PRACTICUM HANDBOOK

2018 – 2019

- This handbook is a guide to the policies, regulations, and procedures relevant to students who are formally admitted to the Athletic Training Program.
- The student is responsible to learn and understand all information contained in this handbook. If an ATS does not understand any of the material provided, the ATS should consult with the Athletic Training Program Director (ATP Director).
- Deviation from the stated policies and procedures could result in an unsatisfactory grade in an ATTR course and/or denied admission to the Athletic Training Program.
- This handbook is subject to revision by the Athletic Training Faculty. Any new and/or revised materials will be issued as they become effective.
- University Policy supersedes departmental or school policy.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction</td>
<td>6</td>
</tr>
<tr>
<td>A</td>
<td>DESCRIPTION OF THE ATHLETIC TRAINING PROFESSION</td>
<td>7</td>
</tr>
<tr>
<td>B</td>
<td>MISSION STATEMENTS</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>ATHLETIC TRAINING PROGRAM</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>LINCOLN MEMORIAL UNIVERSITY</td>
<td>7</td>
</tr>
<tr>
<td>C</td>
<td>PHILOSOPHY OF ATHLETIC TRAINING PROGRAM</td>
<td>8</td>
</tr>
<tr>
<td>D</td>
<td>GOVERNING BODIES FOR EDUCATIONAL ATHLETIC TRAINING PROGRAMS</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>NATA AND caATe STANDARDS AND GUIDELINES</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>ATHLETIC TRAINING TECHNICAL STANDARDS</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>ESSENTIAL SKILLS</td>
<td>11</td>
</tr>
<tr>
<td>E</td>
<td>ATHLETIC TRAINING PROGRAM STRUCTURE</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>PRE – PRACTICUM PHASE</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>WHO IS ELIGIBLE FOR ADMISSION?</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>SELECTIVE ADMISSION POLICY</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>ADMISSION PREREQUISITES</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>ADMISSIONS PROCEDURES</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>UNCONDITIONAL ADMISSION</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>CONDITION ADMISSION</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>DENIED ADMISSION</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>PRACTICUM PHASE</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>IMMUNIZATION REQUIREMENTS</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>ASSIGNMENT OF AN ACADEMIC ADVISOR</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>ACADEMIC REQUIREMENTS</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>PRACTICUM PHASE</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>FEES &amp; COSTS</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>TRANSFER STUDENT POLICY</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>PETITION PROCESS</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>COURSE ACCEPTANCE PROCEDURE</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>CLINICAL EXPERIENCE ACCEPTANCE PROCEDURE</td>
<td>16</td>
</tr>
<tr>
<td>F</td>
<td>LMU BACCALAUREATE DEGREE REQUIREMENTS</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>UNIVERSITY WRITING REQUIREMENT</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>ACADEMIC DIFFICULTIES</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>STUDENT COURSELOAD</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>DECLARING ATHLETIC TRAINING AS A MAJOR</td>
<td>18</td>
</tr>
<tr>
<td>G</td>
<td>STANDARDS OF OPERATION</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>CHAIN OF COMMAND</td>
<td>19</td>
</tr>
<tr>
<td>H</td>
<td>ATHLETIC PARTICIPATION</td>
<td>20</td>
</tr>
<tr>
<td>I</td>
<td>ATP ADVANCEMENT</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>PROGRESSION POLICY</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>PROGRAMMATIC AT RISK STATUS (PARS)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>ACADEMIC SUCCESS POLICY</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>DIDACTIC ARS</td>
<td>21</td>
</tr>
<tr>
<td>ACADEMIC DISMISSAL POLICY</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>STUDENT APPEALS POLICY</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC GRIEVANCE PROCEDURE</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td><strong>ATHLETIC TRAINING STUDENT CONDUCT</strong></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td><strong>J</strong> PROFESSIONAL APPEARANCE POLICY</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td><strong>K</strong> PROFESSIONAL DEMEANOR POLICY</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>SOCIAL NETWORKING POLICY</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td><strong>L</strong> ATHLETIC TRAINING STUDENT RELATIONSHIPS</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENTS TO FACULTY/STAFF ATHLETIC TRAINERS</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENTS TO MEDICAL DIRECTOR &amp;/OR TEAM PHYSICIANS</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENTS TO COACHES</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENTS TO ATHLETES</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENTS TO HIGH SCHOOL ATHLETES</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENT TO ATHLETIC TRAINING STUDENT</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENT TO THE PUBLIC AND MEDIA</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENTS TO SALESPEOPLE OR VENDORS</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENTS TO ATHLETIC DIRECTOR</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENTS TO VISITING TEAMS</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td><strong>M</strong> EMPLOYMENT AND ATHLETIC TRAINING</td>
<td></td>
<td>28</td>
</tr>
<tr>
<td><strong>N</strong> CLASSROOM EDUCATION GUIDELINES AND RESOURCES</td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>CLASS ATTENDANCE POLICY</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>ACADEMICS</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>COMPUTER USE</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC INTEGRITY</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>CHEATING</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PLAGIARISM</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>O</strong> ATHLETIC TRAINING PROGRAM LIBRARY AND EDUCATIONAL RESOURCES</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>ATHLETIC TRAINING PROGRAM LIBRARY</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>CARNEGIE-VINCENT LIBRARY</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>ELECTRONIC INTERLIBRARY LOAN REQUEST</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PURPOSE OF INTERLIBRARY LOAN</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>P</strong> PRACTICUM EDUCATION PLAN AND GUIDELINES</td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>IMMUNIZATION REQUIREMENTS</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>SUBMISSION OF IMMUNIZATION RECORD</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>ACTIVE COMMUNICABLE DISEASE POLICY SUMMARY</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>PRACTICUM EDUCATION EXPERIENCE GUIDELINES AND REQUIREMENTS</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>DIRECT SUPERVISION OF PROFICIENCIES</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>COMPETENCIES IN ATHLETIC TRAINING</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>PRACTICUM ASSIGNMENT POLICY</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>PRACTICUM ATTENDANCE POLICY</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>AVAILABILITY</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>PUNCTUALITY</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>DISCIPLINARY ACTION</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>DISCIPLINARY REPORT PROCEDURES</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>CONFIDENTIALITY STATEMENT</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>STUDENT RESPONSIBILITIES</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>IN GENERAL</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>ATP BODILY FLUID EXPOSURE POLICY</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>PROGRAM EVALUATIONS</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>PRACTICUM HOURS DOCUMENTATION</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>ATS ROTATION EVALUATION AND DOCUMENTATION</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>PRECEPTOR / SITE EVALUATION</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>TRAVEL POLICY</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENT TRAVEL PROCEDURES</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENT TRAVEL DOCUMENTATION</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>LEGAL PARAMETERS FOR PRACTICING ATHLETIC TRAINING</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>STUDENTS PRACTICING ATHLETIC TRAINING IN TN</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>PROFESSIONAL ORGANIZATIONS</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>NATIONAL ATHLETIC TRAINERS’ ASSOCIATION</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>SOUTHEAST ATHLETIC TRAINERS’ ASSOCIATION</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>TENNESSEE ATHLETIC TRAINERS’ ASSOCIATION</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>STUDENT ORGANIZATIONS</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINING STUDENT ASSOCIATION</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>IOTA TAU ALPHA HONOR SOCIETY</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>APPENDIX</td>
<td>DESCRIPTION</td>
<td>PAGE</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>A</td>
<td>ATP 4 YEAR PLAN</td>
<td>41</td>
</tr>
<tr>
<td>B</td>
<td>COURSE DESCRIPTIONS</td>
<td>42</td>
</tr>
<tr>
<td>C</td>
<td>ATP TEXTBOOKS</td>
<td>47</td>
</tr>
<tr>
<td>D</td>
<td>SCHOLARSHIP OPPORTUNITES</td>
<td>50</td>
</tr>
<tr>
<td>E</td>
<td>AT-RISK STATUS MEETING FORM</td>
<td>51</td>
</tr>
<tr>
<td>F</td>
<td>RULES OF STUDENT CONDUCT</td>
<td>52</td>
</tr>
<tr>
<td>G</td>
<td>DRUG AND ALCOHOL POLICY</td>
<td>58</td>
</tr>
<tr>
<td>H</td>
<td>LMU ATHLETICS DRUG EDUCATION AND SCREENING POLICY</td>
<td>60</td>
</tr>
<tr>
<td>I</td>
<td>SEXUAL AND OTHER DISCRIMINATORY HARASSMENT</td>
<td>65</td>
</tr>
<tr>
<td>J</td>
<td>NATA SEXUAL HARASSMENT BROCHURE</td>
<td>68</td>
</tr>
<tr>
<td>K</td>
<td>STANDARDS OF PROFESSIONAL PRACTICE FOR THE CERTIFIED ATHLETIC TRAINER</td>
<td>70</td>
</tr>
<tr>
<td>L</td>
<td>NATA CODE OF ETHICS</td>
<td>72</td>
</tr>
<tr>
<td>M</td>
<td>REPORTING OF ETHICS VIOLATIONS</td>
<td>74</td>
</tr>
<tr>
<td>N</td>
<td>ATS TRAVEL PERMISSION FORM</td>
<td>75</td>
</tr>
<tr>
<td>O</td>
<td>ACTIVE COMMUNICABLE DISEASE POLICY</td>
<td>76</td>
</tr>
<tr>
<td>P</td>
<td>REQUEST FOR ABSENCE FROM CLINICAL EXPERIENCE</td>
<td>78</td>
</tr>
<tr>
<td>Q</td>
<td>ATS DISCIPLINARY REPORT (PRECEPTOR &amp; STUDENT)</td>
<td>79</td>
</tr>
<tr>
<td>R</td>
<td>CONFIDENTIALITY STATEMENT</td>
<td>81</td>
</tr>
<tr>
<td>S</td>
<td>BODILY FLUID EXPOSURE REPORT</td>
<td>82</td>
</tr>
<tr>
<td>T</td>
<td>LMU INCIDENT REPORT</td>
<td>85</td>
</tr>
<tr>
<td>U</td>
<td>CLINICAL TIMESHEET</td>
<td>88</td>
</tr>
<tr>
<td>V</td>
<td>CLINICAL EDUCATION SETTING EVALUATION</td>
<td>89</td>
</tr>
<tr>
<td>W</td>
<td>PRECEPTOR EVALUATION</td>
<td>92</td>
</tr>
<tr>
<td>X</td>
<td>STUDENT ORGANIZATIONS</td>
<td>96</td>
</tr>
</tbody>
</table>
INTRODUCTION

Welcome to Lincoln Memorial University's Athletic Training Program! The Athletic Training Program (ATP) is housed in the Department of Athletic Training which is in the School of Allied Health Sciences as a part of the Division of Health Sciences. The ATP began educating future athletic trainers in the early 90's. The ATP is designed to provide practical experience in athletic training very early in the student's career and to provide as much exposure to the athletic training profession as possible.

