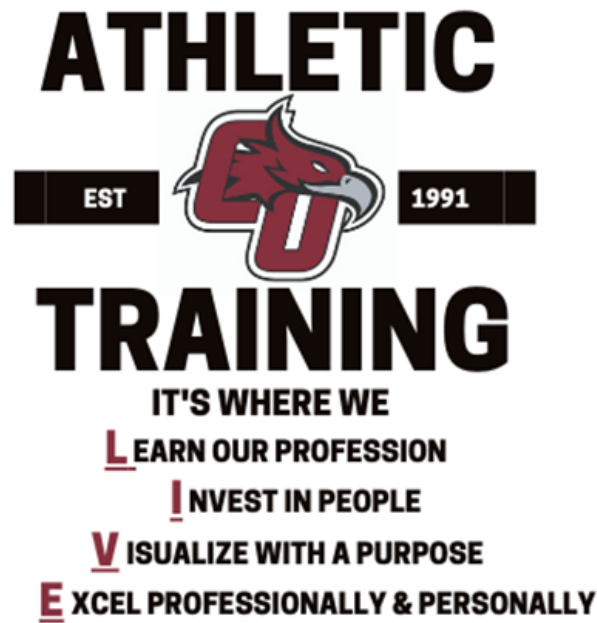


Cumberland University



Academic Handbook

(Updated June 2022)

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Athletic Training Program Policies and Procedures

I. Introduction

Welcome to Cumberland University's Athletic Training Program! The AT Program is housed in The Rudy School of Nursing and Health Professions. This AT Program has been producing Certified Athletic Trainers since the early 1990's and accredited by the Commission on Accreditation of Athletic Training Education (CAATE) since 2005. The curriculum is designed to provide practical experience in athletic training early in the student's career. It is our goal to provide each student with a quality experience both in the classroom and during their clinical experiences. The demanding curriculum and clinical experiences will prepare the AT Student for their future in the athletic training profession as a healthcare provider.

Cumberland's Athletic Training Program is growing and continuing to develop and expand with the addition of new facilities, affiliate sites and clinical preceptors. Our faculty and staff are passionate about Cumberland University, the AT Program, and the Athletic Training Profession. It is our goal that our passion will engage, encourage, and excite you about CU's AT Program and the AT Profession. For this reason, we expect CU's AT Students to be dependable, reliable and enthusiastic about the AT Program and Profession.

At present, there are over 575 athletes representing Cumberland University in intercollegiate athletic competition. Being an integral part of the University setting, the intercollegiate athletic department functions to provide these individuals with opportunities to develop their potentials by participating in and through athletics.

As part of the provisions of this service, the athletic department has a legal and ethical obligation to ensure a high degree of health care to all its athletes. It is the philosophy of CU's AT Program that our AT Students strive to attain the highest standards for medical care and referral for CU Athletes. It is the purpose of these guidelines to assist you in recognizing and handling any situation that might arise within the AT Program.

As an Athletic Training Student (ATS), you will be expected to gain knowledge and experience by observing athletic competitions and practices, your athletic training student peers, the certified athletic trainers, and sports medicine staff associated with Cumberland University and its affiliated members. We will not tolerate any behavior that jeopardizes the integrity of Cumberland University and/or the AT Program. As a part of CU and this program, we expect you to **LIVE** correctly and portray yourself, the AT Program, and Cumberland in a professional and positive manner. We will do our best to make your experience at CU both fun and educational. We are excited about assisting you on this journey and look forward to developing a long lasting relationship.



II. Mission Statements

A. Cumberland Creed

Academic honesty is essential to effective learning. Therefore, we as seekers of knowledge hold these as our core values: personal integrity, individual worth, critical and independent thinking, discipline, community responsibility, and accountability.

B. Cumberland University Mission Statement

The mission of Cumberland University is to provide a contemporary liberal arts education to students seeking a high-quality, personalized college experience, which will empower them not only to have a successful and productive career, but also to thrive intellectually, professionally, personally, and spiritually for a lifetime.

C. Cumberland University Vision Statement

Cumberland University will be a distinguished scholarly community that prepares its students not simply to have successful careers, but to lead impactful lives.

D. The Jeanette C. Rudy School of Nursing and Health Professions

The mission of the Jeanette C. Rudy School of Nursing and Health Professions is to support the mission of the University in educating individuals to become baccalaureate and/or master's prepared nurses and professionals in Health and Human Performance. Graduates of the school will promote and provide healthcare and wellness services to individuals, families and communities across the life span. (Adopted Spring 2016)

E. Athletic Training Program

The mission of Cumberland University Athletic Training (AT) Program is to prepare students for the profession of athletic training by providing knowledge and clinical experience necessary for continued growth within their desired career path.

The vision of Cumberland University Athletic Training (AT) Program is to provide a quality education to all athletic training students within the MSAT Program and promote lifelong learning.

The goals of Cumberland University Athletic Training (AT) Program are listed below:

1. Knowledge- Encourage critical thinking and evidence based problem solving
2. Professionalism- Promote ethical and professional healthcare services
3. Clinical Proficiency- Enhance clinical decision making skills and lifelong learning

F. National Athletic Intercollegiate Association (NAIA)

Champions of Character Core Values

- Respect
- Responsibility
- Integrity
- Servant Leadership
- Sportsmanship

III. AT Program Learning Objectives/Outcomes (PLO)

The athletic training program has four program learning objectives/outcomes PLOs that will help to provide a quality education and meet the program's goals of developing Knowledge, Professionalism, and Clinical Proficiency. These four PLOs are:

1. PLO1: Use the knowledge and skills necessary for athletic trainers to use a systematic approach to ask and answer clinically relevant questions regarding the core competencies: patient-centered care, interprofessional practice/interprofessional education, evidence-based practice, quality improvement, health care informatics, and professionalism by using review and application of existing research evidence. (Aligned with CAATE Standards 56-68).
2. PLO2: Develop and implement strategies and programs for patient/client care that includes: a care plan, examination, diagnosis, and intervention to prevent the incidence and/or severity of injuries and/or illnesses and optimize overall health and quality of life. (Aligned with CAATE Standards 69-78).
3. PLO3: Develop and implement strategies for injury/illness prevention, health promotion, and wellness across the lifespan. (Aligned with CAATE Standards 79-87).
4. PLO4: Be able to differentiate and demonstrate duties necessary for comprehensive health care administration. (Aligned with CAATE Standards 88-94).

IV. Chain of Command

President
Provost/Vice President for Academic Affairs
Dean of the Rudy School of Nursing and Health Professions
Director of Athletic Training
AT Program Coordinator of Clinical Education
Professors/Preceptors
AT Students

V. The Athletic Training Profession (What is an Athletic Trainer?)

(Retrieved from <http://www.bocatc.org/about-us>)

Athletic Trainers (ATs) are healthcare professionals who render service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states' statutes, rules and regulations. As a part of the healthcare team, services provided by ATs include injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions.

*Athletic training is recognized by the American Medical Association (AMA) as a healthcare profession.

VI. Governing Bodies of the Athletic Training Profession

A. The Commission on Accreditation for Athletic Training Education (CAATE)

(Retrieved from <https://caate.net/about/>)

Mission

Serving the public and profession by establishing and ensuring compliance with accreditation standards that facilitate quality outcomes, continuous improvement, innovation and diversity to enhance athletic training education.

Vision

Advancing clinical practice and improving health care outcomes through promotion of excellence in athletic training education.

Values

- Accountability
- Transparency
- Integrity
- Excellence
- Leadership
- Collaborative

B. National Athletic Trainers' Association

(Retrieved from <https://www.nata.org/about>)

About

The National Athletic Trainers' Association (NATA) is the professional membership association for certified athletic trainers and others who support the athletic training profession. Founded in 1950, the NATA has grown to more than 45,000 members worldwide today. The majority of certified athletic trainers choose to be members of NATA to support their profession and to receive a broad array of membership benefits. By joining forces as a group, NATA members can accomplish more for the athletic training profession than they can individually. The NATA national office currently has more than 40 full-time staff members who work to support NATA's mission.

Vision

Athletic trainers will be globally recognized as vital practitioners in the delivery and advancement of health care. Through passionate provision of unique services, athletic trainers will be an integral part of the inter-professional health care team.

Mission

The mission of the National Athletic Trainers' Association is to represent, engage and foster the continued growth and development of the athletic training profession and athletic trainers as unique health care providers.

C. Board of Certification

(Retrieved from <http://www.bocatc.org/about-us#what-is-the-boc>)

What is the BOC?

The Board of Certification, Inc. (BOC) was incorporated in 1989 as a not-for-profit credentialing agency to provide a certification program for the entry-level athletic training profession. The BOC establishes both the standards for the practice of athletic training and the continuing education requirements for BOC Certified Athletic Trainers (ATs). The BOC also works with state regulatory agencies to provide credential information, professional conduct guidelines and regulatory standards on certification issues. The BOC also has the only accredited certification program for ATs in the United States and has an International Arrangement with Athletic Rehabilitation Therapy Ireland (ARTI), British Association of Sport Rehabilitators (BASRaT) and Canadian Athletic Therapists Association (CATA).

Vision of the BOC

The BOC exists so that healthcare professionals worldwide have access to globally recognized standards of competence and exceptional credentialing programs that support them in the protection of the public and the provision of excellent patient care.

Mission of the BOC

To provide exceptional credentialing programs for healthcare professionals to assure protection of the public.

Values of the BOC

- Integrity
- Professionalism
- Fairness
- Transparency
- Service

D. Cumberland University Athletic Training Program Accreditation

The Athletic Training (AT) program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE-6850 Austin Center Blvd., Ste. 100, Austin, TX 78737-3184; 844-462-2283).

VII. Applying for Cumberland Athletic Training Program Admission

- Cumberland University is committed to recruiting and preparing quality candidates for entry-level positions in athletic training.
- Admission criteria listed are requirements that must be met before admission is granted. Meeting these minimum standards will not guarantee admission to the Athletic Training Program.
- The Athletic Training Program offers two tracks for completion.
 - 3 + 2 Track
 - **Admission to Cumberland University does not guarantee admission to the Athletic Training Program.**
 - 2 year Track
- Students applying to Cumberland University's AT Program are encouraged to present evidence of meeting or exceeding the application requirements as stated in their letter of application.
- During the spring semester, the Program Selection Committee, made up of both AT Program faculty and staff, will review all applications and begin setting up formal interviews so that each student has the opportunity to bid for their place in the AT Program for the following fall semester.
- ***The University and the AT Program reserve the right to make programmatic changes. These changes may result from University policy decisions or governing agency decisions.***

A. Who is eligible for admission?

- 3+2 Track:
 - Students will be eligible to apply to the program during their spring semester of their junior year.
 - Must complete all pre-requisite requirements.
- 2 year Track:
 - Student with an earned bachelor's degree.
 - Must complete all pre-requisite requirements.

B. Admission Requirements to the Athletic Training Program

The AT program has a limited enrollment. The number of students admitted may be limited to the number of spaces available in the program to maintain an appropriate student to preceptor ratio. Therefore, all candidates must make formal application by the spring of their junior year (by April 1st), be admitted to the University Graduate School, and follow the prescribed requirements to be eligible for admission into the program. The following are the requirements for admission to the program:

- Be admitted to Cumberland University as a graduate student.
 - GRE
 - Immunization Records
 - ATCAS Application Fee - \$90
 - Official Transcript from all undergraduate institutions attended.
 - Have an overall minimum GPA of 2.75
 - Complete 75 clinical observation hours
 - Complete application letter of interest
 - Three Letters of Recommendation
 - Interview with the selection committee
 - Basic Life Support Certification (BLS) (must maintain)
 - Provide documentation of passing a recent physical examination (completed once admitted into program)
 - Provide evidence of completion of the Hepatitis B, MMR, and TB skin immunizations (must show annually)
 - Technical Standards form signed
 - Successful completion of criminal background check (must show annually)
 - Provide evidence of NATA membership (must show annually)
 - Pass a drug test (must show annually)
 - Provide proof of personal health insurance (must show annually)
- Required courses: (Specific AT CU or their equivalent at a regionally accredited institution)
 - Care and Prevention of Athletic Injuries (B or Higher) – 3 credit hours
 - Safety and First Aid (B or Higher) - 2 credit hours
 - Nutrition – 3 credit hours
 - Exercise Physiology – 3 credit hours
 - Human Anatomy and Physiology 1 – 4 credit hours
 - Human Anatomy and Physiology 2 – 4 credit hours
 - General Chemistry- 4 credit hours
 - College Physics 1- 4 credit hours
 - General Psychology – 3 credit hours
 - Kinesiology – 3 credit hours
- Recommended courses:
 - Research Methods – 3 credit hours
 - Statistics – 3 credit hours

(Students are responsible for all associated costs for admission requirements)

C. Credit for Athletic Training Courses

Students may only receive credit for Athletic Training courses if taken at Cumberland University.

