. A detailed copy of this plan can be found on the Towson University Department of Environmental Health and Safety web site

6.4 - Procedures for Reporting an Incident



6.5 – NCAA Regulations

Guidelines and precautions in the treatment of bleeding injuries and the transmission of blood-borne diseases can be found in the NCAA Sports Medicine Handbook. The NCAA has made a statement for all sports concerning blood-borne diseases. Please note the following situations that game officials and an institution's medical personnel must be prepared to administer.

1. When a player incurs a wound that causes bleeding, the official must stop the game at the earliest possible time and make the player leave the game for treatment.
2. When a player's uniform has blood on it (whether it is the player's own blood or someone else's blood), the official must stop the game at the earliest possible time and make the player leave the game to have the uniform evaluated by medical personnel. If the team's medical personnel determine that blood has saturated the uniform, the player must change the bloodied part of the uniform. If saturation has not occurred, the player may continue to wear the uniform.

This evaluation is done by a team's medical personnel and not by the game official. Once the player is ready to re-enter the game, the official may assume that proper attention has been given to the situation.

6.6 – OSHA Training

Initial and annual refresher training is provided by the Athletic Training Staff. The training provides an overview of the applicable regulations, general information regarding blood borne pathogens, modes of transmission, recognition of tasks with the potential for occupational exposure, universal precautions, engineering and work practice controls, personal protective equipment, procedures for reporting an exposure incident, availability of post-exposure medical evaluation and counseling, availability of vaccines, spill response and the disposal of special medical wastes (SMW).

6.7 – Communicable Disease Policy

The following are guidelines for students enrolled in the Athletic Training – Graduate Professional Program at Towson University of Maryland. The policy has been drafted in accordance with accreditation standards and is comparable to that required of the Office of Environmental Health and Safety.

1. All students enrolled in the MSAT Graduate Program must help and ensure a safe and healthy environment for all students, faculty members, clinical staff and student-athletes/patients by maintaining their health.
2. When an athletic training student becomes ill they should:
 - a) Seek medical attention immediately from the University Health Center, local physician, or family doctor,
 - b) Inform the treating physician that they are enrolled in an allied health education program and explain the role that they play in caring for injured/ill physically active individuals,
 - c) Discuss the restrictions/precautions that should be taken based on the diagnosis provided,
 - d) Contact their Clinical Preceptor, AT Program Director and Clinical Education Coordinator to discuss their status,
 - e) Follow the prescribed treatment until the treating physician releases them fully for participation in unlimited clinical activities.
 - f) Please note: Students are responsible for expenses related to their care, through student and/or personal insurance or by some other means.

3. The MSAT Program and the clinical site affiliates, may not allow students with communicable diseases or conditions to have patient contact. This restriction may be necessary to protect the health and safety of all patients and staff at these sites. Persons with the following medical conditions will not be allowed patient contact without a medical clearance:
 - a. Active chickenpox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis
 - b. Oral herpes with draining lesions
 - c. Group A streptococcal disease (i.e., strep throat) until 24 hours of treatment received
 - d. Diarrhea lasting over three days or accompanied by fever or bloody stools.
 - e. Draining or infected skin lesions
 - f. Conjunctivitis
 - g. COVID-19

If an ill student is unsure whether he/she should participate in patient care in the manner outlined above, the ATS should inquire with the appropriate healthcare personnel as described herein.

4. Athletic training students are to remove themselves from their clinical affiliations and/or classrooms if they believe that their health status endangers those around them. Graduate ATS will NOT be penalized for clinical time missed due to diagnosed illness, with proper documentation. Students will work with their Course Instructor(s)/Program Director/Clinical Education Coordinator to address the need to make-up any clinical time/experience lost due to illness.
5. In the event of a prolonged illness, athletic training students should contact the Disability Support Services to appropriately document the cause of absence.

Policy Summary

All students enrolled in the Professional Graduate (MSAT) Athletic Training Program must help to ensure the safety and the health of the people they come in contact with on a daily basis. ATS must seek medical attention immediately and discuss the restrictions/precautions that should be imposed due to their illness. The ATS should inform their Preceptor, Program Director and the Clinical Education Coordinator of their status and discuss plans to address any clinical time lost. The ATS who has been diagnosed with a communicable/contagious disease must have a physician release before resuming their clinical activities.