The athletic training student (ATS) is a unique member of the Sports Medicine Team at Lincoln Memorial University. As a result of the knowledge gained in the classroom and practical experience, ATSs are able to provide immediate and follow-up care to the athletes under the direct supervision of a Preceptor. The ATS must work to gain the respect and confidence of the medical staff, athletes and coaches. This is accomplished through knowledge and communication. The time involved as an ATS can be overwhelming on occasion, but there is no greater teacher than experience. The importance of active participation and asking questions cannot be understated!

The preceptors and other medical personnel are available to help you learn, answer your questions, and challenge you. Our innovative staff is excited about the opportunity to teach students the profession that we love. Our program is continuing to grow and expand with the addition of new affiliate sites and preceptors. The curriculum is vigorous and we take health care very seriously.

Lincoln Memorial University, the Division of Health Science, the School of Allied Health and the Department of Athletic Training recommend for the Athletic Training Program (ATP) to have policies and procedures that are implemented on a daily basis. This manual has been developed to provide for a decisive process allowing for consistency in the approach to decision-making processes and, more importantly, creates an environment in which equal opportunity exists. (Due to continual evaluation of this ATP and athletic health care, information in this manual is subject to change at any time.)

As an LMU athletic training student we expect you to be dependable, reliable and enthusiastic about athletic training and to portray yourself, this program and the University in a positive light. Each member of this program is expected to follow these procedures and any changes that may result. We will not tolerate any behavior that jeopardizes the integrity of this program, its faculty or students. We will do our best to make your experiences at LMU both fun and educational. We are truly glad to have you here and look forward to developing a long lasting relationship.

As an ATS preparing to enter this profession, you are strongly encouraged to become a student member of the National Athletic Trainers Association, Inc. (NATA). Membership benefits include a subscription to the Journal of Athletic Training and the NATA News, reduced registration fees for national and district symposia, eligibility for scholarships, and other direct benefits. Membership information and application are available via the internet at the NATA website (www.nata.org).

Each student, instructor, and preceptor involved with the ATP should have the goal to understand and implement the following policies and procedures. If a question arises about a particular policy, bring the question to the immediate attention of a Staff Athletic Trainer, Preceptor, Clinical Education Coordinator, or ATP Director.
A DESCRIPTION OF THE ATHLETIC TRAINING PROFESSION

An athletic trainer is a qualified health care professional educated and experienced in the management of health care problems associated with physical activity. In cooperation with physicians and other health care personnel, the athletic trainer functions as an integral member of the health care team in secondary schools, colleges and universities, professional sports programs, sports medicine clinics, and other health care settings. The athletic trainer functions in cooperation with medical personnel, athletic personnel, individuals involved in physical activity, parents, and guardians in the development and coordination of efficient and responsive athletic health care delivery systems.

B MISSION STATEMENTS

Mission: The Athletic Training Program is committed to educating highly qualified entry level certified athletic trainers who are prepared to be productive, responsible and engaged allied health professionals in a multicultural environment. This will be accomplished by emphasizing a personalized, diverse and dynamic learning environment to foster faculty, staff and student engagement in the areas of teaching, research and service.

Vision: To be recognized as one of the premier entry level athletic training education programs in Tennessee and throughout the southeastern United States by providing students with an extensive, dynamic and individualized education that promotes leadership and professionalism.

B1 ATHLETIC TRAINING PROGRAM

B1.1 The athletic training program reflects the mission and academic integrity of Lincoln Memorial University.

The commitment of the faculty of the ATP to the athletic training student is based on the belief that graduates must be able to communicate clearly and effectively while providing ideal health care to student athletes. The athletic training program challenges and prepares each student to make appropriate decisions and important judgments regarding sudden injury and life threatening situations. Through diverse educational and research experiences, it is our mission to provide students with the knowledge, skills, and values that an entry-level athletic trainer must possess.

Upon completion of the Athletic Training Program at LMU, each graduate should be well prepared to sit for the Board of Certification (BOC) national certification exam.

The program will strive to maintain and surpass the standards of accreditation as specified by the Commission on Accreditation of Athletic Training Education (caATe).

B2 LINCOLN MEMORIAL UNIVERSITY

B2.1 Lincoln Memorial University is a values based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln’s life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; a recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University’s curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.
The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region.

C PHILOSOPHY OF ATHLETIC TRAINING PROGRAM

The philosophy of the Athletic Training Program at Lincoln Memorial University provides a base that allows the faculty to prepare athletic trainers for tomorrow’s challenges while providing health care to LMU athletes and physically active people. The following stated beliefs illustrate the philosophy upon which the Athletic Training Education Program of study is established.

C1 The following stated beliefs illustrate the philosophy upon which the Athletic Training Program of study is established.

- The professional education of athletic trainers is a joint responsibility shared by LMU faculty and private health care professionals of the Cumberland Gap region of Appalachia.
- Athletic training students should have a strong background in general education courses that provide an intellectual foundation in the liberal arts.
- An Athletic Training curriculum should enhance the students’ cognitive, psychomotor and affective domains as related to responsibilities of an athletic trainer. An athletic trainers’ value lies in his/her simultaneous responses to an injured athlete. The athletic trainer must immediately evaluate and assess the injury (cognitive domain), perform appropriate application (psychomotor domain), and reassure the athlete (affective domain).
- An Athletic Training Program should integrate clinical and field based experiences into appropriate required courses.
- An Athletic Training Program should provide educational experiences for application of new technology in appropriate courses.
- An Athletic Training Program should support its graduates by assisting them through BOC certification and during their induction year.
- An Athletic Training Program should prepare athletic trainers with options for future career opportunities.
- An Athletic Training Program should prepare athletic trainers to mediate to others scholarly knowledge in the language of the local culture.
- The Athletic Training Program, along with BOC certification, should prepare the student for entry-level careers in athletic training.

C2 The following goals illustrate how the philosophy upon which the Athletic Training Program guides the education of the Athletic Training Student. Upon completion of the Athletic Training Program the student will be able to:

- communicate effectively to a variety of populations utilizing various media
- prevent, evaluate, treat, rehabilitate and recondition musculoskeletal injuries appropriate for an entry level certified athletic trainer
- evaluate and manage medical conditions appropriately for an entry-level certified athletic trainer
- organize and administer athletic training services in a variety of settings
• foster the caring side of athletic training by incorporating psychosocial aspects into all domains
• demonstrate the importance of professional development through an appreciation of life-long learning, professional membership and service to the profession and community
• successfully pass standardized test(s) required in order to practice athletic training at the state or national level.

D GOVERNING BODIES FOR EDUCATIONAL ATHLETIC TRAINING PROGRAMS

D1 NATA AND caATe STANDARDS AND GUIDELINES

D1.1 The Commission on Accreditation of Athletic Training Education (caATe) serves as the governing body for educational athletic training programs in the United States. The University will adhere to guidelines set forth by the above said organizations and offer specific classes related to athletic training.

Upon completion of the program, students are eligible to be a candidate for the national certification examination. To become certified, individuals must successfully complete written, practical, simulation examinations. A baccalaureate degree is the minimum educational requirement for certification. The successful completion of the certification exam provides job opportunities at the high school, college, professional, clinical, and corporate levels.

Based on the Role Delineation Study conducted by the Board of Certification (BOC) (NATA), the National Athletic Trainers’ Association Education Council has identified content areas for athletic training educational competencies and clinical proficiencies. The Commission for the Accreditation of Athletic Training Education (caATe) requires that these competencies be used for curriculum development and education of students enrolled in a caATe accredited athletic training program. Students preparing for careers as certified athletic trainers should find the competencies an examination of their strengths prior to sitting for the exam.

D1.2 Competencies and Proficiencies: In defining these domains and in attempting to assign the elements of athletic training, it is evident that many elements transcend several domains rather than fitting in only one domain. These elements are best reflected in the following Athletic Training competencies and clinical proficiencies.

D1.2.1
• Evidence-Based Practice (EBP)
• Prevention and Health Promotion (PHP)
  Knowledge and Skills
  General Prevention Principles
  Prevention Strategies and Procedures
  Protective Equipment and Prophylactic Procedures
  Fitness/Wellness
  General Nutrition Concepts
  Weight Management and Body Composition
  Disordered Eating and Eating Disorders
• Clinical Examination and Diagnosis (CE)
• **Acute Care of Injuries and Illnesses (AC)**
  Knowledge and Skills
  - Planning
  - Examination
  - Immediate Emergent Management
  - Immediate Musculoskeletal Management
  - Transportation
  - Education

• **Therapeutic Interventions (TI)**
  Knowledge and Skills
  - Physical Rehabilitation and Therapeutic Modalities
  - Therapeutic Medications

• **Psychosocial Strategies and Referral (PS)**
  Knowledge and Skills
  - Theoretical Background
  - Psychosocial Strategies
  - Mental Health and Referral

• **Healthcare Administration (HA)**

• **Professional Development and Responsibilities (PD)**

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**D2 ATHLETIC TRAINING TECHNICAL STANDARDS**

The Athletic Training Program (ATP) at Lincoln Memorial University is a rigorous and intense academic 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 ATP 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, the Commission on Accreditation of Athletic Training Education (caATe). All students admitted to the ATP must at all times while enrolled in the program meet the requirements for the following abilities and skills. While enrolled, if a student becomes unable to meet the technical standards of the ATP, it is the responsibility of the student to notify the ATP director, at which time the student will be referred to the University’s ADA coordinator. If the student is unable to meet the technical standards, with or without reasonable accommodation, the student will not be allowed to continue to participate in the program.

Lincoln Memorial University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination by the University as required by the Americans with Disabilities Act of 1990. However, Lincoln Memorial University cannot and does not waive the published degree requirements for ATP students. Lincoln Memorial University will make a reasonable accommodation to assist otherwise qualified individuals with disabilities to fulfill their degree requirements, consistent with applicable federal and state law and the policies of Lincoln Memorial University. In the event a candidate is unable to fulfill these technical standards, with or without reasonable accommodation, the candidate will not be admitted into the program.
Candidates for selection to the Athletic Training Program must demonstrate:

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

Mastery of these technical standards must be demonstrated by the ability to perform the following list of physical, cognitive, psychomotor, and affective skills during didactic, laboratory, and clinical education in Athletic Training.

Compliance with these standards does not guarantee a student’s eligibility for the BOC exam.

D2.1 Essential Skills

The following is a list of physical, cognitive, psychomotor, and affective variables that may impact essential work related functions of the entry-level athletic trainer. These areas are representative of the curricula presentation and may relate to performance outcomes specific to didactic, laboratory, and clinical education in Athletic Training.