D. Selection of Students

Selection of students into the Athletic Training Program is made after April 1st for the next academic year. Application materials should be completed prior to this date to be fully considered for admission to the program. Application materials and any additional information can be requested from the Athletic Training Program Director. Once the deadline for submission of applications has passed the selection committee will interview all qualified applicants. The selection committee (consisting of all athletic training faculty members) will then evaluate each applicant using four criteria using a weighted point system. After this evaluation the highest scoring applicants will be accepted into the Athletic Training Program. The criteria and weighting system are as follows:

GRE Score (Reviewed highest to lowest)

<p><u>Grade Point Average</u> 3.5 and higher= 5 points 3.25 to 3.49= 4 points 3.00 to 3.24= 3 points</p>	<p><u>Quality of Observation Hours</u> Outstanding= 5 points Great= 4 points Good= 3 points</p>
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2.75 to 2.99- 2 points 2.50 to 2.74= 1 points	Fair= 2 points Poor= 1 points
<u>Quality of Interview</u> Outstanding= 5 points Great= 4 points Good= 3 points Fair= 2 points Poor= 1 points	<u>Quality of Application for Admission and Letter of Interest</u> Outstanding= 5 points Great= 4 points Good= 3 points Fair= 2 points Poor= 1 point

**All Cumberland University AT Program candidates will be ranked according to the assessment form score. Available slots within the AT Program will be filled according to this prioritized listing of candidates starting with the top score downward. If there is a tie score and there are not enough positions available within the AT Program, then a tie-breaker will be used. Applicants will be ranked from highest to lowest based on the documented evidence provided in their application file regarding their directed observation clinical experiences for the available slots. AT Program candidates not being accepted may reapply for admission during the next available application period.*

E. Equal Opportunity in Education Title IX/Section 504 Statement

Cumberland University does not discriminate on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status in provision of education opportunities or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000D; Title IX of the Education Amendments of 1972, Pub. L. 92-318; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, Pub. L. 101-336; the Age Discrimination in Employment Act of 1967 (*Pub. L. 90-202*) (*ADEA*); and the Age Discrimination Act of 1975, 42 USC 6101, et. seq. This policy extends to employment by and admission to the University as well as the terms and conditions of matriculation. Inquiries or complaints involving alleged unlawful or prohibited discrimination on the basis of race, sex, color, religion, sexual orientation, national origin, age, disability or veteran status must be in writing and directed to Eddie Pawlawski, Executive VP, Designated University Coordinator, Cumberland University, One Cumberland Square, Lebanon, TN 37087 (with a copy to the Disability Coordinator if the complaint involves accommodation for a disability). In the event that the conduct involves the Designated University Coordinator for any matter involving prohibited discrimination under this policy, the inquiry or complaint must be in writing and directed to the University's General Counsel Legal Counsel, Bone McAllester Norton PLLC, 511 Union Street, Suite 1600, Nashville, TN 37219. Inquiries or complaints to the University's General Counsel shall involve an initial complaint against the listed individuals and not an appeal of one of their decisions. The University's General Counsel does not hear appeals of any decision involving unlawful or prohibited discrimination.

F. Participation in Athletics while an AT Program Student

- An athletic training student may participate in only one sport during each academic year while matriculating through the AT Program due to the inability to effectively progress through their clinical coursework and clinical experiences.
- Student-athletes can complete the clinical experience appeal process. This process allows student-athletes to complete a clinical during their competitive season. This appeal must be approved by the Head Coach, Athletic Director, and AT Program Director to be granted.

See Addendum I-I Student-Athlete Appeal Process

G. Athletic Training Program Retention Requirements

It is necessary that students show excellence in the coursework aspects of the Athletic Training Program as well as in the clinical aspect in order to have a reasonable opportunity for professional success after graduation and in passing the Board of Certification exam. Therefore, to remain in good standing in the program, candidates must:

- Maintain a grade point average of 3.00 or better on a 4.0 scale
- Maximum of 2 "C" can be made in any graduate level courses
- Maintain successful completion of the clinical competencies, proficiencies and hours.
- Successful completion of all courses for program progression.
- Maintain required shots/immunizations/vaccines for assigned clinical rotations.
- Maintain CPR certification
- Maintain NATA Membership status
- Maintain personal health insurance
- Successful completion of criminal background check (must show annually)

- Provide evidence of NATA membership (must show annually)
- Pass a drug test (must show annually)

Any student who fails to meet one or more of the previous requirements will be suspended from their clinical experience rotation until met. If requirements are not met by the completion of the semester, the student will fail their clinical experience course and be suspended from the program and University. Once suspended from the University, the student must appeal to the Graduate Council and be approved to be readmitted into the University and MSAT program.

H. Athletic Training Program Associated Costs

For Admittance:

- Background check (~\$35.00)
- Drug Test (\$30.00)
- NATA Membership (~\$80.00)
- American Heart Association (AHA) Healthcare Provider or American Red Cross (ARC) Professional Rescuer.
- TB Skin Test (associated cost through your healthcare provider)
- Health Insurance (associated cost from provider)
- ATCAS Application Fee - ~\$90
- ATrack Fee- \$90

Yearly:

- Background check (~\$35.00)
- Drug Test (\$30.00)
- NATA Membership (~\$80.00)
- TB Skin Test (associated cost through your healthcare provider)
- Health Insurance (associated cost from provider)

Every Two Years:

- Basic Life Support Certification

***These costs could change depending on the company used.**

Course Fees:

- AT 5510 (Clinical in Athletic Training I) - \$75.00
- AT 5520 (Clinical in Athletic Training II) - \$75.00
- AT 5530 (Immersion Clinical Experience) - \$75.00
- AT 6510 (Clinical in Athletic Training III) - \$75.00
- AT 6520 (Clinical in Athletic Training IV) - \$75.00
- MSES 5980 (Research Methods) - \$75.00
- MSES 5650 (Theoretical and Practical Aspects of Strength and Power Conditioning) - \$75.00
- MSES 5679 (Applied Psychology in Human Performance) - \$75.00
- MSES 5990 (Quantitative Methods) - \$75.00
- MSES 5999/5998 (Thesis or Graduate Project) - \$75.00

Students are responsible for all costs associated with CU and the AT Program.*

VIII. Student Academic Policy and Procedures

A. Catalog Information

The Cumberland University Catalog is effective beginning the beginning of fall semester of each academic year. The statements set forth in this Catalog are for informational purposes only and should not be construed as the basis of a contract between a student and the University. While the provisions of the Catalog will ordinarily be applied as stated, Cumberland University reserves the right to change any provision listed in this Catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort is made to provide information that is accurate at the time the Catalog is prepared. However, regulations, policies, fees, curricula, courses, and other matters contained herein are subject to change at any time during the period this Catalog is in effect.

B. Student Educational Rights

FERPA: By law grades are considered proprietary information. Thus, your advisor CANNOT discuss grades with anyone other than the student. This includes family members, friends or other students.

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA applies to personally identifiable information in educational records. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf.

Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by another person except a temporary substitute for the maker of the record)
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student
- Law enforcement records
- Records collected about an individual after the individual is no longer a student at Cumberland University.

At Cumberland University, FERPA rights apply to a student; a student is a person who is, or has been, in attendance at the institution, regardless of the person's age.

In order to better serve you and your educational progress, the AT Program Director and Clinical Education Coordinator will work in conjunction with you to ensure your academic progress; therefore, it is important that you sign a waiver allowing the AT Program faculty the ability to discuss your progress both in the classroom and in your field experiences.

What are a student's rights under FERPA? Under FERPA, a student has a right to:

- inspect and review his or her educational records;
- request to amend his or her educational records;
- have some control over the disclosure of information from his or her educational records.

If you should have further questions regarding your records, please contact the AT Program Director.

C. Academic Advising

Each student has the ultimate responsibility for effective planning and completion of all requirements for the athletic training degree. Each student is assigned an academic advisor who is a faculty member of the Athletic Training Program. The Registrar's Office will designate you to one of the AT Program faculty. Students may request a different advisor by contacting the AT Program Director and obtaining a "Change of Advisor" form from the Office of the Registrar.

Each semester, students are to schedule a time to meet with their designated AT Program advisor to discuss program and academic progression. Students may obtain the name of their academic advisor from the Office of the Registrar. Students who have pre-registered for their classes should immediately seek their AT Program advisor to ensure that the courses that they have been designated are in sync with the AT Program curriculum and pre-requisites for entry into the AT Program.

ATS demonstrating difficulty in their courses will be referred to the Office of Student Success (OSS). If needed, the student may be required to obtain a tutor and participate in study hall sessions as deemed necessary by their faculty advisor.

ATS experiencing academic difficulty are required to follow up with their faculty advisor consistently to discuss their academic progress. Meeting times may be necessary depending on the faculty advisors policies. It is ultimately the responsibility of the Athletic Training Student to ensure their academic enrichment.

- **Athletic Training Program Course Requirements**
 - See Addendum I
- **Athletic Training Program Recommended Course Sequence**
 - See Addendum I
- **Athletic Training Program Course Descriptions**
 - See Cumberland University Catalog

D. Academic Course Load

Due to the vigorous nature of the AT Program, students must follow the prescribed course sequencing for successful completion.

E. Assignment of Clinical Rotations

Students will be assigned responsibilities based upon their demonstrated knowledge, clinical skills, past responsibilities and experiences, and semester evaluations as determined by the Athletic Training Program faculty. The AT Program is non-discriminatory with clinical rotations with respect to race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation, or other unlawful basis. Every attempt will be made to meet the individual needs of each student. Experiences may be varied based on the past responsibilities and experiences, and the future career goals of the specific student.

***Refer to page 13, VII – E, for University Equal Opportunity in Education Title IX/Section 504 Statement**

F. Athletic Training Program Suspension

As a result of the rigor of the Athletic Training Program's didactic coursework, the intensity of the clinical coursework, programmatic course sequencing, and meeting the requirements for graduation (which exceed the University requirements), the AT Program has initiated a separate, formal Academic Suspension Policy. Athletic Training Students (ATS), who do not meet the retention requirements will be suspended from the AT Program.

G. Office of Student Success Information

The Office of Student Success is your place for academic support. The office is located in the Learning and Career Commons room 122 and is open Monday through Friday from 8:00 a.m.-4:30 p.m. It serves as a resource for Cumberland University students in need of tutoring, mentoring and academic assistance. The primary goal is to provide Cumberland University students with the tools that are necessary for success.

Visit the Office of Student Success to get assistance with any of your classes. We can arrange for you to meet with a peer tutor for private study sessions or pair you up with a group tutor. In addition to tutoring, we offer walk-in writing assistance with a faculty-approved English tutor, a qualified Graduate Assistant or the Center's Director. The Office of Student Success is here to provide you with the tools necessary to be successful, whether that means helping you pass your hardest class or turning a B into an A!

While the Office of Student Success is open to all Cumberland University students who wish to obtain academic assistance and/or individual tutoring, Cumberland University faculty may also refer students for further academic attention. The office works closely with the Athletic Department to ensure student-athletes have access to additional academic resources.

Please contact Alma Barnes at 615-547-1295 or by email at abarnes@cumberland.edu if you have additional questions.

<https://www.cumberland.edu/office-of-student-success/>

IX. Athletic Training Program Policies and Procedures

A. Student Conduct

Athletic Training Students (ATSs) are expected to adhere to the Student Conduct Code in the current Cumberland University Student Handbook. The conduct code addresses areas of academic and non-academic misconduct and disciplinary procedures. In addition to the University expected conduct, the AT Program expects the following:

- It is expected that each athletic training student is familiar with this handbook and the policies and procedures that it includes. Failure to be familiar with these guidelines will not be an excuse for inappropriate decisions or behaviors.
- Do not socialize in the athletic training room. Use your clinical experience time for education.
- The Athletic Training facilities are considered healthcare facilities and therefore their cleanliness is very important. Both staff and students are expected to maintain a sanitary environment at all times.
- Treat all athletes the same. There is no difference between the star athlete and the fourth string athlete.
- ATSs who are in a "relationship" with a Cumberland University athlete are to maintain professional behavior at all times. Personal relationships should **NEVER** be brought into the clinical experience.
- Any athletic-related problems should be discussed with a Certified Athletic Trainer.
- Do not attempt to perform any skills that are beyond the scope of your abilities or education.
- While in the Athletic Training Center, athletic training students shall **NOT** use tobacco products.