6.8 – Immunizations for Health Professional Students

All graduate athletic training students need to abide by university policy and show proof of immunizations when they register. As you enter to the major please review the additional requirements below and be sure the University Health Center has proof of all required immunizations.

Mandatory for all Students: *Measles-Mumps-Rubella: Two doses given on or after first birthday or documented positive IgG titers to Measles (rubeola), Rubella and Mumps (Attach lab report)*
Tetanus-Diphtheria-Pertussis (Tdap): Single dose of Adult Tdap (Adacel or Boostrix) given at ≥ 11 yrs. of age AND after 5/2005 (date of FDA licensure). Pediatric DTaP given <11 yrs. of age or before

5/2005 NOT acceptable. A Td (Tetanus-diphtheria) booster is NOT an acceptable alternative unless there is a documented medical contraindication to Pertussis vaccine. In that case, Td booster within 10 years of start of classes will be accepted.

Mandatory for On-Campus Students (additional): Meningococcal (Meningitis) (Conjugate vaccine, Menactra or Menveo) given ≥ 16 yrs. of age

Mandatory for Health Professional Students (additional): Varicella, Polio (IPV or OPV), Hepatitis B series

[Towson University Health Center – Immunizations](#)

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APPENDIX A:

Towson University Athletic Training Student Club Bylaws

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TOWSON UNIVERSITY ATHLETIC TRAINING CLUB CONSTITUTION AND BY-LAWS

PREAMBLE

The Towson University Athletic Training Club's purpose is to promote, stimulate, educate, and encourage study, research, scholarly writing, and professional development in the area of athletic training both theoretically and in applied aspects.

ARTICLE I-NAME

The name of this organization, which is Student Government Association (SGA) affiliated, will be the Towson University Athletic Training Club.

ARTICLE II-MEMBERSHIP

Section 1: All full-time students, with a 2.0 GPA and that are enrolled in the Athletic Training Education Program at Towson University are members of the Athletic Training Club. The Athletic Training Club does not discriminate against individuals on the basis of race, color, national origin, religion, sex, marital status, age, or condition of disability.

Section 2: Each member of this organization is required to contribute a semester fee totaling five dollars in order to be a member.

Section 3: Each member of this organization is required to attend a total of 2 general meetings during the course of a semester, 4 during an academic year.

Section 4: Each member of this organization is required to attend at least 1 community service event during the course of a semester, 2 during an academic year.

ARTICLE III-RESPONSIBILITIES

The responsibilities of the Athletic Training Club will be:

- A. The Athletic Training Club, its members and officers shall maintain the standards as stated by the by-laws and constitution.
- B. The Athletic Training Club shall act as a liaison between the professional community and the student body toward improving the awareness of athletic training and the interests of the profession in an academic environment.
- C. The Athletic Training Club shall maintain an effective, current constitution. The constitution shall be reviewed in the spring of every year beginning in the spring of 2009.
- D. Any member of the Athletic Training Club may propose changes to the Constitution and the by-laws in writing.

ARTICLE IV-EXECUTIVE BOARD

- Section 1: The Executive Board of the Athletic Training Club will consist of:
- A. President
 - B. Vice President
 - C. Treasurer
 - D. Secretary
 - E. Community Service Representative
 - F. Fundraising Chair
 - G. 1st year class representative
- Section 2: The description and responsibilities of the Executive Committee will consist of:
- A. President
 - a. Will preside at all club and executive meetings of the Athletic Training Club.
 - b. May call impromptu meetings of the Athletic Training Club at his/her discretion.
 - c. Will report actions of the Athletic Training Club to the faculty advisor(s).
 - d. Will serve as a representative of the Athletic Training Club policies and philosophies to administrators, staff, and all other personnel at Towson University.
 - e. Will assume overall responsibilities and delegations of the Athletic Training Club.
 - f. Will lead the Athletic Training Club meetings.
 - g. Will coordinate and oversee all projects and programs.
 - h. Will work in conjunction with the other executive board members.
 - i. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.
 - B. Vice President
 - a. Will assume the President's responsibilities in the event he/she is absent or leaves office.
 - b. Assist President in his/her responsibilities.
 - c. Will preside at all club and executive meetings of the Athletic Training Club.
 - d. Will work in conjunction with the other executive board members.
 - e. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.
 - f. Will be responsible for managing email (atclub@towson.edu) and all social media accounts as well as maintaining the website accurate and current.