Visual Acuity
- Ability to see all colors of the spectrum
- Ability to distinguish calibrated markers
- Ability to identify digital displays and controls in differing lighted environments
- Ability to determine the depth of instrument placement
- Ability to read small print on medical instrumentation or containers

Hearing Acuity
- Ability to hear alarms, beeper, and pages
- Ability to hear and respond to verbal communication in the work setting
- Ability to distinguish different alarm sounds/tones on medical devices

Physical Acuity
- Ability to perform all ranges of body motions including walking, bending, stretching, reaching, and twisting of the upper and lower back.
- Ability to lift 35 pounds (weight of small child or small equipment) alone
- Ability to stand and/or sit for long periods of time
- Ability to perform CPR; use of hands for manually compressing resuscitation equipment, and the use of hands and body for performing chest compressions
- Ability to write legible for required documentation
- Ability to move swiftly when the situation demands

**Communication**
- Ability to communicate with physicians, coaches, co-workers, other health care workers, the athlete and the athlete’s family

**Mental Stress**
- Ability to function appropriately under stress without hesitations using all knowledge and skills require to perform the task at hand
- Ability to work long hours (8 to 12 hours), adapting to changes in the clinical schedule and/or emergency situations
- Ability to function as a team member and to follow the appropriate administrative protocol and/or chain of command
- Ability to review and use student-athlete data in a confidential and professional manner
- Ability to make quick, lifesaving decisions

**Clinical Behavior Requirements**
- Must be patient, kind, and tactful in dealing with athletes and their families
- Must understand that all information obtained in the clinical facilities is strictly confidential and it is not to be discussed outside the training room
- Must attend clinical experiences as required.

- Lincoln Memorial University will evaluate all students who indicate that they meet these technical standards or believe that, with certain accommodations, they can meet the standards. The University will determine whether it agrees that the student can meet the standards within reasonable accommodation without jeopardizing the educational process of the student or the institution, including all program coursework, and/or clinical and field experiences essential for graduation.
- A student may be administratively withdrawn if it becomes apparent that the student cannot complete essential skills even with accommodation that the accommodations needed are not reasonable and would cause undue hardship to the institution, or that fulfilling the functions would create a significant risk of harm to the health and safety of others.
- Students who have questions about this document or who would like to discuss specific accommodations should make an inquiry with the Chair of the Department of Athletic Training.

**E ATHLETIC TRAINING PROGRAM STRUCTURE**

**E1 PRE-PRACTICUM PHASE**

**E1.1 WHO IS ELIGIBLE FOR ADMISSION?**

- Students eligible to apply for admission to the program will do so annually, during the *spring* semester. The deadline for the completed application to be submitted is the first Monday in April each year. The application packet should be submitted to the ATP Director.
- If a student is not admitted, the student may re-apply the following *spring* semester, supplying a letter indicating the student’s ongoing interest in ATP admission. The letter, and any additional supporting documentation, is due
following the same application deadline dates as those for first-time applicants.

- **The number of students admitted to the ATP is limited to the number of program spaces available.**
- Transfer students that meet admissions criteria may apply and/or be eligible for program admission during the spring semester prior to coming to LMU if they meet the criteria listed below.
- Transfer students (with a completed Associate degree) that do not meet ATP admissions criteria must **first** enroll in those courses required for admission. It may take up to or more than one year of additional time to complete the necessary coursework to fulfill program admissions requirements. These students will be required to then complete an additional two years and a summer session of course and clinical work.

### E2 SELECTIVE ADMISSION POLICY

- Lincoln Memorial 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.
- **Admission to Lincoln Memorial University does not guarantee admission to the Athletic Training Program.**
- The Program Selection Committee, composed of faculty, will recommend admission for those students who demonstrate the highest potential for becoming an athletic trainer.
- Students applying to Lincoln Memorial University’s Athletic Training Program are encouraged to present evidence of meeting or exceeding the application requirements.

*The University and Athletic Training Program reserve the right to make programmatic changes. These changes may result from University policy decisions or governing agency decisions.*

### E2.1 ADMISSION PREREQUISITES

A complete admission application to the LMU ATP will include:

- Completion of the following courses, or their equivalent, with a “B-” or better:
  - ATTR 100 (Foundations of Athletic Training or equivalent)
  - ATTR 102 (Clinical Introduction to Athletic Training or equivalent)
  - ATTR 170 (Musculoskeletal Anatomy Lab or equivalent)
  - ATTR 170L (Musculoskeletal Anatomy or equivalent)
  - A cumulative GPA of 2.5 or higher.

A complete Lincoln Memorial University Athletic Training Program application packet, which includes:

- Completed application form (available on web at [www.lmunet.edu](http://www.lmunet.edu)).
  - Completed demographic information
  - Completed response to essay question.
- Transcripts from all colleges and universities attended
- 80 hours of clinical observation.
  - Transfer students with 80 hours of documented clinical experience under the supervision of a Certified Athletic Trainer may use those hours.
- Completed Technical Standards form
- Proof of current First Aid and CPR-BLS for Healthcare Provider certification.
- At least 3 letters of recommendation.
  ✓ One letter attesting to applicant’s academic potential
  ✓ One letter attesting to applicant’s work ethic
  ✓ One letter attesting to applicant’s character

E2.2  ADMISSIONS PROCEDURES
The Admissions Committee reviews and evaluates all completed application forms each semester and chooses, if necessary, to conduct formal interviews. Admission is competitive and students with the strongest applications will be given priority for program admittance. The Admissions Committee has the ability to recommend unconditional admission, conditional admission, or denial of admission status for each application reviewed.

E2.2.1  Unconditional Admission
Students granted unconditional admissions to the ATP meet all the admission requirements and rank high within the competitive admissions schematic.

E2.2.2  Conditional Admission
Students granted conditional admissions to the ATP have one semester to remove any conditions from their admissions application. Students may appeal the conditional admission. A written request for an appeal hearing must be received by the AT Program Director.

E2.2.3  Denied Admission
Students denied admission to the Athletic Training Program may appeal the decision. The appeal must be received in writing by the ATP Director within 10 working days of the initial admissions decision. Students that are denied admission after the appeal may reapply the following academic year.

E3  PRACTICUM PHASE
To maintain the quality of the academic and practicum experiences encountered, a selective number of students are admitted into the Practicum Phase each year. To ensure interested students are provided the opportunity to compete for the clinical positions, the ATP Admissions Committee will utilize academic criteria (cumulative grade point average, Pre-Practicum Phase course grade point average); and affective criteria (work ethic, appearance, enthusiasm, initiative, attitude, punctuality) to evaluate applicants. Applicants are selected for admission in the spring each year. Only students formally admitted to the program will be allowed to take advanced course work with associated clinical experience.

E3.1  IMMUNIZATION REQUIREMENT
Once a student is admitted into Practicum Phase of the ATP, but prior to the completing any practicum hours, the AT student is required to submit proof of immunization against selected diseases. The specific immunizations required and the submission process are explained in the Practicum Education section outlined in Section P.

The student is responsible for any cost associated with immunizations.

E3.2  ASSIGNMENT OF AN ACADEMIC ADVISOR
Once a student is admitted into Practicum Phase of the ATP the student is required to see an ATP faculty member for academic advising every semester while in the athletic training program.
E3.2.1 Each athletic training 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. The ATP Director and the Chair of the Department of Athletic Training assign an advisor to each student. Students may request a different advisor by contacting the ATP Director.

E3.2.2 Each semester, students are to meet with their academic advisor to discuss program and academic progression. Students may obtain the name of their academic advisor from the Office of the Registrar. Students are not eligible to pre-register for classes without the signature of their academic advisor.

E3.2.3 For questions regarding academic planning in the athletic training major, contact the ATP Director.

E3.3 Academic Requirements (APPENDIX A & B)

E3.3.1 Practicum Phase

- Courses with ATTR & PEXS designations require a B- (80%) or better.
- Courses with BIOL & PHYS designations require a C (73%) or better.
  o ATTR 224
  o ATTR 226
  o ATTR 227
  o ATTR 228
  o ATTR 281
  o ATTR 282
  o ATTR 296
  o ATTR 296L
  o ATTR 297
  o ATTR 297L
  o ATTR 298
  o ATTR 298L
  o ATTR 300
  o ATTR 311
  o ATTR 311L
  o ATTR 312
  o ATTR 312L
  o ATTR 371
  o ATTR 371L
  o ATTR 372
  o ATTR 372L
  o ATTR 375
  o ATTR 381
  o ATTR 382
  o ATTR 405
  o ATTR 405L
  o ATTR 471
  o ATTR 472
  o ATTR 481
  o ATTR 482
  o ATTR 491
  o ATTR 492
  o ATTR 494
  o BIOL 261
  o BIOL 262
  o BIOL 262L
  o BIOL 262
  o PEXS 300
  o PEXS 372

- Cumulative GPA of 2.75 or higher.
- Application for graduation completed.

Degree completion does not guarantee BOC certification or employment.

Practicum Requirements
a. Submit proof of current CPR certification
b. Submit proof of current immunizations.
c. Provide own transportation to and from practicum sites.
d. Purchase standard ATP uniform and accessories.
e. Read and review the Technical and Performance Standards for Athletic Training.

E3.4 Fees and Costs
a. Laboratory Fees: Students are not assessed any lab fees until accepted into the professional phase of the ATP curriculum.
b. Game Uniform (Approx. cost $100.00): Each student is required to purchase an ATP collared shirt (purchased through program) and khaki pants/shorts.
c. Daily Uniform (Approx. cost $100.00): Each student is required to purchase ATP t-shirts and shorts for daily wear. Proper khaki shorts/pants can be worn instead of the ATP shorts if desired. (See Professional Attire Policy)
d. Fanny Pack and Scissors (Approx. cost up to $100.00, depending on vendor)
e. Textbooks (See APPENDIX C)
f. Students are responsible for all travel expenses for required practicum rotations.
g. Students are responsible for all expenses for required immunizations.

E3.5 Students have the opportunity to compete for scholarships and awards at LMU and through outside sources. These opportunities include but are not limited to those identified in APPENDIX D.

E4 TRANSFER STUDENT POLICY
E4.1 All students wishing to transfer into LMU ATP must first meet all of the Pre-Practicum Phase requirements and submit application to Practicum Phase of the ATP.
E4.2 Each transfer student may petition for prior course work and clinical experiences to be considered as equivalents of courses and/or clinical experiences within the LMU ATP.
E4.3 The following policies and procedures will be followed in order to consider transfer students prior to admission:

E4.3.1 Petition Process: The transfer student must submit in writing his/her request for accepting previous coursework and clinical experiences. Included in this document should be the following:
   • Name of course, credit hours, professor, institution offered, and name of the ATP course to be substituted.
   • A notarized copy of a verification of supervision for all previous clinical experiences and hours completed.
   • Documentation of proficiency skills mastered with verification from a Preceptor.
   • A detailed copy of a course syllabus (to include course description & outline of events) for all courses or a detailed letter from the instructor describing what was taught.

E4.3.2 Course Acceptance Procedure:
   • The ATP Admissions Committee will review the course descriptions and syllabi.
   • The committee will then compare the said course to the ATP course and determine if they are comparable. The following criteria will be evaluated:
     o Credit hours
     o Content
     o Laboratory/ Clinical experiences
   • If the course does not have comparable credit hours, content, and laboratory experiences, the course will not be substituted for the ATP course and the student will follow the normal ATP curricular plan.
   • If the course has comparable criterion to the ATP course, the student will then be placed within the curricular plan where appropriate.

E4.3.3 Clinical Experience Acceptance Procedure:
   • The committee will review each of the verification of supervision documents and proficiency skills mastery documentation.
The committee will then compare the said clinical experiences to the LMUI ATP clinical experience requirements and determine if they are comparable.