B. Dress Code

Being recognized as a healthcare provider is an important aspect of the athletic training profession. Therefore, it is strongly encouraged that each athletic training student (ATS) take pride in their personal and professional appearance. ATs would be expected to dress neatly with shirts tucked in and clothes wrinkle-free as representatives of the CU AT Program. Taking into consideration the changes in weather and venue specific environments the ATs must be ready to adapt with their clothing accordingly. During inclement weather, pullovers, “wind” pants and other appropriate apparel is permitted. Hats are allowed at outdoor sporting events as long as it is a Cumberland University hat. Hats are not to be worn at indoor sporting events or while working practices or in the ATR. How you look and dress is not only a reflection of you, but on the entire AT Program and Cumberland University. Untidiness or sloppiness will not be tolerated when you are participating in the field experience. The certified staff and AT Program Director will handle violations using the Disciplinary Policy.

General ATR or Practice Attire:

Shirts:

- Must be an approved CU shirt or sweatshirt
- May not wear a tank top
- Must be full coverage when working with athletes

Pants:

- CU Athletic Mesh shorts (Director of AT Approval Only indicated by a special occasion)
- Khaki shorts/pants (Must be of appropriate length, if you question them-Don’t wear them!)
- “Wind-pants” Athletic Apparel (Director of AT Approval Only indicated by a special occasion) **NO SWEATPANTS!!!**
- Jeans are not allowed unless otherwise indicated by special occasion as deemed appropriate by the Director of AT

Shoes:

- Must be athletic shoes for all field events
- Must not have open-toed shoes in ATR or weight room for safety (OSHA Standards)
- Shoes must be appropriate for running (i.e. strapless/backless shoes)
- For indoor sports, must be skid proof and non-scarring to gym floor
- No sandals are allowed
- No dress shoes on the wrestling mats that could tear the surface.

Hats:

- Hats may be worn at outdoor practices and events.
- Hats with the Cumberland logo or Adidas logo are acceptable, but hats with other logos, colleges/universities are not acceptable while doing a clinical rotation.
- Hats are not to be worn indoors.

Hair:

- Must be neat and clean, and maintained in such a manner to appropriately fulfill clinical responsibilities.

Facial Hair:

- Mustaches and beards are acceptable as long as they are kept neat and clean.

Body Piercings:

- Per OSHA standards, piercing to the body other than those in the earlobes are not permitted while the student is doing his/her clinical rotations. Students will be asked to remove piercing before being allowed to continue with their clinical experiences.

Outdoor Event Coverage:

Shirts:

- Must be approved CU AT Collared shirt
- Must be approved CU AT sweatshirt (cold weather)

Pants:

- Khaki shorts/pants (Shorts must be of appropriate length, if you question them- Don’t wear them!)
- “Wind-pants” athletic apparel (Director of AT Approval Only indicated by a special occasion)

Indoor Event Coverage:

- Must be approved CU AT collared shirt
- May wear dress clothes as indicated by Preceptor covering the event

Athletic Attire Sponsorship

Cumberland University Athletics has a contract with Adidas® Athletic Apparel. Therefore, it is required by the athletic department that ONLY Adidas® apparel be worn to Cumberland sponsored athletic events. This includes, but is not limited to, footwear. Therefore, it is strongly encouraged that when purchasing your apparel for the school year that you keep this in mind. Adidas Apparel can be purchased at a discounted rate at Sports World Store.



Name Badges

This policy is to be implemented when any athletic training student is working in an off-site clinical experience or on-site tournament in which they need to be identified as an athletic training student. The name badge is to be visible to other healthcare providers, parents, coaches, etc. Failure to wear your name badge is considered a violation of dress code and will result in disciplinary action. Loss of the name badge will be the student responsibility to obtain a replacement as soon as possible at the student's expense. Replacements can be obtained with the Director of Resident Life Office by appointment only.

C. Dependability and Punctuality

Dependability and punctuality are a must in the professional world. The Cumberland University AT Program believes that these qualities are imperative to be successful in your major, in your career and in your life. Therefore, the AT Program has developed a policy whereby all clinical experiences are documented, signed by your assigned Preceptor and turned in by the ATS at the end of each week. At this time, the Preceptors are to review with the ATS the quality of their clinical experience and provide feedback as to the progress of the student's proficiencies and professional attributes. These forms are to be put in the On Campus Athletic Training Room TimeSheet Box by Monday, 12 pm. If the times sheets are not turned in by this time then those hours will not be counted towards your clinical experience hours.

D. Clinical Experience Attendance Policy

The clinical experience is an extension of the clinical coursework and maximizes the knowledge and skills utilized in these courses to enhance the students' overall learning experience. ATS are chosen for their clinical assignments based on their education level and their need to get exposure to various athletic or healthcare environments. Clinical sites and Preceptor are trained by Cumberland University's Clinical Education Coordinator in the competencies and proficiencies that each student in the AT Program must attain during their rotation. However, the ATS must understand that these healthcare providers are extensions of our program and not employees, and they must work under the direction and regulations of another entity. These individuals are chosen based on their professional skills and their knowledge in specific areas that will enhance our student learning outcomes. Therefore, it is very important that the ATS respect the time and dedication that these individuals have volunteered to our AT Program. Communication, punctuality and professional behavior must be maintained at all times. When ATS are expected to be present at a clinical site and do not show up, the integrity of the AT Program, the quality of patient care and the confidence between the student and Preceptor has been diminished. Tardies/Absences problems will be disciplined following the guidelines in the Discipline Policy.

See Section IX - I for the Discipline Policy

The most important part of this policy is communicating effectively with your assigned Preceptor. We understand that there will be occasions in which a situation arises that an ATS will need to miss a clinical assignment or will be late. However, the ATS must make every reasonable attempt to contact their preceptor prior to their absence or tardiness so that any accommodations can be made by their instructor. A minimum of 24 hour notice of an absence must be communicated to the preceptor. Emergency absences/tardies must be communicated with the preceptor as soon as they arise. Even with a legitimate excuse, no attempt to communicate with their preceptor will force the preceptor to count this incident as an unexcused absence/tardy and the above criteria will apply.

E. Class Attendance Policy

The AT Program faculty and staff expect that ATSs will make every effort to attend all classes and clinical experiences for which they are registered. Registration in a course is regarded as an agreement between the student and the institution, for the fulfillment depends on regular and punctual class attendance. If there is to be an unavoidable absence, the student is responsible for contacting the instructor in advance (if possible) or as soon as possible to obtain any missed information or assignments. The student is then responsible for making up any work missed in a timely manner discussed with the instructor.

A student, who is known by the instructor to have missed a class or clinical assignment due to an unavoidable circumstance such as involvement with extra-curricular activities, may be permitted to make up any tests or missed work. The student, however, is responsible for determining this prior to the test (if possible) so that a make-up date can be determined. However, all decisions regarding make-up work is at the discretion of the instructor/professor.

A student's grade may be lowered as a result of the make-up work not being to the satisfaction of the instructor. Since all absences represent a loss in classroom instruction and learning opportunities, no absence will relieve the student from academic obligations.

If a student misses an examination the day that an examination is to be given, the student is responsible for discussing a make-up time with the instructor immediately upon their return and they have a minimum of one week or at a time determined by the instructor to make up the examination.

Because the Athletic Training Program is within both the Athletic Department and the Rudy School of Nursing and Health Professions, ATS are required to abide by the policies and procedures that are mandated by those departments.

F. Athletic Training Program Employment Policy

Cumberland University does not have an outside employment policy for students. Cumberland University Athletic Training Program understands that an athletic training student might have outside employment, however, the student's Athletic Training Program clinical responsibilities and athletic training must take first priority. Outside employment combined with athletic training responsibilities can be very difficult. Athletic training education requires many hours in the classroom as well as clinical experiences. The clinical requirements are clearly outlined in the clinical syllabi and are not negotiable. Failure to meet the clinical experience hour requirements will result in failing the clinical course and suspension from the AT Program.

G. Electronic Device Policy

Cell phones, PDAs, Pagers, and all other personal electronic devices (PED) are not to be used during the clinical experience setting. Involvement in clinical experience should be viewed the same as attending class. In both of these situations, students are not to utilize their electronic device for talking, texting, or utilize their PED for use that are not educational in nature. Please leave your cell phone in your designated space in the athletic training room or in your vehicle during your clinical experience. During classes your cell phone is to be turned off. Use of the cell phone during AT Program classes or clinical experiences may result in point deductions or being asked to leave the class or clinical experience. Each AT Program instructor/preceptor has the right to initiate their own PED policy for his/her classroom/clinical experience and each student is to adhere to those policies. Not abiding by these rules will result in implementation of the disciplinary policy.

See Section IX - I for the Disciplinary Policy

H. Weather Cancellation Policy

During inclement weather the university will make every effort to contact the students regarding cancellation of classes, however, it does not indicate whether or not practices and games are canceled. It is the Athletic Training Students' responsibility to contact their assigned preceptor to find out the schedule for the day. If on-campus practices and games have not been canceled and the ATS is scheduled for clinical experience hours and is able to get to the practice or games safely, it is expected that they will be present. However, if it is unsafe for travel and the student cannot make the regularly scheduled practice or game, the student must communicate this with their Preceptor as soon as possible.

If an ATS is scheduled with a high school that has canceled their school due to inclement weather, it is the student's responsibility to contact their assigned Preceptor as soon as possible regarding the practice and game schedule update. If the student can get to the practice or game safely, it is expected that they will be at the scheduled practice or game. If they cannot attend due to poor travel conditions then the student must communicate this with the Preceptor as soon as possible. Sometimes high school cancellations occur leaving the student unable to obtain their scheduled hours needed for their clinical experience requirement, when this occurs; it is the student's responsibility to contact the Clinical Education Coordinator. The Clinical Education Coordinator will then arrange an alternate rotation to occur until their high school resumes regular schedule.

I. Athletic Training Program Disciplinary Policy

For a violation, or repeated violations, of the policies and procedures outlined in this manual, except as otherwise described, the following actions will be taken as deemed appropriate by the certified staff and/or Athletic Training Program Director.

- First offense: Verbal Warning & Immediate Counseling
- Second offense: Completed Disciplinary form; conference with ATS, Clinical Education Coordinator, AT Program Director and Preceptor; and a minimum two week probation with documentation in personal file and counseling.
- Third offense: Completed Disciplinary form; conference with ATS, Clinical Education Coordinator, AT Program Director and Preceptor; and a minimum two week suspension from the clinical experience with documentation in personal file and counseling.

- Fourth offense: Completed Disciplinary form; conference with ATS, Clinical Education Coordinator, AT Program Director and Preceptor; and clinical suspension from the clinical experience for the remainder of the semester, resulting in failing the clinical course and suspension from the AT Program.

In all instances the Athletic Training Program Director will utilize his/her best judgment in determining the level of appropriate action. The Athletic Training Program Director may feel it most appropriate to skip a particular step or immediately suspend or dismiss an individual due to the nature of the violation. In all instances, fairness and an opportunity for student improvement will be a consideration.

NOTE: All disciplinary conferences and documentation will be kept in the student's personal AT Program file and will not be shared with any other students. Discussions regarding student progress with faculty and staff regarding disciplinary action will be done for the intended purposes of ensuring the said student's successes in the AT Program are maintained and managed appropriately. A student's personal AT Program file will be utilized at the request of recommendations for employment, or when a student requests special privileges or event coverage. The AT Program is hopeful that the above mentioned actions deter any ATS from missing assigned clinical experiences, classes, and/or being tardy for classes or clinical experiences. For details regarding Cumberland University's Academic warning, probation and dismissal procedures please refer to the current CU Academic Catalog.

See Addendum I - H for Disciplinary Incident Report Form

J. Policies for the Protection Against Blood Borne Pathogens

A. Blood Borne Pathogens

Through the normal course of providing athletic training services, staff and athletic training students may come in contact with bodily fluids which may pose a risk for infection from blood borne diseases. These diseases may include hepatitis B, HIV, or other blood borne pathogens. It is essential that the staff and athletic training students utilize the following techniques and principles to minimize the risk of pathogen transmission:

- Treat all bodily fluids as infectious
- Use disposable latex gloves when treating a student-athlete who is bleeding or has breaks in the skin allowing the discharge of bodily fluids
- Wash hands before and after every treatment.
- Use protective devices during procedures where bodily fluids are likely to be splashed
- Use resuscitation masks during CPR and Rescue Breathing
- Dispose of all contaminated waste in approved biohazard containers
- Biohazard containers will be disposed of by incineration by a licensed outside agency
- Use of a fresh 1:10 bleach solution or other OSHA approved cleaners for cleaning all bodily fluid spills.