C. Treasurer

- a. Will preside at all club and executive meetings of the Athletic Training Club.
- b. Shall be responsible for all of the Athletic Training Club funds and expenses. The treasurer must handle all transactions.
- c. Required to develop a budget and turn it to the SGA office when required.
- d. Treasurers are required to attend the Student Government Association's scheduled treasurer meetings.
- e. Will work in conjunction with the other executive board members.
- f. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.

D. Secretary

- a. Will preside at all club and executive meetings of the Athletic Training Club.
- b. Records minutes of all the Athletic Training Club meetings, including executive meetings.
- c. Records and administers prior meeting minutes to the faculty advisor who will distribute to the members of the club.
- d. Will record attendance of all meetings of the Athletic Training Club.
- e. Will work in conjunction with the other executive board members.
- f. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.

E. Community Service Representative

- a. Will preside at all club and executive meetings of the Athletic Training Club.
- b. Will be responsible for informing the Athletic Training Club of possible community service opportunities.
- c. Will be responsible for recording, maintaining, and reporting community service hours to the Athletic Training Club and to the appropriate SGA representative.
- d. Will work in conjunction with the other executive board members.
- e. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.

F. Fundraising Chair

- a. Will preside at all club and executive meetings of the Athletic Training Club
- b. Will be responsible for informing the Athletic Training Club of possible fundraising opportunities.

- c. Will be responsible for recording, maintaining, and reporting fundraising hours to the Athletic Training Club and to the appropriate SGA representative.
- d. Will work in conjunction with the other executive board members
- e. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University Club and Organizations.

G. 1st Year Representative

- a. Will represent their class in executive board meetings and in club meetings.
- b. Will be in charge of promoting the club to their class and assisting in making sure that members are in attendance at meetings.
- c. Will work in conjunction with other board members as the voice of their class.
- d. Will accept responsibility regarding various club programs and projects.
- e. Will be in charge of keeping the Athletic Training Club bulletin board up to date with current events, fundraisers, service events, and next club meeting dates.

BY-LAWS

ARTICLE I-MEETINGS

Frequency of Meetings

- A. The Athletic Training Club will meet once a month. The location, dates, and times may vary. Ample notice of each meeting will be given.
- B. The Executive Board meetings will be held at the discretion of the executive board. The location, dates, and times may vary. Ample notice of each meeting will be given.

ARTICLE II-NOMINATION AND ELECTION PROCEDURES

Nomination of the Athletic Training Club Executive Board will occur as follows:

- A. All candidates for the said elected office must file a statement with the Executive Board indicating their interest.
- B. All statements must be filed with the Executive Board by the last week of April.
- C. Elections for the incoming officers of the next academic year will be held by the second week of May.
- D. Each candidate nominated will have an opportunity to address the general membership while the opposing candidate(s) is/are not present in the room, and an anonymous ballot will be taken from all members present at the meeting.
- E. No candidate is exempt from the electoral process from his or her respective position.
- F. Members of the Athletic Training Club will vote on candidates for each of the positions.
- G. An officer's length of term is for all semesters of a full calendar year.

ARTICLE III-VACANCIES

- Section 1: If a vacancy occurs on the Executive Board during the academic year, it shall be filled in the following manner:
1. If the vacancy occurs in the Presidency, the Vice President moves up to President, the Treasurer moves up to Vice President, the Secretary moves up to Treasurer, and a new Secretary will be elected in a special election.
- Section 2: In the event that an Executive Board member does not wish to move up to fill the vacant position, a special election will be held for that vacant position.
- Section 3: The special election for a vacant position will follow the same procedures as the initial election of the Executive Board committee.

ARTICLE IV-AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- Section 1: Any article of the Constitution and by-laws may be amended in order to adapt to the needs of the Athletic Training Club.
- Section 2: Any member of the Athletic Training Club may propose changes to the Constitution and by-laws in writing.
- Section 3: In order for the amendment to be adopted, it must be accepted with a $\frac{3}{4}$ vote of all Athletic Training Club members present at the meeting being held.
- Section 4: The amendment must be presented to the Student Government Association for passage.
- Section 5: Amendments made to the Constitution and by-laws must be stated at the end of the Constitution.