- If the course does not have comparable assignments, responsibilities, clinical setting or supervision, then the clinical experience will not be substituted for the Lincoln Memorial ATP clinical experience and the student will follow the normal athletic training clinical experience rotation plan.

- If the clinical experience has comparable criterion to the LMU ATP clinical experience, the student will then be placed within the curricular plan where appropriate.

E4.3.4 The ATP Admissions Committee has the right to accept or reject any prior coursework or clinical experience in accordance to the above procedures.

F LMU BACCALAUREATE DEGREE REQUIREMENTS

Admission to the University does not guarantee admission to the Athletic Training Program.

- Complete a minimum 128 semester credit hours for the baccalaureate degree, comprised of courses in the major program, Baccalaureate Core Curriculum, and electives and/or minor program.
- Complete the Baccalaureate Core Curriculum requirements appropriate to the degree.
- Complete all course requirements of the declared baccalaureate major.
- Complete at least 33 percent of the baccalaureate major program at LMU.
- Complete at least the last 32 semester credit hours for the degree at LMU.
- Complete a minimum of 42 semester credit hours of 300/400 level courses.
- Complete a minimum of 60 hours, toward the baccalaureate degree, at senior level institutions.
- Achieve a minimum 2.00 cumulative grade point average (GPA) for all coursework.
- Achieve a minimum 2.00 GPA for coursework within the declared baccalaureate major, unless more stringent requirements are stated under the academic department.
- Obtaining official certification for graduation verified by the assigned academic advisor and chair of the appropriate academic department.
- Participating in the Commencement ceremony following the completion of all degree requirements.

F1 UNIVERSITY WRITING REQUIREMENT

F1.1 Sequential Enhancement of Writing Skills (SEWS)

According to the Undergraduate Catalog, “LMU requires that the student demonstrate at least a minimum competency in writing each year of his/her degree program. Freshman, sophomore and junior requirements are met in ENGL 110, 210 and 310. Junior and senior requirements are met within selected courses in the major program. Each student must successfully complete SEWS requirements for graduation.”

F2 ACADEMIC DIFFICULTIES

F2.1 Students experiencing academic difficulties in the baccalaureate core curriculum or the athletic training major need to meet with their instructors and academic advisors. A minimum cumulative grade point average of 2.0 is required for all athletic training majors. A minimum grade point average in all classes required for an athletic training major of 2.5 is required. Students can seek academic tutoring in the Tagge Center for Academic Excellence. Students with certified learning problems or difficulties may receive additional assistance by contacting the Vice President for Student Affairs and/or the ATP Director.
F3  STUDENT COURSELOAD
F3.1 Due to the vigorous nature of the athletic training program, students will take 16-17 semester credit hours per semester, on average, at LMU. A full-time student is one that carries at least 12 credit hours per semester. An average of 16 semester credit hours per semester is necessary to complete the baccalaureate degree within a 4-year period. Students registering for more than 17 credit hours in a semester must have approval from the Vice President for Academic Affairs.

F4  DECLARING ATHLETIC TRAINING AS A MAJOR
F4.1 A major is a chosen primary field of study within a baccalaureate degree. A minor is a secondary field of study within a baccalaureate degree. To formally declare a major, the student must complete the appropriate form. The Declaration of Major Form can be found in the Office of the Registrar or with the student’s assigned academic advisor. A change of major is at the discretion of the student, but the student is urged to speak with his or her academic advisor before making any changes. A copy of the Declaration of Major Form is kept in his or her academic advising file.
For the LMU athletic training faculty and staff to function smoothly and consistently, the following chain of command is in effect:

Decisions should always be referred to the next higher-ranking individual that is immediately available.
H  ATHLETIC PARTICIPATION

H1  Athletic training students are allowed to participate in most varsity sports with the understanding that course requirements (including clinical courses) will NOT be altered due to their athletic participation.

H2  Due to the time commitment required for athletic training clinical education, participation in an intercollegiate sport during the Practicum Phase of the curriculum is very difficult.

H3  Any student wishing to participate in an intercollegiate sport is required to meet with the program director and Clinical Education Coordinator, prior to his/her application into the Practicum Phase of the curriculum, to develop a clinical education plan and anticipated completion of curriculum requirements for graduation.

H4  Once admitted into the Practicum Phase of the curriculum, each student-athlete will be required to meet ALL clinical education requirements for all athletic training students and therefore may experience a delay in his/her anticipated graduation date.

H5  Athletic training students will not be excused from clinical education requirements to participate in intramural practices/games.

I  ATP ADVANCEMENT

Once admitted to the ATP, the student must maintain academic success in all clinical and didactic courses in order to progress to the next semester. If progress is unsatisfactory in either a didactic or clinical course, the student will be placed on At Risk Status within the ATP Program in order to remedy their deficiencies.

I1  PROGRESSION POLICY

I1.1  Practicum courses are the culmination of all the skills learned in previous semester didactic courses. As a result, students are expected to be 100% successful in these courses. A student who is unsuccessful in a practicum course will not be allowed to progress in the ATP and must be successful in the practicum course the next time the course is offered. Any student unsuccessful in a practicum course will delay their graduation date.

I1.2  Didactically, a student is permitted ONLY one unsuccessful attempt (or withdrawal) in any ATTR/PEXS required courses throughout his/her progression in the curriculum. An unsuccessful attempt (or withdrawal) will warrant the student to be placed on Programmatic At Risk Status by the ATP Program. (Any student placed on At Risk Status by the ATP may have a delay in their graduation date.)

I1.2.1  The athletic training student will be required to be successful the next time the course is offered. The ATP considers each course to be independent. Any student unsuccessfully attempting a didactic course will not affect the requirements of a practicum course. As a result, clinical proficiencies required in a practicum portfolio will not change as a result of the unsuccessful attempt in a didactic course.

I1.3  Programmatic At Risk Status (PARS)

Any ATS having an unsuccessful attempt at an ATTR/PEXS course will be placed on Programmatic At Risk Status by the ATP Program. The student is required to retake the course the next time the course is offered and must be successful.

I1.3.1  While on PARS the student is required to be successful in all ATTR/PEXS courses. Failure to successfully pass all ATTR/PEXS courses will result in the student not being allowed to progress in the ATP. In order to help the student be successful, a
remediation plan will be created and may include additional supervised interaction.

I1.3.2 In order to address any clinical deficiencies, resulting from the unsuccessful attempt the student will meet with the Course Instructor and create a Remediation Plan. As previously stated, “clinical proficiencies required in a clinical portfolio will not change as a result of the unsuccessful attempt” as a result, it is the responsibility of the student to work with the Course Instructor and Preceptors to execute the Remediation Plan outlined.

I1.3.3 Students that allow their cumulative grade point averages to fall below 2.75 will be considered for dismissal from the program.

I2 ACADEMIC SUCCESS POLICY
Each semester the athletic training student is expected to meet high standards for successful completion of ATTR courses. As a result, the following policies are in place to help monitor progress and promote success.

I2.1 Didactic ARS (APPENDIX E)
Within any ATTR didactic course an ATS receiving below an 80% on an examination will be required to have a documented meeting with the Course Instructor and a referral to the Remediation Coordinator made. The Remediation Coordinator will determine the extent of the remediation and then forward a copy of the Remediation Plan to the AT Program Director. It is the student’s responsibility (with the Remediation Coordinator’s guidance) to execute the Remediation Plan. Repeated scores below 80% will result in the student’s course grade being negatively affected.

I2.2 Competency ARS
I2.2.1 Within any ATTR Practicum course the Practicum Course Instructor and the Preceptor(s) will assess the athletic training student’s performance each rotation according to the clinical performance evaluation scale. The student is expected to attain clinical performance ratings of 4.0 or above. Any score average below a 4.0 requires remediation as determined by the Preceptor &/or Practicum Course Instructor. It is the student’s responsibility (with the Preceptor’s and Practicum Course Instructor’s guidance) to execute the Remediation Plan. Repeated scores below 4.0 may result in the student’s portfolio or course grade being negatively affected.

I3 ACADEMIC DISMISSAL POLICY
I3.1 Students may be dismissed from the program for inappropriate or unethical behavior as outlined in the ATS Clinical Handbook, Athletic Department Student Handbook, or Lincoln Memorial University Student Handbook. (Refer to Professional Demeanor Policy)
I3.2 Students dismissed from the program may reapply the following year. (During this interim, students will not be allowed to actively engage as an athletic training student at Lincoln Memorial University.)
I3.3 Once dismissed, the athletic training student will be advised to schedule an appointment with the Director of Academic Excellence to be counseled on other career and academic options.

I4 STUDENT APPEALS POLICY
I4.1 An ATS may appeal any decision regarding his/her admission, progression, or dismissal from the ATP. A student wishing to appeal a decision must do so in writing to the ATP Director within 10 business days.
ACADEMIC GRIEVANCE PROCEDURE
I5.1 Grievances concerning any aspect of academics should first be taken to the instructor of the class, if a classroom situation is in dispute. If a student feels he/she needs to take the matter further, the chair of the department offering the course should be consulted no later than two weeks following the first day of classes for the next semester (including summer terms). The next appeal source is the dean of the applicable school. A final decision may be rendered by the Vice President for Academic Affairs. If the dispute involves an academic program, the academic advisor or the chair or the department should be consulted first. All academic and grad appeals must be submitted in writing.

ATHLETIC TRAINING STUDENT CONDUCT

J PROFESSIONAL APPEARANCE POLICY
J1 As a member of the allied health professional staff at Lincoln Memorial University, students are required to maintain a professional and appropriate appearance both on and off campus. This is a necessary measure to present a professional image to our LMU faculty, staff, and students, as well as, maintaining a positive public image for the ATP and the profession of athletic training.
J2 The ultimate decision on the attire or appearance being appropriate for the ATS to carry out clinical assignments is at the discretion of the Preceptor supervising the student at the respective venue. In the event of a disagreement between the Preceptor and the ATS, the ultimate decision will be deferred to the Clinical Education Coordinator and/or the ATP Director.
J3 It is the student’s responsibility to be in appropriate dress at all times during clinical rotations. At no time will a student’s absence or late arrival for athletic training duties be excused when a student is dismissed for inappropriate dress.
J4 Remember you represent the ATP and you should never do anything to embarrass yourself, your fellow students, the program or the university. It is considered inappropriate to wear athletic training clothing to social events (parties, clubs, etc) and events not related to the program’s mission and goals.
J5 Each athletic training student must purchase at least one athletic training program polo shirt, two program T-shirts, shorts, a fanny pack and a nametag as well as adhere to the following policies:
J5.1 LMU Athletic Training Apparel may only be worn when the student is acting as an ATS.
J5.2 Name tags must be worn in plain view, above the waist, whenever off campus.
J5.3 Shirts will be tucked in neatly at all times as an ATS or when in the athletic training clinic for any reason (no exceptions). All shirts must be of length to be able to be tucked into the shorts or pants; they must also have sleeves that cover over both shoulders.
J5.4 An athletic training program logo shirt (T-shirt or polo) must be worn at all times that a student is acting as an athletic training student. Athletic training logo T-shirts or polo may be worn for daily athletic training clinic activity and practice settings. Athletic training logo polo shirts should be worn for event coverage.
J5.5 Shoes must be worn in the athletic training clinic at all times. Shoes must be closed toe and close backed (no sandals, flops or Birkenstock type shoes allowed). Tennis / turf shoes are recommended. Socks must be worn, must match, and are to be plain white, grey, black or navy blue in color.
J5.6 Pants/Shorts
J5.6.1 Pants/ Shorts will be worn in an appropriate and neat manner with the waist of the pants/shorts located on the person’s waist with a belt (if the pants have belt loops). All pants/shorts will be neat, free of stains, without holes and not cut off. No jeans allowed!
J5.6.2 Shorts must all be of appropriate length (mid thigh to just below the knee) and clean (no cutoffs, no rips, no holes).