B. Exposure During Clinical Experiences

Blood during physical activity and games shall be handled utilizing the following additional guidelines:

- All open wounds and/or breaks in the skin are to be fully covered by a bandage before allowing the athlete to return to participation. The certified staff shall assess the feasibility of dressing the wound on the field. If this is not feasible, the athlete shall be removed from the field to the sidelines or athletic training facility where it can be appropriately cleaned and covered.
- If an athlete's uniform is grossly soiled with blood, or other bodily fluid, the athlete shall be removed from participation and the uniform changed, prior to return to participation.
- Any article of clothing that has been saturated with blood or other bodily fluids shall be disinfected by washing separately from other uniforms and washed in a 10% bleach solution.
- **Action if Exposed**
 - All incidents that involve actual exposure shall be reported immediately to the Supervising Athletic Trainer. Examples of exposure include needle sticks, splashing of blood on the face, contact with vomit or other bodily fluids on mucus membranes. The exposed individual will be referred immediately to the Head Athletic Trainer, AT Program Director and team physician for evaluation, documentation, and possible testing and treatment as determined by the team physician.
- **Spill Clean Up**
 - The athletic training staff will be the primary individuals responsible for the clean-up of all bodily fluid spills within the athletic environment. Clean-up will be done in a manner consistent with the universal precautions described above.

C. Blood Borne Pathogen Education

Each athletic training student will attend the Blood Borne Pathogen Seminar during the August Athletic Training Student Workshop. Each athletic training student will be made aware of the potential risk for infection associated with

providing athletic training services, as well as the measures that can be taken to prevent the risk of blood borne pathogen transmission. Blood Borne Pathogen Form Annual Documentation will be kept in the student's personal file.

See Addendum I - B for Blood Borne Pathogens Form

K. Confidentiality and Security

HIPAA

The Health Insurance Portability and Accountability Act regulates coaches, athletic trainers, physicians, or any other member of the sports medicine team who has private health information (PHI) about an athlete can share that information with others. The regulation guarantees that athletes have access to their medical records, gives them more control over how their protected health information is used and disclosed, and provides a clear avenue of recourse if their medical privacy is compromised. Authorization by an athlete to release medical information is not necessary on a per-injury basis. A written blanket authorization signed by the athlete at the beginning of the year will suffice for all injuries and treatments done during the course or participation for that year. These one-time, blanket authorizations must indicate what information may be released, to whom, and for what length of time. The information that HIPAA serves to safeguard is any information regarding the health of the patient and/or information that can be used to identify the patient/athlete.

Healthcare of an Athlete:

- A mental or physical condition
- Treatment for a mental or physical condition
- Payment for treatment or,
- Information that can be tied back to the individual's PHI

Healthcare Provider must:

- Recognize when he/she is dealing with protected health information
- Be aware of his/her surrounding when discussing PHI
- Learn to understand and uphold the rights of the patient
- Know the identity that is requesting PHI and understand the policies regarding the release or denial of those requests

HIPAA is a comprehensive law addressing the many components of the business of healthcare. Within this law the patient has the following rights:

- **Be informed of organizations' privacy practices.** Organizations must gather an outline of their policy in a document called the NOTICE of Privacy Practices (NPP). The patients must receive a copy of this document and there must be a written record of the patients receiving this document.
- **Have their information kept confidential and secure.** The organization must make reasonable efforts to secure the patient's records from unauthorized individuals.
- **Get a copy of their record.** Patients can ask for, and receive, a copy of their health record. This request should be in writing and the organization has the right to charge a reasonable fee, and in some instances, refuse this request.
- **Ask to amend their record.**
- **Ask for special consideration in communication.** Patients can request, for example, that they not be called at home or be sent appointment reminders.
- **Restrict access to their record.**

See Addendum I - J for Confidentiality and Privacy Agreement

L. Substance Abuse Policy

The use of illicit and/or illegal substances is grounds for immediate dismissal from the AT Program. All athletic training students will be subject to testing and corrective action as is outlined in the Athletic Department Substance Abuse Policy for student-athletes.

All students are expected to comply with substance use/abuse policies as outlined in the Cumberland University Student Handbook.

Students taking any substance, illegal, legal, or medically prescribed, that has the potential to impair judgment, alertness, mental status, physical capacities, or otherwise reduce professional performance, should report this use to the certified staff immediately. This will assist the staff in ensuring a safe environment for the athletes and clients receiving services from the Athletic Training Department. Personally reporting a substance abuse problem will result in a First Offense.

Minimum Penalty for Violation of Substance Abuse Policy:

- First Offense: AT Program Suspension and failing of clinical course for that semester. If ATS chooses to re-apply to the AT Program the following year, they are subject to drug testing every time and are on a ZERO-TOLERANCE Policy.
- Second Offense: AT Program Suspension and failing clinical course for that semester. ATS is ineligible to **EVER** re-apply to the AT Program at Cumberland University.

M. AT Program Drug Testing Policy

As Athletic Training Students in the AT Program housed within the Cumberland University Athletic Department and the Rudy School of Nursing and Health Professions, each student may be subjected to random drug screening throughout the academic school year. As healthcare providers it is expected that athletic training professionals abstain from anything that would alter their clinical judgment and decision-making skills. As an ATS, you are held to a different standard than the general Cumberland student, and your actions inside and outside of the Athletic Training Room (ATR) are to uphold the integrity of the Cumberland AT Program.

N. Counseling Services

Available Services for Students

- Individual, Couples and Family Therapy
- Group Therapy
 - Psycho Educational Groups
 - Process Therapy Groups
 - Theme Therapy Groups
 - Career Groups
- Stress Management Program
- Psycho-educational Information
- Referrals for psychiatric evaluation and intensive therapy (through the community)
- Mental health and psychological assessment (Alcohol and Drug, Depression Screening)
- Emergency Services (see ES section)
- Outreach Programming

CRISIS SERVICES

What is an Emergency?

A mental health emergency is an emotional or behavioral crisis that warrants same day attention by a mental health professional. This may include, but is not limited to, significant changes in behavior that are not characteristic of a person, the presence of disruptive symptoms that interfere with the responsibilities of daily living, direct or indirect expressions of the intent to harm self or others, or the experience of a trauma.

Daytime Emergency Services (On Campus)

From 8am to 4:30 pm students may call the Student Counseling Services office (547-1397) and ask to be scheduled for an emergency appointment. If no one is available and it is a crisis situation then the following are steps to take for assistance:

- If a student has attempted suicide, call 911 for emergency transport to the Vanderbilt Hospital Wilson County Emergency Department.
- If a student is in crisis and no one answers or is available at the Student Counseling Services office, there are four options:
 - Call the assessment coordinator at McFarland Hospital at (615-449-0500).
 - Call the Crisis Intervention Center (615-244-7444)
 - Wilson County Mobile Crisis (800-704-2651)
 - Call Vanderbilt Respond (615-327-7000)
- If a student is actively suicidal/homicidal they are to go immediately to:
 - Vanderbilt Hospital Wilson County Emergency Department (1411 W. Baddour Parkway), or
 - McFarland Hospital (500 Park Avenue)
- Remember, if a student is threatening harm to self or others, the most important thing is to make sure he or she is in a safe environment. If no one is available to transport the student to the emergency room or to McFarland, then call 911 for assistance.

After-Hours Emergency Services (On Campus)

- Students in crisis after hours can call:
 - The assessment coordinator at McFarland (615-449-0500)

- o The Crisis Intervention Center (615-244-7444)
- o Wilson County Mobile Crisis: (800-704-2651)
- o Vanderbilt Respond (615-327-7000)
- If a student is actively suicidal/homicidal they are to go immediately to:
 - o Vanderbilt Hospital Wilson County Emergency Department (1411 W. Baddour Parkway), or
 - o McFarland Hospital (500 Park Avenue)
- For all off campus crises, immediately call 911.
 - o Other Resources:
 - Crisis Hotline: 615-244-7444
 - Suicide Hotline: 800-SUICIDE (784-2433)
 - Wilson County Mobile Crisis: 800-704-2651
 - Nashville Mobile Crisis Team: 615-726-0125

O. Athletic Training Harassment Policy

The Athletic Training Program uses Cumberland University’s Harassment Policy. See the Cumberland University student handbooks for the policy.

P. Student Appeals Process

Athletic Training students who disagree with a decision made concerning their academic or professional behavior (such as denial of admission to the Athletic Training Program or being placed on suspension from the Athletic Training Program because of academic insufficiencies or behavioral problems) have the right to appeal the decision. Athletic Training students are encouraged to discuss their concerns or problems with the instructor, preceptor, and/or advisor. If a student is unable to resolve an issue with the involved instructor, preceptor, and/or advisor, he/she is encouraged to submit concerns in writing to the Athletic Training Program Director and meet with the director for further discussion and resolution. The Athletic Training Program Director and faculty will review the appeal at the department level. The student then has the right to appeal at the college level if there is still disagreement following a departmental appeal. This student grievance procedure is outlined in the Cumberland University graduate handbook.

Q. Clinical Completion Requirements

Students must complete clinical experiences in AT Immersion and 1-4 with a “B” or better to be eligible for completion of the AT program.

Students must complete a minimum of 900 clinical experience hours to be eligible for completion of the AT program. To meet this requirement, there is a minimum of (225) clinical experience hours and a maximum of (275) clinical experience hours for all clinical courses (1-4) and a minimum four consecutive weeks or a maximum of (250) in the Immersion Clinical Experience Course. If a student fails to complete their clinical experience hours during any clinical course, the student will fail the clinical course and cannot proceed to the next clinical.

Each clinical experience in AT (Immersion and 1-4) has a maximum of (50) hours limit over their minimum requirement. Any AT student that goes over the maximum hour limit will be immediately removed from their clinical site and addressed by the AT Program Director.

Every athletic training student must master the competencies and proficiencies, which are provided in the CAATE 2020 Standards Core Competencies (Standards 56 – 94).

All AT students are REQUIRED to have one day off per seven-day work week. They must indicate on their weekly time sheet which is their day off.

See Addendum I - G for AT Program Clinical Experience Hour Form.

R. Graduation Requirements for Athletic Training Program

- Successful completion of all AT Program courses.
- Successful completion of all educational competencies and proficiencies assigned to each of the clinical experience courses.
- Completion of required clinical rotations directly supervised by the Cumberland University AT Program Preceptors.

S. Board of Certification Endorsement Requirements

- Be in the last semester of the CU AT Program
- Successful completion of all AT Program requirements
- Pass the Practice BOC exam with a minimum score of 80%
- Basic Life Support (BLS) Certification
- NATA Membership

T. Transportation to Clinical Experience Assignments

Students are expected to provide their own transportation to their clinical experiences assignments that are not on-campus.

Therefore, students must have reliable vehicle transport and must arrange prior to their rotations to get to their site in a timely manner. Off-campus clinical experiences may occur during any of the clinical experiences assigned during the matriculation through the AT Program. These assignments are necessary for the variability of athletic venues an athletic training professional will encounter during their career. Whenever possible, car-pooling is strongly encouraged and recommended among students. Directions to these clinical sites will be given to each ATS prior to their assignment.

ATS may choose to travel with high school teams going to away events, however, this is done voluntarily and not mandated by the AT Program. Students are still responsible for obtaining their clinical hours and therefore, must make alternate arrangements with the Clinical Education Coordinator if they cannot obtain sufficient hours at their off-site rotation due to extensive travel among the high school teams that the student is assigned.

U. Athletic Training Program Affiliated Site

Wilson County Schools

Lebanon High School
Wilson Central High School
Watertown High School
Friendship Christian School
Mt. Juliet High School
Progressive Health
Nashville Knee & Shoulder Center

Sumner County Schools

Gallatin High School
Beech High School
Volunteer State Community College
Trousdale County High School
Station Camp High School
Green Hill High School

Hospitals/Clinics

Urban Physical Therapy
Drayer Physical Therapy
Smith County High School
Donelson Christian Academy
Family Medical Associates
Hughston Clinic Orthopaedics

V. Calibration Policy

Cumberland University Athletic Training Facilities:

All therapeutic equipment used for educational instruction and patient care must be calibrated annually for safety. If calibrations are needed more often than annually, modifications will be made to the schedule to make sure that it meets all safety standards. If therapeutic equipment does not pass calibrations it will be removed from use until it can be fixed and pass safety checks. After maintenance on therapeutic equipment is done and it is still unable to meet safety standards it will be replaced with new/used equipment that pass calibrations. All therapeutic equipment in use at Cumberland University is up-to-date with safety standards.