The following officers of the Towson University Athletic Training Club revised the Constitution and by-laws as follows:

Date: May 2023	President:	Will Needum
	Vice President:	Angie Alicea
	Treasurer:	Rae Knicley
	Secretary:	Jeanette Welch
	Community Service:	Sara Crawford
	Public Relations:	Emily Birkhead
	Diversity:	Jordan White
	Fundraising:	Jaymie Lightborne
	1 st Year:	TBD

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APPENDIX B:

Acknowledgement Statement

GRADUATE AT STUDENT RESOURCE MANUAL ACKNOWLEDGEMENT STATEMENT

This resource manual has been developed to aid in your success as a graduate student in our program. It is to be used as a guide and resource during your various academic and clinical experiences within the Master of Science in Athletic Training graduate program at Towson University. It contains specific information on a variety of topics including program guidelines, expectations and general responsibilities. The Athletic Training Student Resource Manual reflects the requirements of the professional graduate athletic training program at Towson University. Graduate athletic training students are required to read the manual, become familiar with the content, agree to abide by program policies and procedures, and then sign this acknowledgement statement.

Throughout the year, it may be necessary to make changes or write amendments to the Student Resource Manual. The faculty and staff will notify you of changes as they occur. You are encouraged to ask questions to clarify any areas of confusion. You are responsible for implementing the information within the Student Resource Manual.

I, _____, have read the TU Athletic Training Student Resource Manual. I agree to follow all policies and procedures defined in the Student Resource Manual. I understand changes may occur throughout the year and I understand I will be notified of such changes. I know I will be expected to implement the changes. I understand that failure to follow the written guidelines outlined in the Student Resource Manual could result in consequences to my grade and status within the program, and possible dismissal from the graduate program.

Print Name

Athletic Training Student Signature

Date

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APPENDIX C:

Verification of Health Status and Technical Standards

TOWSON UNIVERSITY – DEPARTMENT OF KINESIOLOGY

PROFESSIONAL GRADUATE ATHLETIC TRAINING PROGRAM:
MASTER OF SCIENCE IN ATHLETIC TRAINING

VERIFICATION OF HEALTH STATUS

TO THE EXAMINING HEALTH CARE PROVIDER. Please review the *Technical Standards for Admission* to the Athletic Training Program and complete the following form. This information is used only to assess the student’s physical and mental health status for participation in the athletic training clinical experiences. It is strictly for the use of the Master of Science in Athletic Training Graduate Program and will not be released without student consent.

Student’s Name

I have reviewed the above student’s health evaluation and discussed the contents of this report with the student. The named student:

- Is capable of meeting the technical guidelines and may participate in clinical education.

- May need accommodations to meet the technical standards and should seek input from Accessibility and Disability Services at Towson University. They may not participate in clinical education until the need for such accommodations is determined and any accommodations are agreed upon and implemented.

Health Care Provider’s Printed Name (MD, DO, NP, PA)

Health Care Provider’s Signature/ Date

Address

City, State Zip

Phone

To the student: Please read and sign below.

I acknowledge that it is my responsibility to inform the director of the MSAT in writing if, at any time during my clinical education experience, my health status changes in a way that may compromise my ability to meet the technical guidelines. I understand that any such change will be discussed with a health care practitioner and that I may not be able to continue in the clinical education portion of the graduate athletic training program.

Printed Name:

Signature

Date

TECHNICAL STANDARDS FOR ADMISSION

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

Compliance with the program’s technical standards does not guarantee a student’s eligibility for the Board of Certification, Inc. (BOC) examination.

Candidates for selection to the professional graduate athletic training program must demonstrate:

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

I certify that I have read and understand the technical standards of selection listed and I believe to the best of my knowledge that I can meet each of these standards. If I need accommodations to meet these standards I will contact Towson University’s Accessibility and Disability Services (<https://www.towson.edu/accessibility-disability-services/>) to confirm that I have a disability under applicable law, and determine what accommodations may be available. I understand that if I am unable to meet these standards, with or without reasonable accommodations, I will not be admitted into the professional graduate athletic training program.

Signature of Applicant

Date

Print Name