J5.6.3 ATP approved athletic wind pants/shorts may be worn in accordance with the daily dress code. Athletic shorts must all be of appropriate length mid-thigh to just below the knee) and clean (no cutoffs, no rips, no holes).

J5.7 Sweatshirts, wind pants and/or jackets must be LMU brand, or plain. Acceptable colors of black, navy blue, white, or gray or may be specific to the clinical site.

J5.8 **Parkway Clinic Attire:** will be LMU athletic training polo shirt, khaki pants. The only variations to this dress uniform will be in instances where the ATS chooses to “dress up”. “Dress up” attire can include dress pants (navy or black in color) and a collared shirt or blouse. Attire should not be excessively tight or revealing in any manner and should portray a professional appearance at all times. Closed toed shoes and nametags should be worn at all times during practicum rotations at the Parkway Clinic. Absolutely no shorts or t-shirts are allowed!

J5.9 **Outdoor Game Attire:** LMU athletic training polo shirt, khaki shorts/ khaki pants or ATP wind pants. Due to the changing conditions and the potential for decreased traction, sneaker type shoes are required for all outdoor sporting events. No Sperry type shoes are allowed. The only variations to this game dress uniform will be in instances where the sport’s staff requests the ATS to “dress up” or other considerations are made by the AT staff (all variations must be approved prior to competition).

J5.10 **Indoor Game Attire:** LMU athletic training polo shirt, khaki pants. The only variations to this game dress uniform will be in instances where the sport’s staff requests the ATS to “dress up” or other considerations are made by the AT staff (all variations must be approved prior to competition).

J5.11 **Practice Attire:** LMU athletic training t-shirt or polo, ATP mesh shorts/wind pants or khaki shorts/ khaki pants. Due to the changing conditions and the potential for decreased traction, sneaker type shoes are required for all outdoor sporting events. **No Sperry** type shoes are allowed!

J5.12 You may wear nice dress clothing, as long as it meets the above criteria (other than having LMU on it) when participating in certain clinical rotations. These instances will be delineated by the supervising Preceptor.

J5.13 Each semester the ATP will facilitate the ATS purchase of ATP clothing. Clothing will be ordered only once per semester.

J6 In order to maintain the professional appearance of the students of the athletic training program, the following areas will also be considered part of the code.

J6.1 All athletic training students must practice good hygiene. Athletic training students are expected to use discretion with make-up, perfume, cologne, and jewelry. Fingernails must be maintained at a short length to not interfere with daily duties. *(There may be more restrictions to these rules based on clinical assignment and rotations.)*

J6.2 Hair should be kept neat, maintained, and out the way. For males, hair may not extend below the shirt collar. For females with long hair, it must be pulled back/put up in a neat and functional fashion. Hair must be “naturally occurring colors” and should not be worn in an attention-causing manner.

J6.3 Facial hair should be kept to a minimum or neatly trimmed (if having a mustache or beard). Face should be clean-shaven on a daily basis or an establish growth – no in between growth is acceptable.
J6.4 Jewelry (necklaces, bracelets, watches, rings, etc) must not interfere with the proper delivery of patient care. Earrings are acceptable if appropriate but may not be long or dangling. Visible body piercing that interfere with performing emergency techniques will not be allowed.

J6.5 Hats may be worn indoors in during practices or when in the Tex or Mars AT clinics during practice. Hats are NOT ALLOWED during or in preparation for an indoor game or in the Parkway clinic at any time. Hats must be worn “front-words” and must be neat and clean. They must have a LMU logo or be plain navy blue, gray, white, or khaki. They will not display vulgar, obscene/offensive images nor display logos of other universities. Discretion is left in the hands of the Preceptor as to what may be inappropriate.

J6.6 Nothing considered a “fad” or ostentatious will be acceptable. Discretion is left in the hands of the Preceptor as to what may be inappropriate.

J7 At the discretion of the preceptor, an athletic training student may be dismissed from a daily clinical experience do to a profession attire violation.

K PROFESSIONAL DEMEANOR POLICY

Athletic training students are expected to conduct and portray themselves in a professional manner. They are expected to display a high level of integrity at all times and hold themselves to a high set of moral and ethical standards.

K1 Any behavior on or away from LMU that is illegal or punishable by law, where the student is representing the University in any capacity, and which places the ATP or LMU in a poor public position may result in probation, suspension, or dismissal from the ATP. (APPENDIX F)

K2 SMOKE FREE CAMPUS POLICY

LMU is a tobacco-free campus. Use of tobacco on campus is not allowed and can result in disciplinary action by the AT program and/or the University being taken.

K3 According to the LMU Drug and Alcohol Policy: STUDENTS MAY NOT POSSESS, CONSUME, SELL, USE, OR BE IN THE PRESENCE OF ALCOHOLIC BEVERAGE OR NON-MEDICALLY PRESCRIBED DRUGS ON CAMPUS GROUNDS, IN UNIVERSITY BUILDING, OR AT UNIVERSITY ACTIVITIES. (APPENDIX G)

K4 As an athletic training student, the use of illegal drugs will not be tolerated. As a member of the LMU athletics program athletic training students will be subject to the same drug testing guidelines as the student-athletes. It is the student’s responsibility to become familiar with the Lincoln Memorial University Department of Intercollegiate Athletics Drug Education and Screening Policy located in APPENDIX H.

K5 Any action deemed as, construed as, or pertaining to sexual harassment as defined in Student Handbook, by any Athletic Training Student will result in referral to The University Discipline Committee for appropriate action and possible removal from the ATP (LMU Sexual and Other Harassment Policy- APPENDIX I) (NATA Sexual Harassment Policy- APPENDIX J).

K6 Any action by an athletic training student that is deemed as discriminating against race or religion will not be tolerated. These actions may result in probation, suspension, or dismissal from the ATP.

K7 SOCIAL NETWORKING POLICY: Lincoln Memorial University supports use of blogs and social networking sites* by University departments/programs.

Users must recognize that:

• All information posted on a University department/program blog and/or social networking site must: be in compliance with the LMU’s Acceptable Use Policy (outlined in the faculty/staff policy manual and student handbooks) and all others University policies, follow acceptable social behaviors and comply with federal and state regulations.
• If an activity on a social networking site is reported as violating University policy as outlined in the appropriate handbook, it will be investigated and handled according to the disciplinary process.

• University department/program blogs and social networking websites/pages created in the University’s name are representative of Lincoln Memorial University and therefore subject to the guidelines, policies and branding of the LMU. Adherence to the University style manual is mandatory.

• University representatives can and do monitor these web sites regularly. LMU reserves the right to disable, change or modify University department/program blogs and/or social networking sites if University policies are not followed.

• Personal blogs identifying a person as an LMU employee or student should have a clear disclaimer that the views expressed by the author in the blog is the author’s alone and do not represent the views of the University. Sample disclaimer: This is my personal account and the content included here does not represent the opinions of my employer.

• Be respectful of the University, faculty, staff, students, and University constituents.

• Information published on University department/program or personal blogs and social networking sites shall comply with the University’s confidentiality and HIPPA policies. Information which is confidential and proprietary to the University shall not be posted. These restrictions also apply to comments posted on other blogs, forums, and social networking sites.

• Respect copyright laws and reference or cite sources appropriately. All official University department/program blogs and/or social networking sites must include this disclosure statement: This is an officially recognized entity of Lincoln Memorial University. Any questions about content can be directed to the Office of Public Relations and Marketing.

When considering creating a University department/program blog and/or social networking site, users are asked to contact the director of social networking for assistance in setting up the page to match the look and feel of the University branding and website. Additionally all official University department/program blogs and/or social networking sites must be registered with the director of social networking, who should be added as an admin (where available).

*Social networking sites include, but are not limited to: Facebook, MySpace, Twitter, YouTube, Flickr, LinkedIn, etc.

K8 All athletic training students must successfully complete and gain certification in order to operate the utility vehicle.

K9 All athletic training students are expected to abide by the Parking Regulations of Lincoln Memorial University when parking personal. Illegal parking will be subject to citations by the LMU Police Department.

K10 Any student wishing to file a grievance must do so in writing following the following procedures: Grievances concerning any academic issues should first be taken to the instructor of the class. If a student feels he/she needs to take the matter further, the chair of the department in which the course falls should be consulted. The next appeal source is the Dean of the applicable and finally the Vice President for Academic Affairs.

K11 Failure to comply with any of the policies and procedures of the ATP will result in a Disciplinary Report being issued. Repeated Disciplinary Reports may result in an unsatisfactory course grade and potentially probationary status. The student will be informed of disciplinary action and will be
given due process. If the offending action is severe enough to warrant suspension or termination, the student will be referred to the Dean of Students.

K12 Students should use the NATA Standards of Professional Practice (APPENDIX K) and the NATA Code of Ethics (APPENDIX L) as the ultimate guide for their conduct as an athletic training student. Any violations of the NATA Code of Ethics should be reported directly to the NATA (APPENDIX M).

K13 At the discretion of the preceptor, an athletic training student may be dismissed from a daily clinical experience due to a profession demeanor violation.

L ATHLETIC TRAINING STUDENT RELATIONSHIPS

L1 The athletic training student comes in contact with other members of the Athletic Department and the public quite often. It is helpful to know the limits of this contact in order that some unfortunate circumstances can be avoided. Following are brief guidelines to use in dealing with others during your assigned activities.

L2 ATHLETIC TRAINING STUDENTS TO FACULTY/STAFF ATHLETIC TRAINERS

L2.1 The faculty/staff athletic trainer is the ultimate authority in the athletic training clinic (see chain of command).

L2.2 The faculty/staff athletic trainer's orders/requests are to be carried out as promptly as possible and not to be passed to subordinates.

L2.3 It is perfectly acceptable to ask questions of a faculty/staff athletic trainer about anything pertinent. Ask, do not challenge in front of patients/athletes.

L2.4 If there are any grievances, they are to be directed to the faculty/staff athletic trainer first or to the Head Athletic Trainer or AT Program Director where the appropriate course of action will be decided upon.

L2.5 The Graduate Assistant Athletic Trainers are members of the STAFF.

L3 ATHLETIC TRAINING STUDENTS TO MEDICAL DIRECTOR &/OR TEAM PHYSICIANS

L3.1 The medical director is the ultimate medical authority for the AT Program. The Team physician is the ultimate medical authority for athlete care.