Clinical Sites Affiliated with Cumberland University Athletic Training Program:

All clinical sites affiliated with Cumberland University AT Program must provide annual calibration reports of therapeutic equipment that is being used for educational instruction and patient care. If the clinical site(s) are unable to provide the annual calibration reports, then Cumberland University must make sure the therapeutic equipment is calibrated and meets safety standards before any athletic training student is assigned to a clinical rotation at that specific affiliated clinical site. If calibrations are needed more often than annually, modifications will be made to the schedule to make sure that it meets all safety standards. If therapeutic equipment does not pass calibrations it will be removed from use until it can be fixed and pass safety checks. After maintenance on therapeutic equipment is done and it is still unable to meet safety standards it will be replaced with new/used equipment that pass calibrations. All therapeutic equipment in use at affiliated clinical sites are up-to-date with safety standards when athletic training students are present.

X. Athletic Training Roles and Responsibilities

A. Athletic Training Supervisory Policy

According to Tennessee law:

63-24-103 (a) No person shall represent themselves or claim to be an athletic trainer or perform, for compensation, any of the activities of an athletic trainer as defined in this chapter without first obtaining a license under this chapter.

63-24-103 (b) Nothing in this chapter shall be construed to prevent any person from serving as a student-trainer, or any similar position if such service is not primarily for compensation and is carried out under the supervision of an athletic trainer duly

licensed as defined in this chapter and a physician licensed under this title. Such supervision will be provided under the guidelines of the National Athletic Trainers' Association (NATA) Board of Certification, Inc., and/or approved by the board.

See Addendum I - D for the Athletic Training Supervisory Policy Form

B. Observation Student Expectations

- Student must complete a Blood-borne Pathogens training session
- Student must complete a hepatitis and STD training session
- Student is expected to check their CU student email account regularly for updated AT Program information
- Students are required to meet with a designated Preceptor to discuss rotation schedule at the beginning of each semester.
- Students will be assigned an ATS mentor for reference.
- Students are expected to be on time and show up for any scheduled observation experience.
- Students are expected to pass EXSS 227 and EXSS 230 with a “B” or better
- Students are expected to complete the required 75 observation hours
- Complete Observation Orientation and review the Observation Handbook.

C. Injury Discussion with Media or Other Sources

Athletic Training Students are not to discuss athlete health status with anyone (i.e. peers, coaches, administration, radio, etc). Direct all inquiries to your supervising Preceptor. All public inquiries regarding injuries will be handled by a supervising physician, clinical supervisor, or athletic coach. Discussing injuries is considered “breaching” the confidentiality of the athlete or patient and is punishable by law. (NOTE: also refer to HIPAA compliance)

XI. Athletic Training Program Documentation Requirements

A. Secondary Insurance Coverage-Sustained Injuries

An Athletic Training Student is expected to be aware of his/her surroundings at all times while participating in their clinical rotations. Due to the nature of many sports, injuries may be sustained by equipment, out-of-bounds occurrences, and other sport related incidents which could put the Athletic Training Student in danger of injury. Use of medical equipment such as scalpels, scissors, and modalities may also yield a danger to the ATS if precautions are not taken. Any injury which is sustained by an Athletic Training Student is to immediately be reported within the first 48 hours of the incident to the supervising athletic trainer and also to the Clinical Coordinator and Program Director. First aid should be initiated, and an incident report should be filed. If such an injury requires referral to a physician, the AT Program Director will refer to the appropriate team physician. The Athletic Training Student is then expected to follow through with the recommendations of the team physician and a claim will be filed if necessary with the secondary insurance provider. An Athletic Training Student will be expected to follow the same procedures regarding medical coverage and care as the Cumberland University Student-Athlete. Information on this policy is located in the Athletic Training Department section of this handbook.

NOTE: This policy will also cover injuries sustained during any team affiliated travel in vans or university designated vehicles for the purpose of sport coverage.

B. Professional Liability Insurance Coverage

The professional liability insurance is purchased by the Athletic Training Program for all Athletic Training Students who are participating in clinical rotations. This policy is a “blanket” coverage plan through MARSH Affinity Group Services. Athletic Training Students are only covered while participating in their clinical rotations required as part of their curriculum. However, this does not cover personal vehicle travel to and from affiliated sites, practices, and games.

It must be understood by the Athletic Training Student that they are in an educational environment and any actions or inactions they take may result in the further injury of the athlete/patient. Therefore, it is very important that a Certified Athletic Trainer be supervising at all times to intervene (**see Supervision Policy**). However, should an incident occur where the Athletic Training Student causes further harm to an athlete this policy is also in place to cover the injuries sustained by the athlete/patient. Any incident regarding an athlete/patient’s injury must also be reported within the first 48 hours to the supervising athletic trainer, the Clinical Education Coordinator and Program Director. First aid is to be initiated and an incident report filed. The AT Program Director will make decisions regarding the referral of the athlete and filing a claim with the liability provider.

It is also recommended that the student have their own individual liability insurance policy in addition to what the AT Program provides.

C. Criminal Background Check

Several of the affiliated sites associated with Cumberland University now require background checks in order to ensure the safety of their patients and student-athletes. Therefore, it is mandatory for all students to obtain a criminal background check.

The Cumberland University AT Program has partnered with Reference Services, Inc. to administer background checks on all athletic training students. They have partnered with national leaders in the industry to provide clients with an all-inclusive method of conducting background checks. Through these partnerships, they are able to offer more options to us. They use the Criminal Database Searches including RAPSHEET Criminal Report, Criminal National Search, and US Sex Offender Reports. Each Athletic Training Student will be required to obtain a criminal background check at their own expense in order to meet the requirements of the AT Program. The cost to the student is currently \$18.00 and is subject to change; however, the student will be given ample notice should such a change occur. Each student is required to obtain a criminal background check through Reference Services, Inc. by completing the instructions that are sent to you via email from Reference Services, Inc.

D. Immunization Records

An Athletic Training Student's immunization records are required as part of the AT Program to be kept in the student's personal file. The student needs to refer to Cumberland University's catalog regarding the requirements for immunization records prior to being accepted into the AT Program.

HEPATITIS B VACCINATION

Each athletic training student is required to obtain vaccination against the potential infection of hepatitis B at the student's expense. Vaccination can be made available at a reduced cost through the team physician's office. All athletic training students will document their verification of vaccination against hepatitis. This shall be kept in the student's file maintained by the Athletic Training Program Director.

E. Communicable Disease Policy

The Cumberland University AT Program recognizes the need to minimize the exposure of athletes or patients in the clinical experience setting to communicable diseases. Students in the AT Program must demonstrate protection against communicable disease before being allowed to participate in patient care. This includes completion of a comprehensive vaccination/immunization record and completion of a physical examination to verify that the student has met the technical standards of the AT Program. Students must complete annual training on the handling of blood-borne pathogens and infectious agents as specified by the Occupational Safety and Health Administration (OSHA) and documented by the AT Program. Documentation of these records will be kept in the student's personal file.

Students who contract a communicable disease are required to follow the prescribed guidelines of the attending physician. Students may not participate in clinical experience rotations which may expose others to their communicable disease. Return to clinical experience rotations and field experiences must be documented by a physician to release them back to their athletic training duties.

F. Physical Examination

All students that are accepted into the AT Program must have a physical examination. The student must be deemed physically capable of performing the physical work associated with athletic training clinical experiences. All ATS must submit written verification of all immunizations including Hepatitis B.

See Addendum I - C for Physical Examination Form

G. Technical Standards and Document of Understanding

See Addendum I - F for Form

H. CPR Certification

Certification in CPR must be in the area of Emergent Cardiac Care (ECC). Acceptable ECC providers are those adhering to the most current "International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care." This level of certification is also required by the Board of Certification, CAATE, and is an AT Program graduation requirement. Failure to comply with this policy at the designated time stipulates that the student cannot complete any clinical experiences until the student can provide the necessary documentation that demonstrates compliance. The student will then be placed on "probation" until he/she fulfills this essential requirement. If this policy is not met by the end of the semester, the student will be "suspended" from the AT Program.

During the fall pre-season orientation session, all ATS will be recertified on campus for all students accepted into the AT Program (at their expense). Failure to participate in this recertification process results in the student needing to obtain recertification (at their expense) at an off-campus training facility. All AT Program ATS must maintain current certification throughout the matriculation of the program or forfeit the opportunities to participate in the clinical experience thus resulting in not meeting the AT Program requirements for completion and graduation.

I. NATA, SEATA, and TATS MEMBERSHIP

All athletic training students are expected to maintain current membership in the National Athletic Trainers' Association, (NATA), the Southeast Athletic Trainers' Association (SEATA) and the Tennessee Athletic Trainer's Society, (TATS). To fulfill all clinical requirements it is mandatory that a student obtains membership to the NATA, SEATA, and TATS. A copy of the card must be provided at the beginning of each semester. Copies of the membership cards will be kept in the student's file. To obtain information on membership dues, go to www.nata.org.



J. Orientation for Affiliated Sites

Each Athletic Training Student must complete affiliated sites orientation annually. The AT Program Fall Workshop will allot time for this orientation. It is mandatory that the ATS complete the orientation during this time; if absent there must be approval from the AT Program Director. If the ATS is absent from the designated orientation, they must schedule a time with the Clinical Education Coordinator to complete it. This Orientation must be completed before ATS can begin their clinical experience. Unexcused absence and failure to complete will result in Disciplinary Action.

ADDENDUM I

Athletic Training Policies and Procedure

A. AT Program Welcome

CUMBERLAND UNIVERSITY

Welcome to Cumberland University! Cumberland University is located in Lebanon, Tennessee, 30 miles east of Nashville. Founded in 1842, Cumberland University offers a variety of educational, athletic and social experiences to enhance the learning opportunities of the current student body. The university has an exceptional academic program steeped in the liberal arts. Athletic teams regularly compete for conference and national championships.

What makes our Athletic Training Program unique?

Our program offers a unique, medically-based, interprofessional and integrated curriculum that is designed to prepare students for the BOC certification examination, for competent clinical practice, and for entry into various and related professional and postgraduate programs of students in related healthcare fields.

What do I do if I'm interested in Cumberland's Athletic Training Program?

For more information:

Website: <https://www.cumberland.edu/academics-2/masters-degrees/master-of-science-in-athletic-training/>

Press Release: <https://www.cumberland.edu/2020/04/16/cumberland-adds-graduate-level-athletic-training-program/>

Twitter: <https://twitter.com/CUATprogram/status/1251222103656992773>

Instagram: https://www.instagram.com/cu_athletic_training/

Facebook: <https://www.facebook.com/groups/15489908151/>

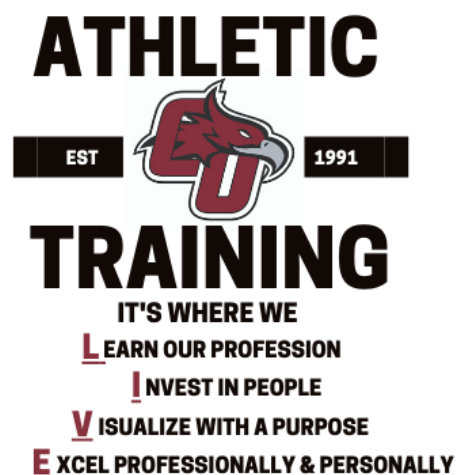
Virtual Tour: <https://www.youtube.com/watch?v=41T1hgYfM38>

Application Checklist:

DUE BY APRIL 1:

Submitted to Admissions Office:

	Date Completed
Complete Cumberland University Graduate Application	
Immunization Records	
ATCAS Application Fee - \$90	
Unofficial Transcript from all undergraduate institutions attended/will need final once completed.	
Have an overall minimum GPA of 2.75	
GRE	
3 Letters of Recommendation	
Required Course:	
Care and Prevention of Athletic Injuries (B or Higher) – 3 credit hours	
Safety and First Aid (B or Higher) - 2 credit hours	
Nutrition – 3 credit hours	
Exercise Physiology – 3 credit hours	
Human Anatomy and Physiology 1 – 4 credit hours	
Human Anatomy and Physiology 2 – 4 credit hours	
General Chemistry- 4 credit hours	
College Physics 1- 4 credit hours	
General Psychology – 3 credit hours	
Kinesiology – 3 credit hours	



Recommended Courses:	
Research Methods – 3 credit hours	
Statistics – 3 credit hours	

Submitted to the Athletic Training Program: (jsavage@cumberland.edu and/or wgraves@cumberland.edu)

	Date Completed
Letter of Interest in AT (must include: Why did you choose Cumberland University, Why do you want to be an Athletic Trainer, How can you make a positive impact to Cumberland University)– addressed to Dr. Katie Arnold, AT Program Director	
Completion of 75 Observation Hours	
Release of Information (form)	
Signed Technical Standards (form)	
Signed AT Program Confidentiality Agreement (form)	
Criminal Background check – contact jsavage@cumberland.edu and/or wgraves@cumberland.edu)	
Drug Test - contact jsavage@cumberland.edu and/or wgraves@cumberland.edu)	
Proof of NATA membership (http://members.nata.org/eSeries/app/member/) - \$80	
Provide Proof of Personal Health Insurance (must show annually)	
AHA Healthcare Provider or ARC Professional Rescuer Certification (must maintain)	
Provide evidence of completion of the Hepatitis B, MMR, and TB skin immunizations (must show annually)	

Month of April. All above material must be received for the interview.

	Date Completed
Program Interview (done by AT faculty/staff)	

After May 1:

	Date Completed
Acceptance / Denial Letters (Sent by Admissions office)	

Accepted Students:

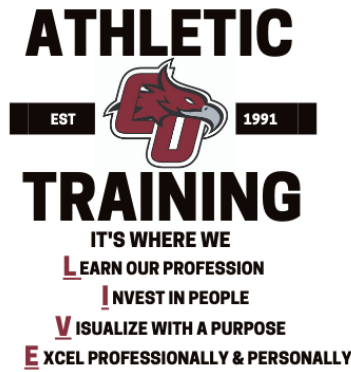
	Date Completed
Physical (completed during orientation for program)	

Additional Information:

- Living on Campus?
 - Residence Life Application (<http://www.cumberland.edu/student-life/residence-life/application>).
 - Refer to Cumberland University website for additional information
- Need to complete FAFSA?
 - Free Application for Federal Student Aid (www.fafsa.gov). Be sure to add the Cumberland University school code on the application (CU school code = 003485)

B. AT Program Blood Borne Pathogens Form

Cumberland University



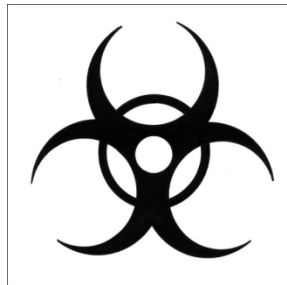
Blood Borne Pathogens

I, _____ have completed the Blood-Borne Pathogen material on _____.

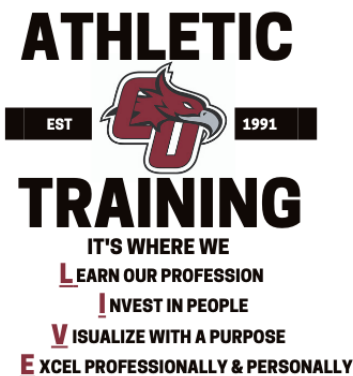
This form documents the fact that I was made aware of the OSHA standards and Universal Precautions.

Signature

Date



C. AT Program Student Physical



ATHLETIC TRAINING STUDENT PHYSICAL

Name: _____ Date: _____

SS #: _____ Date of Birth _____

As part of the requirements for admission into the Athletic Training Program, it must be documented that the student is physically and mentally qualified to participate in the expected athletic training academic and clinical requirements. The athletic training student must have 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. Examples of the type of physical demands that athletic students must be able to perform include:

- Transporting injured athletes off of playing surface
- Carrying heavy objects such as water cooler and medical kits
- Completing evaluation and assessment techniques to all body joints
- Completing taping and bandaging procedures in a reasonable amount of time
- Getting to injured players in a variety of playing conditions in a reasonable amount of time to care for emergency situations
- Ability to perform first aid and CPR care
- Demonstrating proper lifting and rehabilitation techniques

The signature below confirms that Cumberland University team physician has examined the athletic training student and assessed his/her ability to perform the duties required to complete the CAATE Educational Competencies and Clinical Proficiencies based on current written technical standards.

Pass _____ Pass with conditions _____

Fail _____ Reason _____

Signature of Team Physician

Date

Cumberland University Pre-Participation Physical Examination

Section Complete: N = Normal F= Flag for additional review

<input type="checkbox"/> Urinalysis <input type="checkbox"/> Height & Weight <input type="checkbox"/> Blood Pressure & Pulse	<input type="checkbox"/> Eye Exam <input type="checkbox"/> Medical Exam <input type="checkbox"/> Orthopedic Exam
--	--

Urinalysis (60 second dip)

Protein _____	Specific Gravity _____	Leukocytes _____
pH _____	Ketones _____	
Blood _____	Glucose _____	

Examiner: _____

Height/Weight

Height: _____ feet _____ inches Weight _____ lbs.

Examiner: _____

Blood Pressure/Pulse

BP 1: ____/____ BP 2: ____/____ BP 3: ____/____

Pulse 1: ____ bpm Pulse 2: ____ bpm Pulse 3: ____ bpm

Examiner: _____

Snellen Eye Examination

	<i>Right Eye</i>	<i>Left Eye</i>
With Glasses/Contacts	20/____	20/____
Without Glasses/Contacts	20/____	20/____

Athlete wears contacts ____ Athlete wears safety goggles ____ Athlete wears glasses ____

Comments: _____

Examiner's Signature: _____ Date: _____

Medical Examination

Circle One			Comments
Head	Normal	Abnormal	
Eyes	Normal	Abnormal	
Ears	Normal	Abnormal	
Nose	Normal	Abnormal	
Throat	Normal	Abnormal	
Lungs	Normal	Abnormal	
Heart	Normal	Abnormal	
Abdomen	Normal	Abnormal	
Genitalia	Normal	Abnormal	
Extremities	Normal	Abnormal	
Neuro/reflex	Normal	Abnormal	
Skin	Normal	Abnormal	

Comments: _____

Circle one:	Pass	Pass with Conditions	Fail
Reason:	_____		

Physician's Signature: _____ Date: _____

Orthopedic Examination

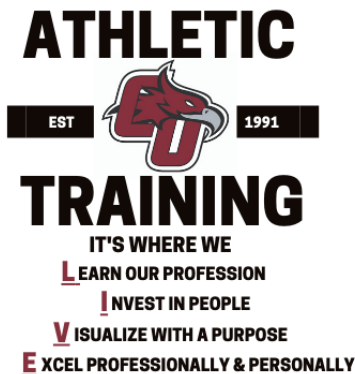
Circle One			Comments
Neck	Normal	Abnormal	
Spine	Normal	Abnormal	
Low Back	Normal	Abnormal	
Shoulder	Normal	Abnormal	
Elbow	Normal	Abnormal	
Wrist/Hand	Normal	Abnormal	
Hip	Normal	Abnormal	
Knee	Normal	Abnormal	
Ankle	Normal	Abnormal	
Feet	Normal	Abnormal	

Comments:

Circle one: Pass Pass with Conditions Fail
Reason: _____

Physician's/ATC Signature: _____ Date: _____

D. AT Program Supervision Policy Form



ATHLETIC TRAINING STUDENT SUPERVISION POLICY

According to Tennessee law:

63-24-103 (a) No person shall represent themselves or claim to be an athletic trainer or perform, for compensation, any of the activities of an athletic trainer as defined in this chapter without first obtaining a license under this chapter.

63-24-103 (b) Nothing in this chapter shall be construed to prevent any person from serving as an athletic training student, or any similar position if such service is not primarily for compensation and is carried out under the supervision of an athletic trainer duly licensed as defined in this chapter and a physician licensed under this title. Such supervision will be provided under the guidelines of the National Athletic Trainers' Association (NATA) Board of Certification, Inc., and/or approved by the board.

The supervising athletic trainer should be personally present and immediately available within the area to give instruction and aid when procedures are performed. Athletic training students are required to gain clinical experiences under the supervision of an approved preceptor. The Clinical Experiences should always be considered educational. Athletic training students will not be utilized to replace a Certified Athletic Trainer. The students are not allowed or expected to perform the duties of an athletic trainer in that position.

My signature below indicates that I have read and understand the Athletic Training Program Athletic Training Student Supervision Policy.

Printed Name _____

Signature _____ Date _____

E. AT Program Student Health Form

**Cumberland University
Athletic Training Program
Student Health Form**

Last Name	First	MI
-----------	-------	----

Home Address:

Street	City	State	Zip Code
--------	------	-------	----------

Date of Birth	Social Security Number	<u>M</u> <u>F</u> Sex	<u>S</u> <u>M</u> <u>D</u> <u>W</u> Marital Status
---------------	------------------------	--------------------------	---

Home Phone	Cell Phone	Other
------------	------------	-------

Name of Health Insurance Company & Group/Policy Number(s) *(Please provide front/back copy of card)*

Parents Information:

Name of Parents, Guardians, or Spouse

Address: Street	City	State	Zip Code
-----------------	------	-------	----------

Home Phone	Cell Phone	Other
------------	------------	-------

**Immunization/Titer Required
Healthcare Provider**

Hepatitis B Vaccine	Date Given	HCP Initials
Dose #1	_____	_____
Dose #2 (to be given 1 mo. after 1st Injection)	_____	_____
Dose #3 (to be given 6 mos. after 1st injection)	_____	_____
Tetanus Vaccine (within the last 10 years)	_____	_____

Below are only needed if the immunization records are incomplete.

- **MUMPS TITER (attach copy of lab report)
- **RUBEOLA (Red Measles) TITER (attach copy of lab report)
- **RUBELLA (German Measles) TITER (attach copy of lab report)
- **VARICELLA TITER (attach copy of lab report)
- ***HEPATITIS B TITER (attach copy of lab report)
- ** This titer must include IGG antibody levels.
- *** This must be a QUANTITATIVE TITER and is to be drawn 30-60 days after the third injection.

Past Medical/Surgical History

Have you had surgery? List surgery dates.

Are you presently on any medications? If so, list medication(s).

Have you been treated for any psychological/emotional problems? Give details.

Is there a family history of a bleeding disorder, cancer, hypertension, or diabetes? *List and state relationship.*

Do you have any current health problems/ limitations that will affect your ability to function as an athletic training student? Give details.

Childhood Diseases

Have you ever had?

Mumps	Yes	No	Chicken Pox	Yes	No
Scarlet Fever	Yes	No	Measles	Yes	No
Diphtheria	Yes	No	German Measles	Yes	No

Note to Healthcare Provider: Health examination form may be completed by a physician, nurse practitioner, or a licensed physician's assistant.

TB Skin Test	Date Given	HCP Initials	Date Examined	HCP Initials
Part 1:	_____	_____	_____	_____
Part 2:	_____	_____	_____	_____
Chest X-RAY (<i>If positive skin tests</i>):				
Date:	_____	Results:	_____	HCP Initials _____

Additional Information

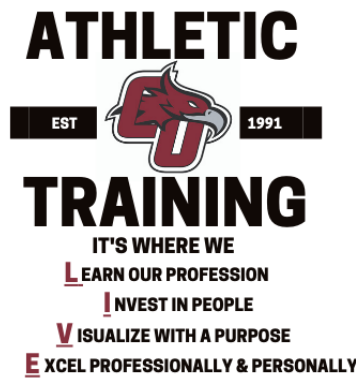
In case of serious illness or accident, I give Cumberland University or its representatives' permission to secure medical and/or surgical care to include transportation to a doctor or hospital of their choice, injection, examination, medication, diagnostics, and surgery that is considered necessary for my good health. I agree to pay all medical costs not covered by my primary or secondary insurance coverage.

Signature of Student _____ Date _____

Parent of Guardian (*if under age 18*) _____ Date _____

Please note that your ability to begin your clinical rotations relies on completed information contained in this document and copies of medical records as requested above

F. AT Program Technical Standards Form



Cumberland University Athletic Training Technical Standards

The Athletic Training Program at Cumberland University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education) CAATE. The following abilities and expectations must be met by all students admitted to the program, without accommodations or with reasonable accommodations.