L3.2 Always follow the physician’s directions explicitly.

L3.3 Referral to the team physicians during practicum rotations can only be made upon request by the staff athletic trainers.

L3.4 Athletic training students are encouraged to actively interact with the team physician. When observing or participating an athlete evaluation, athletic training students should ask questions and be attentive to what the physician says or does.

L3.5 If you are present when an athlete is being examined by a team physician, present the case to the physician including sport, history, the details of the injury, and your impressions.

L3.6 Whenever you are involved in patient care with a student athlete and an on-site physician always accompany the student athlete into the examination, be attentive and be able to inform the athletic training staff on the status of the student athlete or their injury.

L3.7 Remember, these physicians are extremely busy, they may run behind schedule or seem abrupt at times, but they are vital to the performance of our jobs and should be treated with respect at all times.

L4 ATHLETIC TRAINING STUDENTS TO COACHES

L4.1 The Head Athletic Trainer, Assistant Athletic Trainer, Athletic Trainer and Graduate Assistant Athletic Trainer(s) are ultimately responsible for reporting injuries or the status of student athletes to the respective coach.

L4.2 If a coach asks you a question about an athlete or their injury, answer it to the best of your knowledge, do not speculate. If a question still remains, refer the coach to the AT. At the
discretion of the preceptor, an athletic training student may be dismissed from a daily
clinical experience due to a profession demeanor violation.

L4.3 Adhere to the coach’s rules as though you were a member of the team; avoid giving the
appearance of having special privileges.

L5 ATHLETIC TRAINING STUDENTS TO ATHLETES

L5.1 The role of the athletic training student is twofold: a student and an athletic training
student. Each student is asked to remember that both in and out of the athletic training
clinic, they are filling both of these roles and should act accordingly.

L5.2 Treat each and every athlete the same, with respect.

L5.3 Do not discuss an athlete’s injury with anyone other than the athlete, his/her coaching staff,
and the faculty/staff athletic trainers and students. Discussion with any other individual is a
violation of the student-athlete’s right to privacy and can result in a Disciplinary Report
being issued.

L5.4 Refer the athlete to a faculty/staff athletic trainer if he/she has a question you cannot
answer. Do not speculate.

L5.5 If any problems arise with an athlete, refer the problem to a faculty/staff athletic trainer
immediately.

L5.6 Each ATS is expected to exercise a professional demeanor at all times and follow the NATA
Code of Ethics.

L5.7 Do not provide an alibi for athletes.

L5.8 Do not issue special favors.

L5.9 Athletic trainers dating athletes can lead to very compromising situations and therefore is
discouraged. It is recognized that in working closely with various sport teams that
friendships may arise with student-athletes. Athletic training students developing a
friendship with an athlete should inform the ATP of the friendship so potential conflicts can
be prevented.

L5.10 If the relationship between an ATS and student-athlete becomes evident in the clinical
setting and/or the ATS cannot perform his/her duties, the ATS will be reprimanded and may
be removed from that assigned rotation.

L6 ATHLETIC TRAINING STUDENT TO HIGH SCHOOL ATHLETES

L6.1 Practicum at the local high schools are for educational purposes only. It is unacceptable for
athletic training students to engage with high school athletes on social networking sites. This
includes but is not limited to: befriending, displaying friendships, posting pictures or videos
with high school athletes from associated clinical rotations.

L6.2 Athletic trainers dating high school athletes can lead to very compromising situations and
therefore is forbidden. It is recognized that in working closely with various sport teams that
friendships may arise with high school athletes. Athletic training students developing a
friendship with an athlete should inform the ATP of the friendship so potential conflicts can
be prevented.

L6.3 All communications regarding a high school athlete’s injury should be directed to the
parents/guardians of the athlete, not through phone calls or texts to the athlete directly.

L7 ATHLETIC TRAINING STUDENT TO ATHLETIC TRAINING STUDENT

L7.1 Treat one another with respect and with a professional attitude.

L7.2 Share the work as assigned, always do your part.

L7.3 Be fair with those students under you.

L7.4 Be constructive in your criticism, helpful in your comments.

L7.5 Refer confrontations and problems to supervising Preceptor or ATP administrator.
Always attempt to challenge each other to grow in skill and knowledge attainment.

ATHLETIC TRAINING STUDENT TO THE PUBLIC AND MEDIA
L8.1 Accept their attention, graciously, don't seek it out.
L8.2 Present yourself with conduct and manner becoming to an allied health care professional.
L8.3 Be courteous.
L8.4 Refrain from discussions regarding athletes, athletics, coaches or teams.
L8.5 Do not be the "inside source" for your friends or the media.
L8.6 Avoid making statements concerning the status of an injured athlete; refer them to one of the faculty/staff athletic trainers.
L8.7 Remember your first responsibilities are to your athletic training educational duties. Conversations not pertinent to your ATS responsibilities should not interfere you’re your ability to complete ATS responsibilities.

ATHLETIC TRAINING STUDENTS TO SALESPERSONS OR VENDORS
L9.1 You are more than welcome to listen to sales pitches made to staff athletic trainers and to ask questions, but refrain from talking business.
L9.2 Do not accept free samples, unless given permission by a faculty/staff athletic trainer.
L9.3 Make no commitments.
L9.4 Endorse no products.
L9.5 Sign nothing.
L9.6 Do not allow yourself to be photographed using a product that can be identified or used as advertisement.

ATHLETIC TRAINING STUDENTS TO ATHLETIC DIRECTOR
L10.1 The athletic director has the ultimate responsibility for all aspects of the athletic program and reports directly to the University President.
L10.2 If the athletic director asks you a question about an athlete or their injury answer it to the best of your knowledge, do not speculate. If a question still remains, refer the athletic director to the staff athletic trainer.

ATHLETIC TRAINING STUDENTS TO VISITING TEAMS
L11.1 All visiting teams are our guests and are to be treated with proper courtesy and respect.
L11.2 The LMU Athletic Training Department will do everything in its power to make sure an injured opponent is treated with the best medical care.

EMPLOYMENT AND ATHLETIC TRAINING
M1 The ATP understands the ATS need for part time employment to assist with financing their education. Students will be allowed to hold part time jobs outside of the ATP only if the job does not interfere in any way with the assigned responsibilities as determined by the ATTR staff.
M2 Due to the time commitment of clinical education and the academic demands of the ATP it is strongly recommended for each student seek financial aid through various scholarships, grants and loans. Athletic Training Students are expected to make the ATP a priority. All students desiring to obtain part-time employment during the fall and spring semesters must notify the AT Program Director for approval in advance of beginning the employment.
M3 Clinical education experiences primarily take place in the afternoons, evenings, and on weekends (depending upon the clinical assignment). Students desiring to secure a part time employment situation must take this into account when scheduling their time. The ATS will not be released from requirements associated with clinical education experiences due to employment.
CLASSROOM EDUCATION GUIDELINES AND RESOURCES

CLASS ATTENDANCE POLICY

1. The ATP faculty is responsible for the design and instruction of the academic courses contained within the curriculum. The faculty feels that these courses, combined with practicum education and experience, are vital to the overall success of students in the Athletic Training Program. As such, the faculty feels students enrolled in the ATTR should attend 100% of all class meetings. All athletic training students will be required to attend and actively participate in all ATTR courses.

1.1 Students are expected to be seated and prepared to initiate class activities at the time designated for the class to begin. Those students not ready to initiate class as described will be considered tardy. Attendance policies are as determined by the individual professors.

1.1.1 Roll will be taken at the beginning of classes and faculty is not obligated to amend the roll for students arriving after that time. Faculty may, at their discretion, choose to refuse admittance to anyone who arrives after class has begun (i.e. lock classroom doors or dismiss student.)

1.1.2 This policy applies to laboratory class meetings and includes appropriate dress.

1.2 ATP Faculty may choose to create an individual attendance policy for his/her course. Each student is responsible for reviewing attendance policy in the syllabus for each course.

1.3 Athletic training students may occasionally be absent from courses while engaging in another aspect of athletic training education (traveling with a team, taking athlete to physician, etc.) In these instances students must provide advance notice and gain written permission from all instructors whose classes will be missed. The faculty permission form (APPENDIX N) should be turned into the Clinical Education Coordinator at least one week before leaving.

ACADEMICS

1. Once a student has been accepted into the Clinical Phase of the curriculum, he/she is required to see an ATP Faculty member for academic advising every semester while in the ATP. All schedule changes must be cleared by the ATP Advisor before the change is made with the University.

2. Athletic training students are to remain in good academic standing with a 2.75 cumulative GPA.

3. Athletic training students who fall behind in their academics are subject to At Risk Status, not progressing in the ATP and/or dismissal from the ATP.

4. Plan to graduate on time by remaining diligent in the classroom.

5. Seniors are strongly encouraged to take the Board of Certification Exam in April while the student is still in the studying mode of the semester.

COMPUTER USE

1. At no time should computer use during class time be distracting to the student, classmates or faculty. Faculty may allow, discontinue or ban use of a computer at any time.

ACADEMIC INTEGRITY

1. At the instructor’s discretion anyone found to be practicing plagiarism, either in a written or oral assignment or on an exam, may receive an “F” as the final grade for the course.

2. All assignments are subject to submission to Turnitin.com, a plagiarism detection software provided through Blackboard. All work submitted to Turnitin.com will be added to its database of papers. Specifically, this service compares your paper with Internet web pages, articles in databases, and all papers previously submitted from this university. Turnitin.com
then either confirms the originality of your work or gives the source of plagiarism. In cases of detected plagiarism, the paper and supporting evidence will be handled in compliance with Lincoln Memorial Student Handbook.

N5.3 It is the aim of the faculty of LMU to foster a spirit of complete honesty and a high standard of academic integrity. The attempt to present as one’s own the work of others is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension.

N5.4 **Cheating:** dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or illegally entering an office. Violations will subject the student to disciplinary action.

N5.5 **Plagiarism:** offering the work of another as one’s own without proper acknowledgement is plagiarism; any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, web sources or other reference works, or from the themes, reports, or other writings of a fellow student has committed plagiarism.

### ATHLETIC TRAINING PROGRAM LIBRARY AND EDUCATIONAL RESOURCES

**O1 Athletic Training Program Library**

The ATP Library consists of books, magazines, periodicals, pamphlets, and other publications located throughout the athletic training facilities and in faculty/staff offices.

O1.1 Resources of the ATP library are for the use of the athletic training students only.

O1.2 If an athletic training student wishes to check out a resource, he/she must provide their name, the title, author, publisher, volume, and issue number, etc. in writing to the owner of the resources. **This privilege is for athletic training students only.** Absolutely no one else may borrow or checkout any publications without written permission or in-person approval by the owner of the resource. Once granted permission, the above procedure should be followed exactly with the borrower signing the book. Any student failing to follow and comply with the above policy and procedure exactly will lose this privilege for an indefinite period of time. The above procedure also applies to any and all audio-visual materials.

**O2 Carnegie-Vincent Library**

O2.1 **Electronic Interlibrary Loan Request:**

Using this new electronic system you will first and only once create a profile, then use the system to make Interlibrary Loan (ILL) requests and track the progress of your requests online, anytime from any location. Go to **ILLiad** and then click on "First Time Users" to establish an account. If there are any questions about this new system, please call the Interlibrary Loan office at 985-448-4633. This new system is designed to eliminate the current paper-based system and make interlibrary loan more efficient.

O2.2 **Purpose of Interlibrary Loan:**

Libraries cooperate to advance scholarship and learning by lending books and other materials to each other. Interlibrary loans are intended to give access to unusual materials occasionally needed that the local library may not own. As such it is not to be used as a substitute for materials already in the collection.

O2.3 Carnegie-Vincent Library offers this service as a supplement to the Library's collection. Interlibrary loan is a privilege, not a right. There is no guarantee that if a request is sent, the
material will be loaned. Every effort should be made to use this Library's resources first before requesting from other libraries.

P PRACTICUM EDUCATION PLAN AND GUIDELINES

The practicum experience portion of the athletic training program is where students are introduced to, implement, practice, and master skills vital to their success as athletic training professionals. These experiences are provided in the form of practicum rotations (both on and off campus) and assignment to a Preceptor and are a required portion of the student’s educational experience.

P1 IMMUNIZATION REQUIREMENT

P1.1 Athletic training students are required to submit proof of the following immunizations prior to being allowed to complete any practicum rotations.

- Annual PPD (purified protein derivative)
  - The PPD skin test is a method used to diagnose silent (latent) tuberculosis (TB) infection. PPD stands for purified protein derivative.
  - If the PPD is considered positive a Chest radiography is required every three years.
- Hepatitis B immunization
  - established by three reported dates of immunization or by documented testing of quantitative antibody titer
- Tetanus diphtheria
  - every 10 years
- Rubella immunity
  - established by two reported dates of vaccination or documented quantitative antibody titer
- Varicella immunity
  - established by documented history or quantitative antibody titer or date of vaccination.

P1.2 Submission of immunization record

P2.1.1 Immunization records should be submitted to the Clinical Education Coordinator by the first Monday in August.

P2.1.2 The immunization must be valid for the entire academic year in order to be considered cleared for practicum rotations.

P2 ACTIVE COMMUNICABLE DISEASE POLICY SUMMARY

All students enrolled in the Athletic Training Program must help to ensure the safety and the health of the people they come in contact with on a daily basis. ATS must seek medical attention immediately and discuss the restrictions/precautions that should be imposed due to their illness. The ATS should inform their Practicum Course Instructor, Preceptor and the Clinical Education Coordinator of their status and discuss plans to address any missed practicum experiences. The ATS who has been diagnosed with a communicable/contagious disease must have a physician release before resuming their practicum activities. Athletic Training students are expected to review the complete explanation of the Active Communicable Disease Policy located in APPENDIX O.

P3 PRACTICUM EDUCATION EXPERIENCE GUIDELINES AND REQUIREMENTS

In accordance with the 2012 caATe Standards, the purpose of this policy is to assist the student in understanding his/her role and responsibilities during clinical experiences.

P3.1 Athletic training students are required to attend off campus practicum rotations and to provide their own transportation to those assignments.

P3.2 ATS will never be assigned to a practicum site or perform practicum education experiences without a preceptor providing direct supervision.
P3.2.1 Direct Supervision of Proficiencies
“Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.

P3.3 Due to the nature of athletic training education and the requirements placed on education programs by the national accreditation agency; the academic, laboratory, and clinical experience hours may exceed those expected for credit awarded for that course.

P3.4 Each student MUST complete a minimum of 1030 but no more than 1500 clock hours of practicum athletic training experiences under the supervision of a Preceptor. (LMU Athletics, high school football, etc)

P3.4.1 The minimum and maximum hours for the entire ATP are determined by the sum of the individual weeks for each practicum rotation. For the Fall Level II student, the hours are based on completing 10-13 hours per week during the rotations and result in a minimum of 150 and a maximum of 195 for the semester

P3.4.2 Students are required to stay within their maximum hours for each rotation and each semester.

P3.4.3 Occasionally, an educational opportunity (observe a surgery, participation in post-season competition, etc) may arise when a student is at (or close to) their maximum. Students wish to go over their maximum for such an opportunity are required to request permission from the Clinical Education Coordinator and/or ATP Director to go over their maximum hours. In these situations, permission to exceed the maximum and the amount of extra hours allowed will be determined on a case by case basis.

P3.4.4 Students not meeting the minimum number of practicum will be negatively impacted in their grade for the practicum course they are enrolled.

P3.5 Assigned hours at a practicum site may be adjusted to allow direct supervision by a preceptor at all times.

P3.6 Students may not assist or perform any skill they have not received appropriate training and validation of skill performance.

P3.7 Clinical Education is the culmination of didactic courses, practicum courses and clinical education experiences including:

Upper Extremity: High-risk sport to the upper extremity based upon injury statistics. Traditionally this would include throwing sports, swimming, gymnastics, etc. that require extensive stresses of the upper extremity of both genders.

Lower Extremity: High-risk sport to the lower extremity based upon injury statistics. Traditionally this would include soccer, cross-country running, track, basketball, etc. that require extensive stresses of the lower extremity of both genders.

Equipment Intensive: High-risk sports where all participants are required to wear protective equipment for the head and the shoulders. Traditionally this would include football, ice hockey, and men's lacrosse.

General Medical: General medical experiences of both genders are those associated with physicians, physician assistants, or nurse practitioners.

P3.8 Competencies in Athletic Training:
The NATA Education Council has established the minimum competencies necessary for the entry-level athletic trainer and Board of Certification exam. These competencies will primarily
be taught in your academic classes. However, each student is responsible for practicing these competencies regularly during their clinical education experiences.

P3.9 AT students are required to complete his/her assigned educational competencies/proficiencies at the discretion of the preceptor.

P3.10 All AT students are required to complete assigned competencies/proficiencies at a level specific expectation. Level II = 3; Level III = 3.5; Level IV = 4 using the following scale:
5 = Student's knowledge / performance is exceptional with no errors and at a level expected of an entry-level athletic trainer.
4 = Student's knowledge / performance is above average with self-initiated correction of non-critical errors and no need for Preceptor intervention.
3 = Student's knowledge / performance is average with non-critical errors or minimum prompting required by Preceptor.
2 = Student's knowledge / performance is below average with errors or prompting required by Preceptor. (Remediation Needed)
1 = Student's knowledge / performance is unsatisfactory with critical, harmful / potentially harmful errors which necessitates Preceptor intervention. (Remediation Needed)

P3.11 Once a student has successfully completed and been evaluated on an athletic training competency and/or clinical proficiency skill, he/she may begin to utilize these skills on a daily basis, under the supervision of a preceptor.

P3.12 The athletic training student is expected to be present and active in all academic and clinical roles as part of his/her overall education; failure to do so results in a student compromising his/her own educational experience.

P3.13 Athletic Training Students (ATS) are not to serve in the capacity of a Certified Athletic Trainer. Athletic training students are not to act in the capacity of managers, secretarial support staff, or coaches, but are expected to work closely with their supervising Preceptor in their respective roles. Requests to perform tasks other than athletic training related duties are not to compromise their educational experience.

P4 PRACTICUM ASSIGNMENT POLICY

P4.1 Athletic training students will be assigned to practicum rotations based upon a variety of factors which include, but are not limited to, the following: previous experience and clinical rotations, clinical experiences needed prior to anticipated program completion, indicated professional practice preferences, clinical proficiency and competency, professional responsibility and dependability, extracurricular activities, academic performance, class schedules, employment and other factors as felt to be pertinent by the ATP Faculty.

P4.2 Students accepted into the clinical phase of the ATP may attend away games and/or be on the sidelines, as coordinated by the responsible preceptor.

P4.3 Athletic training students are to abide by the team rules of their clinical rotation when traveling on a road trip.

P4.4 When in the athletic training clinic, be prepared to provide treatments or perform tasks (appropriate to the education level of the student) as deemed necessary by the athletic training staff.

P4.5 While at practicum rotations, the use of profanity, horse play, or actions unacceptable to the allied health care professional, will not be tolerated.

P4.6 All rules of the NCAA (www.ncaa.org) and South Atlantic Conference (www.thesac.com) governing practices, events, or competitions are to be followed by the athletic training students.
P4.7 Students are required to attain and maintain Professional Rescuer CPR certification throughout their time in the ATP.

P4.8 All students are required to participate in annual blood borne pathogen training. An 80% must be attained on the comprehension quiz in order to participate in practicum rotations.

P4.9 All emergency and potentially important phone numbers are included with the Emergency Action Plan for each site. All members of the ATP will be informed about these numbers and where they are located.

P4.10 All athletic training students will submit an evaluation for each practicum site they attend. This evaluation will become a part of summative reports each semester.

P5 PRACTICUM ATTENDANCE POLICY

P5.1 A student enrolled in the ATP is required to attend and actively participate in all scheduled/assigned clinical experiences. Therefore all athletic training students will be required to attend and be actively involved in all ATP practicum experiences as assigned. Additionally, being “tardy” for any clinical assignment will be considered an absence under the terms of this policy.

P5.2 Students are expected to be ready to initiate the practicum assignment at the designated time. Those students not ready, including appropriate dress and equipment, to initiate the clinical assignment as described will be considered tardy.

P5.3 Roll will be taken at the practicum assignment and clinical instructors are not obligated to amend the roll for students arriving after that time. Furthermore, the preceptor may choose to refuse admittance to anyone who arrives late to the clinical assignment (dismiss student).

P5.4 If an unexpected situation should arise where a student cannot attend a scheduled practicum rotation, he/she must contact the supervising preceptor and apprise them of the situation immediately. The student must then complete a Clinical Absence Form (APPENDIX P) and submit it to the Clinical Education Coordinator by the next day. Hours missed during an absence will be made up at the discretion of the preceptor.

P5.5 Please note that athletic teams may alter scheduled practices and games without warning or notice. As such the ATP requires these events receive the same consideration and attendance as all other events. At no time is anyone other than the supervising Preceptor allowed to excuse a student from a clinical experience.

P5.6 Requests for excused absences (including dates and reason) must be submitted in writing to the Preceptor one week prior to the absence. Failure to comply with this procedure may result in a Disciplinary Report and the travel may not be approved. Understandably, there will be times when absences cannot be pre-approved (illness, family emergency, etc). These will be dealt with at the discretion of the Preceptor.

P5.7 It is the student’s responsibility to communicate with all appropriate instructors and staff when these instances do arise. Again, the student should make every effort in advance of the absence to follow this notification procedure.

P5.8 Records of Disciplinary Reports will become a part of the student’s ATP permanent record. Any student who is tardy or absent from assigned clinical experiences may be issued a Disciplinary Report and follow the Disciplinary Reports Policy.

P5.9 Availability

a. ATS responsibilities begin at the scheduled time and continue until all clinical education experiences are complete or until dismissed by the preceptor.

b. Schedule all personal appointments outside of athletic training clinical hours.

c. Personal business should not be conducted in the clinical setting. This will hamper the patient care and learning experiences.
P5.10 **Punctuality:**
   a. The ATP punctuality rule: to be early is to be on time, to be on time is to be late, and to be late is unacceptable.
   b. When clinical experiences begin - look for something to do. No sitting and talking.
   c. Be efficient and stay on task.
   d. When unexpected circumstances will result in late arrival. It is the student’s responsibility to contact the preceptor immediately.