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

Candidates for selection to the Athletic Training Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently 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 the competent professional practice;
4. the ability to record the physical examination results and a treatment plan clearly and accurately;
5. the capacity to maintain composure and continue to function well during periods of high stress;
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;
7. flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for the selection of the Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

ATS should notify AT Program personnel for referral to the Disabilities Coordinator, who will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

Documentation of Student Understanding

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

Signature of Applicant

Date

Alternative statement for students requesting accommodations:

I certify that I have read and understand the technical standard of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Student Disability Services to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the Athletic Training Program.

Signature of Applicant

Date

**G. AT Program Clinical Experience Hour Form- Logged through ATrack
Cumberland University
Athletic Training
Clinical Experience Hour Form**

Name: _____ Clinical Level: _____

Clinical Rotation: _____ Preceptor: _____

ATS: Be sure to indicate “Day Off”. Physician hours must be noted separately if part of Course Requirement.

Daily Hours:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	TOTAL
Date								
Facility								
Sport								
Time In:								
Time Out:								
Daily Hours								
In Proper Dress Code: √=Yes Ø=No (If “no” see below*)								
Preceptor Initials:								

ATS should communicate all absences with their assigned Preceptor.

I, the ATS, attest that all information on this “Clinical Experience Hour Form” is accurate.

ATS Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Incident/Violation Report: (Preceptor only)

- | | | |
|-------------------------|---------------------|--------------------------|
| Insubordination | Theft/Vandalism | Conduct Unbecoming an AT |
| Unprofessional Behavior | Sexual Harassment | Dress Code Violation |
| Breach of Duty | Falsifying Hours | Chronic Tardiness |
| Unexcused Absences | Academic Dishonesty | Drug/Alcohol Abuse |
| Other _____ | | |

Please refer to “Disciplinary Incident Reporting Form” for further documentation when needed.

REFER to the BACK of this form to document your educational experiences for the week.

Cumberland University Athletic Training Student Experience Evaluation

Please check all that apply and describe where necessary:

Cleaning/Set-up (coolers, ice, etc.) Practice Game _____

First Aid/Emergency Care:

Wound Care Blister Care Steri-strips Activated EAP Crutch/Cane Fitting
Spineboarding Splinting Other: _____

Taping/Wrapping:

Thumb Finger Hand Wrist Forearm
Elbow Shoulder Ribs/Trunk Hip/Groin Thigh
Knee Lower Leg Ankle Foot Toes
Other: _____

Injury Eval (s): (Describe eval/re-eval, initial management, and any referral or attach *copy of Injury Report*)

1)

2)

Rehab/Modalities (Describe details of Rx/Tx & Modalities, including *copy of Progress Reports*)

1)

2)

Communicated with the Head Coach/Asst. Coach/Support Staff, etc regarding injuries

Performed Administrative Duties

Filing Computer Logs Eval Documentation
Rehab Documentation Inventory Other: _____

Observed Physician's Clinic (Describe what you learned):

ATS Signature: _____

Date: _____

Preceptor Reviewed: _____

Date: _____

AT Clinical Education Coordinator: _____

Date: _____

H. Clinical Site Orientation Checklist



Clinical Site Orientation Checklist

Prior to the start of each clinical rotation, you are expected to discuss and review the following informational items with your Preceptor. In addition, you should take an opportunity to ask any additional questions you may have regarding the clinical assignment. Please complete the following checklist during the first week of your clinical rotation and attach it to your first timesheet. If you do not turn it in at that time you will only receive half your clinical hours for the week and zero hours, the following weeks thereafter until you turn it in.

√	CLINICAL SITE: _____
	Orientation to clinical site, Tour Facility
	Preceptor's expectations
	Your clinical assignment goals and objectives
	Your expectations of the Preceptor
	Communication of "teachable moments" and/or constructive criticism
	Tentative schedules as well as major tournaments/events
	Your clinical assignment schedule (including class, sport and work schedule)
	Instructions for how (email, home phone, cell phone/text, and/or other) you notify your Preceptor of a change (last minute and well in advance) in your schedule
	Preferable method (email, text, or call) for how your Preceptor can contact you
	Location of where the personal protective equipment (gloves, biohazard bags, sharps container) is located
	Dress code expectations
	Review of clinical site emergency procedures and emergency action plan

Preceptor signature: _____

Date: _____

MSAT signature: _____

Date: _____

I. AT Program Disciplinary Incident Report Form

**Cumberland University Athletic Training Program
Disciplinary Incident Report**

Name: _____ Clinical Rotation: _____

Incident Date: _____ Incident Location: _____

Witnesses: _____

Reason for Report:

<input type="checkbox"/> Insubordination	<input type="checkbox"/> Theft/Vandalism	<input type="checkbox"/> Conduct Unbecoming an Athletic Trainer
<input type="checkbox"/> Unprofessional Behavior	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Dress Code Violation
<input type="checkbox"/> Breach of Duty	<input type="checkbox"/> Falsifying Hours	<input type="checkbox"/> Other _____
<input type="checkbox"/> Unexcused Absences	<input type="checkbox"/> Academic Dishonesty	
<input type="checkbox"/> Chronic Tardiness	<input type="checkbox"/> Drug/Alcohol Abuse	

Incident Description: _____

I, the undersigned, understand that my signature below **IS NOT** an admission of guilt, but rather an acknowledgment of the report. Each deficiency will be reviewed on a case-by-case basis. I also understand that refusal to sign this document by the aforementioned athletic trainer will be considered an admission of guilt and subsequent disciplinary action will be taken as outlined in the **Cumberland University's Athletic Training Program's Discipline Action Policy**.

Reviewed by: _____

Comments/Remarks:

Athletic Trainer Signature _____ **Date** _____

Reviewer Signature _____ **Date** _____

I. AT Program Student-Athlete Appeal Process

Cumberland University
Athletic Training Program

STUDENT-ATHLETE APPEAL PROCESS FOR ADMISSIONS TO AT PROGRAM

Appeal Process:

1. A student must submit an Appeal Form and an Appeal Letter to Dr. Katie Arnold, AT Program Director, before registering for the next semester's courses.
2. Dr. Katie Arnold, Ron Pavan and your sport's coach will review the letter and contents.
3. A meeting will be conducted with you and the people mentioned above to discuss your letter, reasoning and plan of action; at which time you will be approved or declined in your appeal process.

Appeal Letter:

You must write a letter of appeal in paragraph form discussing the reason for your appeal, addressing it to Dr. Katie Arnold, AT Program Director. Your Appeal letter must include all of the following:

- Your sport, Clinical level and number of hours you must complete in the semester, in which you want to participate in your in-season sport.
- Reason why you think you can balance clinical requirements and your sport commitments.
- How do you plan to fulfill your clinical Hours this semester? Create a specific course of action you will follow to complete the clinical hours. Dr. Katie Arnold can assist you in this process if needed.
- How do you plan to communicate with your Preceptor about your responsibility for your sport and how will you communicate with your coach about your AT commitments?
- Why should this exception be made for you?
- Explain the repercussions you will have if you do not complete the required clinical hours.

POLICY ON ATHLETIC TRAINING STUDENT PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

Cumberland University is rich in students who participate in intercollegiate sports. While many Athletic Training Programs do not permit students to also compete in intercollegiate athletics, Cumberland University has a carefully crafted action plan developed that will accommodate the practical hands-on training demands of the AT Program while allowing athletes to continue their playing careers. The AT Program requires a significant clinical component involving student commitment during afternoons, evenings and weekends. Time conflicts can often occur between intercollegiate sport demands and the program's clinical requirements. The athletic training faculty is committed to helping athletes succeed in the program; however the student must maintain a primary emphasis on the academic requirements of the Athletic Training Program.

The following guidelines have been established to help the student fulfill the requirements of both the Athletic Training Program and their sport:

1. Applicants to the Athletic Training Program, who are also student-athletes, will be given this statement once they express an interest in Athletic Training. A signed copy of this policy must be completed by both the student and their coach prior to their acceptance to the program.
2. Acceptance for student-athletes applying to the Athletic Training Program will not be denied because of participation in intercollegiate athletics, but the plan of course work will be established in their interview process.
3. Athletic training students must limit their participation to ONE intercollegiate athletic team.
4. Athletic training students who participate on an athletic team shall participate during the team's traditional season ONLY. Athletic training students will not be permitted to participate in the non-traditional season in scheduled practices or contests if it conflicts with clinical education or academic requirements.
5. Athletic training students who participate in intercollegiate athletics must fulfill all educational and clinical education requirements before they graduate. All students must consult with the AT Program director early in their college education since effective planning is crucial to both their success in the program, as well as their ability to graduate on time.
6. All students are required to have at least one "equipment intensive" rotation (football) during their clinical education. Athletic training students that cannot complete this rotation because of their participation in athletics may have to:
 - a. Work with an equipment intensive sport during their high school rotation.
7. All Clinical hours must be completed with your assigned Preceptor and any hours working with the sport you play will not count toward your total hours.

Student Acceptance of Proposal

By signing this agreement, I agree to the terms of the policy and acknowledge that I was given the information prior to my acceptance into the program. I understand that in addition to being an athlete, Athletic Training requires dedication and commitment as well as excellent time management skills. I understand that in order to stay in good academic standing, I must complete all educational and clinical education requirements.

Athletic Training Student-Athlete Signature

Date

Athletic Training Student-Athlete Name

Sport

Coach's Acceptance of Proposal

By signing this agreement, I agree to the terms of this policy on Athletic Training Student Participation in Intercollegiate Athletics. I acknowledge that the student will be allowed to participate in athletics during the traditional season, and that the athlete will have time requirements due to being an Athletic Training Student. I am aware that the student must complete the educational and clinical education components of the Athletic Training Program in order to graduate.

Coach's Signature

Date

Coach Name

Administration Acceptance of Appeal

AT Program Director's Signature

Date

Athletic Director Signature

Date

**Cumberland University
Athletic Training Program**

APPEAL FORM

NAME: _____ **DATE OF BIRTH:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

CELL NUMBER: _____ **EMAIL ADDRESS:** _____

REASON FOR YOUR APPEAL:

REQUIREMENTS FOR APPEAL:

- Appeal Form completed and submitted
- Appeal Letter addressed to Dr. Katie Arnold, AT Program Director (see Appeal Process for instructions) completed and submitted
- Meet with Dr. Katie Arnold, Ron Pavan, and your sport's coach to discuss appeal

FOR OFFICIAL USE ONLY:

APPEAL APPROVED: _____ APPEAL DENIED: _____

REASONING FOR DECISION:

AT PROGRAM DIRECTOR SIGNATURE

DATE _____

ATHLETIC DIRECTOR SIGNATURE

DATE _____

J. AT Program Confidentiality and Privacy Agreement

**Cumberland University
Athletic Training Program
Confidentiality and Privacy Agreement**

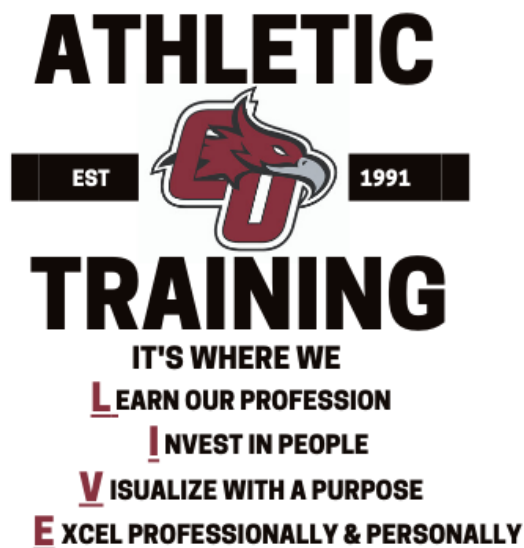
I, _____, understand the importance of confidentiality while working or observing at any of the on-campus and off-campus sites for Cumberland University's Athletic Training (AT) Program. I will not discuss any patients and/or athletes that I may observe. I also understand that discussion of athletic related cases related to my educational experience in my courses is not to be discussed outside the confines of my clinical educational experience. I understand that breaking confidentiality is a violation of professional ethics and may result in a grad deduction, reprimand, recommendation of probationary terms, or removal from the assigned preceptor.

Print Name: _____

Signature: _____

Date: _____

Witness: _____



***This signed document will be kept in the student's personal file.**

K. 3+2 Track Course Sequence:**Recommended Course Sequence for BS in Sport and Exercise Science / MSAT (3 + 2-year track)**

1st YEAR							
		<u>FALL</u>				<u>SPRING</u>	
FSL	101	Scholarship & Learn.	3	HIS		History 192 or 202	3
ENG	101	Eng. Composition I	3	ENG	102	Eng. Composition II	3
EXSS	150	Lifetime Fitness	1	BIO	111	General Biology	3
MATH	111	College Algebra	3	Social Science and Humanities (1st course)			3
HIS		History 191 or 201	3	EXSS	230	Care and Prevention	3
CIS	170	Intro Microcomputer	3	<hr/>			
Total			16	Total			15
2nd YEAR							
		<u>FALL</u>				<u>SPRING</u>	
PHY	201	College Physics I	4	CHEM	111/103	General Chemistry	4
GEC		Arts and Hum. Elect.	3	BIO	214	Anatomy & Phys II	4
BIO	213	Anatomy & Phys I	4	EXSS	227	Safety & First Aid	2
SPEE	220	Fund. of Speech	3	PSY	201	Psychology	3
ENG	215/6	Choice of Literature	3	BIO	220	Medical Terminology	1
Total			17	Total			14
3rd YEAR							
		<u>FALL</u>				<u>SPRING</u>	
EXSS	301	Physio. of Exercise	4	EXSS	450	Health Professions Practicum II	2
EXSS	327	Strength & Cond.	3	EXSS	427	Research Methods	3
EXSS	370	Psycho-Socio Asp.	3	EXSS	436	Ex. for Special Population	3
EXSS	425	Kinesiology	3	EXSS	312	Nutrition	3
EXSS	225	Health Professions Practicum I	1	PE	320	Motor Learning	2
PSY	205	Statistics	3	EXSS	433	Ex. Testing & Presc.	3
Total			17	Total			16
1st YEAR							
		<u>FALL</u>				<u>SPRING</u>	
AT	5410	Lower Assessment	3	MESS	5679	Applied Psy in Hum Per	3
MESS	5980	Research Methods	3	AT	5420	Upper Assessment	3
AT	5310	Therapeutic Intervent. 1	2	MESS	5990	Quant. Meth. in Pedagogy	3
AT	5510	Clinical Experience 1	3	AT	5320	Therapeutic Intervent. 2	3
MESS	5650	Strength/Power Cond	3	AT	5520	Clinical Experience 2	3
Total			14	Total			15
SUMMER							
		AT 5610	Managing Medical Emergencies	2			
		AT 5430	Spine Assessment	3			
		AT 5530	Immersion Clinical Experience	3			
		Total		8			
2nd YEAR							
		<u>FALL</u>				<u>SPRING</u>	
AT	6310	Therapeutic Intervent. 3	3	AT	6620	Patho. and Pharm	2
AT	6510	Clinical Experience 3	3	AT	6630	Contemp. Iss. in AT	3
AT	6610	Gen. Medical Cond.	3	AT	6520	Clinical Experience 4	3
MESS	5999/5998	Grad Project or Thesis	3	AT	6640	Org. and Admin. in AT	3
Total			12	AT	6950	Capstone in AT	1
				Total			12

Total Program of Study Hours for EXSS = 123 completed after 4th year

Total Program of Study Hours for MSAT = 61 completed after 5th year

Total 3 + 2 program after 5 years = 156

L. 3 + 2 Program of Study:**Foundation Skills - 3 hours**

FSL 101	Foundations of Scholarship and Learning	3
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FSL 101 is required for new and transferring freshmen with less than 24 credit hours. Students must earn a "C" or higher in FSL 101.

Rhetoric and Communication - 9 hours

ENG 101	English Composition I	3
ENG 102	English Composition II	3
BUA 251/ENG 251	Business Communications	3
	or	
SPEE 220	Fundamentals of Speech	3

Students must earn a "C" or higher in ALL courses.

Mathematics - 3-4 hours

Choose one from the following:

MATH 110	Mathematics for the Liberal Arts	3
MATH 111	College Algebra	3
MATH 112	Trigonometry	3
MATH 121	Calculus I	4

Students must earn a "C" or higher in ALL courses.

Computer Literacy - 3 hours

CIS 170	Intro to Microcomputer Applications	3
	or	
ED 190	Introduction to Computers for Instruction	3

Students must earn a "C" or higher in ALL courses.

Arts and Humanities - 3 hours

Choose one from the following:

ART 191	Enhancing Art Understanding	3
ENG 210	Introduction to Film Studies	3
MU 129	Music Listening	3
THR 100	Introduction to Theatre	3

Students must earn a "C" or higher in ALL courses.

Literature in English - 3 hours

Choose one from the following:

ENG 215	Introduction to Literature	3
ENG 216	Topics in Literature	3

Students must earn a "C" or higher in ALL courses.

Social Science and Humanities - 6 hours

PSY 201	General Psychology	3
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AND Choose one course from any of the following:

ANTH 210/SOC 210	Cultural Anthropology	3
ECON 241	Principles of Macroeconomics	3
ECON 242	Principles of Microeconomics	3
POLSC 223	Introduction to American National Government & Politics	3
POLSC 224	Introduction to American State and Local Government & Politics	3

PSY 211	Psychology of Human Growth & Development	3
SOC 221	Introduction to Sociology	3
PHIL 201	Introduction to Philosophy	3

Students must earn a "C" or higher in ALL courses.

History - 6 hours

Choose one sequence from the following:

HIS 111	History of Western Civilization I	3
	and	
HIS 112	History of Western Civilization II	3
	or	
HIS 191	World Civilization to 1500	3
	and	
HIS 192	World Civilization since 1500	3
	or	
HIS 201	History of the United States I	3
	and	
HIS 202	History of the United States II	3

Students must earn a "C" or higher in ALL courses.

The Natural Sciences - 11 hours

BIO 111	General Biology I	3
CHEM 103	Fundamentals of Chemistry	3
	and	
CHEM 103L	Fundamentals of Chemistry Lab	1
	or	
CHEM 111	General Chemistry I	3
	and	
CHEM 111L	General Chemistry I Lab	1
PHY 201	College Physics I	4

Students must earn a "C" or higher in ALL courses.

Statistics Requirement - 3 hours

Choose one course from the following:

BUA 365	Quantitative Methods I	3
PSY 205/MATH 205	Statistics for the Behavioral Sciences	3

Students must earn a "C" or higher in ALL courses.

Exercise and Sport Science Requirements - 45 hours

BIO 213	Human Anatomy and Physiology I	4
BIO 214	Human Anatomy and Physiology II	4
BIO 220/CHEM 220	Medical Terminology	1
EXSS 150	Lifetime Fitness	1
EXSS 225	Health Professions Practicum I	1
EXSS 227	Safety and First Aid Education	2
EXSS 230	Care & Prevention of Athletic Injuries	3
EXSS 301	Physiology of Exercise	3
EXSS 301L	Physiology of Exercise Lab	1
EXSS 312	Nutrition	3
EXSS 327	Strength & Conditioning Program Design	3
EXSS 370/PSY 370	Psycho-Socio Aspects of Movement	3

EXSS 425	Kinesiology	3
EXSS 427	Research Methods	3
EXSS 433	Exercise Testing & Prescription	3
EXSS 436	Exercise for Special Populations	3
EXSS 450	Health Professions Practicum II	2
PE 320	Motor Learning and Development	2

Students must earn a "B" or higher in EXSS 227 and EXSS 230 and a "C" or higher in all other courses in the above section of requirements.

Requirements to complete Exercise and Sport Science - 28 hours

AT 5310	Therapeutic Intervention I	2
AT 5510	Clinical Experience I	3
AT 5410	Lower Extremity Injury Assessment	3
AT 5320	Therapeutic Intervention II	3
AT 5520	Clinical Experience II	3
MSES 5650	Theoretical and Practical Aspects of Strength & Power Conditioning	3
MSES 5679	Applied Psychology in Human Performance	3
MSES 5980	Research Methods	3
MSES 5990	Quantitative Methods	3

Students enrolled in graduate level courses must follow the expectations outlined in the graduate grading policy and the graduate probation and suspension policy.

Requirements for Athletic Training - 33 hours

AT 5610	Managing Medical Emergencies	2
AT 5430	Head, Spine, and Thorax Assessment	3

AT 5530	Immersion Clinical Experience	3
AT 5420	Upper Extremity Injury Assessment	3
AT 6310	Therapeutic Intervention III	3
AT 6510	Clinical Experience III	3
AT 6610	General Medical Conditions	3
AT 6620	Pathophysiology & Pharmacology	2
AT 6630	Contemporary Issues in Athletic Training	3
AT 6520	Clinical Experience IV	3
AT 6640	Organization and Administration in Athletic Training	3
AT 6950	Capstone in Athletic Training	1
MSES 5998	Graduate Project	3
	or	
MSES 5999	Thesis	3

Students enrolled in graduate level courses must follow the expectations outlined in the graduate grading policy and the graduate probation and suspension policy.

Students enrolled in graduate level courses must follow the expectations outlined in the graduate grading policy and the graduate probation and suspension policy.

Required GEC Courses (47-48 hours)

Required Statistics Course (3 hours)

Required Exercise and Sport Science courses (45 hours)

Required to complete the Exercise and Sport Science (28 hours)

Required Athletic Training Courses (33 hours)

156 hours minimum required to complete the Bachelor of Science in Exercise and Sport Science and the Master of Science in Athletic Training.

M. 2 Year Track Course Sequence:**Recommended Course Sequence for the MSAT (2-year track)****1st YEAR**FALL

AT	5410	Lower Assessment.	3
MESS	5980	Research Methods	3
AT	5310	Therapeutic Intervent. 1	2
AT	5510	Clinical Experience 1	3
MESS	5650	Strength/Power Cond	3

SPRING

MESS	5679	Applied Psy in Hum Per	3
AT	5420	Upper Assessment	3
MESS	5990	Quant. Meth. in Pedagogy	3
AT	5040	Therapeutic Intervent. 2	3
AT	5050	Clinical Experience 2	3

Total**14****Total****15****SUMMER**

AT	5610	Managing Medical Emergencies	2
AT	5430	Spine Assessment	3
AT	5530	Immersion Clinical Experience	3

Total**8****2nd YEAR**FALL

AT	6310	Therapeutic Intervent. 3	3
AT	6510	Clinical Experience 3	3
AT	6610	Gen. Medical Cond.	3
MESS	5999/5998	Grad Project or Thesis	3

SPRING

AT	6620	Patho. and Pharm	2
AT	6630	Contemp. Iss. in AT	3
AT	6520	Clinical Experience 4	3
AT	6640	Org. and Admin. in AT	3
AT	6950	Capstone in AT	1

Total**12****Total****12****Total Program of Study Hours for MSAT = 61**

N. 2 Year Track Program of Study:**Requirements List**

AT 5310	Therapeutic Intervention I	2
AT 5510	Clinical Experience I	3
AT 5410	Lower Extremity Injury Assessment	3
AT 5320	Therapeutic Intervention II	3
AT 5520	Clinical Experience II	3
AT 5610	Managing Medical Emergencies	2
AT 5430	Head, Spine, and Thorax Assessment	3
AT 5530	Immersion Clinical Experience	3
AT 5420	Upper Extremity Injury Assessment	3
AT 6310	Therapeutic Intervention III	3
AT 6510	Clinical Experience III	3
AT 6610	General Medical Conditions	3
AT 6620	Pathophysiology & Pharmacology	2
AT 6630	Contemporary Issues in Athletic Training	3
AT 6520	Clinical Experience IV	2
AT 6640	Organization and Administration in Athletic Training	3
AT 6950	Capstone in Athletic Training	1
MSES 5650	Theoretical and Practical Aspects of Strength & Power Conditioning	3
MSES 5679	Applied Psychology in Human Performance	3
MSES 5980	Research Methods	3
MSES 5990	Quantitative Methods	3
MSES 5998	Graduate Project	3
	or	
MSES 5999	Thesis	3

Minimum of 61 hours required for graduation.

Cumberland University Athletic Training Program and Department Handbook Acknowledgement Statement

I, _____ have read and understand the policies and procedures of this handbook. I understand that the policies and procedures of this handbook serve as a guideline for the Athletic Training Program and Athletic Training Department. Any questions that I have must be discussed with the Athletic Training (AT) Program Director for clarification before performing any duties or actions within the AT Program. I understand that I must comply with the requirements of this handbook and use sound judgment and decision-making skills based on the level of training that I have received in the AT Program. I also attest that all information that has been submitted to the AT Program regarding any certifications, memberships or health documents is correct. By signing below I acknowledge that I have read and understand the policies and procedures and will act according to those guidelines as a member of the Athletic Training Program.

Athletic Training Student Signature

Date

Athletic Training Program Director Signature

Date



*This will be kept in the Athletic Training Student's personal file.