**P6 DISCIPLINARY ACTION**

Any athletic training student that has violated any items as specified under the athletic training student section regarding responsibilities, dress code, or policies and procedures is subject to disciplinary action. Below is the guideline that will be followed; however, if a situation occurs that blatant misconduct is found to have occurred, a more severe penalty may be involved. A Disciplinary Report is written documentation of student misconduct. At the discretion of the Preceptor the ATS may be immediately removed from the clinical rotation on the day of issuance.

(APPENDIX Q) The following guidelines will be utilized when issuing a Disciplinary Report:

**P6.1 Disciplinary Report Procedure**

   **P6.1.1** When a violation occurs the preceptor must inform the ATS of the infraction and complete the Disciplinary Report.

   **P6.1.2** Once the Disciplinary Report is written the preceptor should meet with the student, allow the student to read the report and provide the student with the student’s component of the Disciplinary Report.

   **P6.1.3** The preceptor’s component should then be forwarded to the Clinical Education Coordinator.

   **P6.1.4** The Clinical Education Coordinator will then contact the student and schedule a meeting to discuss the incident. The student should bring his/her component of the Disciplinary Report to the scheduled meeting, and a final decision is made.

   **P6.1.5** Once the meeting is complete the Clinical Education Coordinator will advise the preceptor, Practicum Course Instructor and AT Program Director the result of the meeting.

**P6.2** At the discretion of the preceptor, the clinical experience of a student may be suspended until the Disciplinary Report is resolved.

**P6.3** If you receive one Disciplinary Report, your clinical grade will not be impacted. For every Disciplinary Report thereafter, your overall clinical course grade will be reduced by 5%.

**P6.4** Clinical hours missed as a result of a Disciplinary Report must be made up in the respective clinical rotation by the end of clinical rotations. These make-up hours must be scheduled with the Preceptor prior to returning to normal clinical rotations.

**P6.5** Students wishing to appeal an unsatisfactory clinical grade due to variances should follow the grievance process.

**P6.6 1st Offense:** Verbal Warning

After the initial Disciplinary Report in a clinical rotation, a verbal warning will be given by the preceptor. Documentation of the verbal warning will be placed in the student’s ATP file.

**P6.7 2nd Offense:** Written Reprimand/Probation

A second violation will result in the student being required to have a meeting with the preceptor and Clinical Education Coordinator. Following the second violation, the student will be placed on probationary status. Any subsequent violations that occur while on probation could result in dismissal from the program. A note of reprimand will be placed in the student’s ATP file.
P6.7.1 Probation
Once the student has reached their second offense, they will be placed on probation for a length of time to be determined by the athletic training staff. Probation means that the student is expected to fulfill all duties assigned.

P6.8 3rd Offense: Written Reprimand/Probation/Suspension
A third violation will result in the student being required to have a meeting with the preceptor, Clinical Education Coordinator and Program Director. The student’s status in the program will be determined following the meeting. The written reprimand will be placed in the student’s ATP file.

P6.8.1 Suspension
Suspension will occur if the student has a violation while on probation, if student has already been on probation or if the student has three violations. The athletic training staff will determine the length of suspension. If a student is suspended twice in one academic year, the student will be expelled from the athletic training program.

P6.9 4th Offense: Indefinite Probation/Suspension/Dismissal
A fourth violation will result in the student being required to have a meeting with the preceptor, Clinical Education Coordinator and AT Program Director be subject to dismissal.

P6.9.1 Dismissal
Dismissal will occur if the student continues to disregard ATP policies and procedures.

P6.10 Appeal Process
The student has the right to appeal any infraction they receive. Students must appeal to the AT Program Director in writing within one week of the notification of disciplinary decision.

P6.11 Reinstatement
When and if the student is reinstated, they will resume their normal activities.

P7 CONFIDENTIALITY STATEMENT (APPENDIX R)

P7.1 Each student is required to sign a confidentiality statement covering all clinical sites and agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific or confidential information regarding any patient, except as required by law or as authorized by the clinical site.

P7.2 Each student is required to acknowledge their responsibility under applicable Federal Law and the Agreement between Lincoln Memorial University, School of Allied Health Sciences and each respective clinical site, to keep confidential any information regarding athletic patients, as well as all confidential information of the clinical site.

P7.3 In dealing with people, common sense must be your guideline. Always stay within the limits of your education and skill preparation. Do not discuss any athletic training clinic activities (injuries, treatments, doctor's reports, etc.) with others. The confidentiality of the medical atmosphere is paramount.

P7.4 You may not release information to anyone regarding an athlete. This includes the health status of an athlete, open the athlete's file for inspection, copy or reproduce any reports for anyone but the athlete, pass authorized information by telephone or use X-ray or test results for demonstration or instruction without prior, written permission.

P7.5 These guidelines must be adhered to strictly. Disregarding these instructions will result in a Disciplinary Report being issued and potentially dismissal from the ATP.
P8 STUDENT RESPONSIBILITIES

P8.1 Communication
Always stay within the limits of your education and skill preparation. Do not discuss any athletic training clinic activities (injuries, treatments, doctor’s reports, etc.) with others. You may NOT release information to anyone regarding an athlete. This includes the health status of an athlete, open the athlete's file for inspection, copy or reproduce any reports for anyone but the athlete, pass authorized information by telephone or use X-ray or test results for demonstration or instruction without prior, written permission. These guidelines must be adhered to strictly.

P8.2 In General
a. When present, the team physician is the medical authority on any injury or injury situation.
b. When the team physician is absent, this authority then falls to the faculty/staff AT and/or GA. The faculty/staff AT is the ultimate authority in the athletic training clinic or in situations occurring at the practice or competition site (refer to the chain of command in the ATS Clinical Handbook).

P9 ATP BODILY FLUID EXPOSURE POLICY

P9.1 Due to the nature of athletic training, the possibility of a student being exposed to blood or other bodily fluids containing a blood borne pathogen is ever present. Students are trained in and expected to utilize Universal Precautions whenever providing care in the presence of bodily fluids.

P9.2 While students are required to follow OSHA guidelines very closely, an exposure may occur. APPENDIX S outlines the post-exposure steps to be included. The steps are included below and are further explained in Appendix R.

1) If exposure to bodily fluids occurs during a practicum rotation the student and preceptor should immediately perform basic first aid.
2) Immediately report the incident to your preceptor.
3) Seek post-exposure services. If at an AT Practicum site your preceptor is the point of contact.
4) Obtain baseline laboratory tests, if indicated.
5) Complete the Bodily Fluid Exposure Report.
6) Complete the LMU Incident Report (APPENDIX T). In conjunction with the Chair of the Department of Athletic Training complete the LMU Incident Report for submission to Risk Management.
7) Handle insurance actions (personnel and University)

Q PROGRAM EVALUATIONS

Q1 PRACTICUM HOURS DOCUMENTATION (Rotation Time Sheet - APPENDIX U)
Q1.1 Students are required to document their weekly clinical experiences and hours, etc. and then request their Preceptor to verify the hours. The time sheet must be verified by the practicum course instructor by class time on Monday after the conclusion of the previous week.

Q1.2 Students will record one hour for each hour they are in the athletic training clinic or engaged in athletic training activity. Partial hours are recorded to the nearest ¼ hour. When rounding to the nearest ¼ hour, you must complete 8 minutes or more of the ¼ hour to round up. If you complete less than 8 minutes of the ¼ hour, you should round down.

Q1.3 When recording the amount of practicum time completed on the time sheet the student should utilized the following values: 15 min = .25 30 min = .50 45 min = .75
Q1.4 Students can only record actual hours spent performing athletic training activities can be recorded (hours to and from the practicum site or hours spent traveling are not acceptable).
Q1.5 The Clinical Education Coordinator should previously approve any deviation from practicum rotation.

Q2 ATS ROTATION EVALUATION and DOCUMENTATION
Q2.1 Each student must submit a student evaluation form completed by the Preceptor at the conclusion of his/her clinical rotation. This form provides the Preceptor’s evaluation of the student’s knowledge/performance during the rotation and will document the student’s progress towards:
   a. Cognitive Knowledge Base
   b. Psychomotor Skill Attainment
   c. Affective Development
Q2.2 The Clinical Education Coordinator will collect these evaluations during the semester.

Q3 PRECEPTOR / SITE EVALUATION
Q3.1 Each student must complete a Site Evaluation to evaluate his/her clinical experience at the clinical site at the conclusion of the rotation (APPENDIX V)
Q3.2 Each student must complete an Preceptor Evaluation to evaluate his/her clinical experience with the clinical instructor at the conclusion of the rotation (APPENDIX W)
Q3.3 The information obtained remains anonymous and is utilized to evaluate the effectiveness of the particular clinical instructor/site.
Q3.4 The Clinical Education Coordinator and/or AT Program Director shall meet with each preceptor to discuss the student survey. General comments will be shared with the preceptor to help him/her to improve their clinical site and/or their teaching methods.

R TRAVEL POLICY
R1 ATHLETIC TRAINING STUDENT TRAVEL PROCEDURES
R1.1 As part of the ATP experience, ATS may be provided the opportunity to travel with various athletic teams throughout the student’s clinical educational experiences. Any student who plans on traveling with an athletic team must submit a completed Athletic Training Student Travel Permission Form (APPENDIX N, referenced previously) to the Clinical Education Coordinator at least one week in advance.
R1.2 Remember you are representing not only yourself, but also your school and the ATP! Conduct yourself accordingly!
R1.3 When traveling with athletic teams athletic training students must follow the rules and guidelines of the respective team he/she is traveling with. Failure to comply will result in a Disciplinary Report being issued and possible reassignment to a different clinical experience.

R2 ATHLETIC TRAINING STUDENT TRAVEL DOCUMENTATION (APPENDIX N)
R2.1 Athletic Training Students seeking permission to travel with an athletic team MUST complete the following procedures one week before departure:
   a. Request permission from the traveling preceptor.
   b. Request permission from your scheduled preceptor (If different from traveling preceptor). (If approved)
   c. Request permission from each instructor whose class you will miss. (If approved)
   d. Request permission from Clinical Education Coordinator. (If approved)
   e. Complete required information on Athletic Training Student Travel Permission Form
   f. The traveling preceptor will assure ATS is included on LMU travel roster.
LEGAL PARAMETERS FOR PRACTICING ATHLETIC TRAINING

S1 STUDENTS PRACTICING ATHLETIC TRAINING IN TENNESSEE
S1.1 Taken from the licensure laws of the State of Tennessee:

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 a physician."

S1.2 Athletic training students are never to serve in the capacity of a Certified Athletic Trainer (AT).

PROFESSIONAL ORGANIZATIONS

T1 NATIONAL ATHLETIC TRainers’ ASSOCIATION

The National Athletic Trainers’ Association is the professional organization of the athletic training profession. Founded in 1950, the association now has over 36,000 members. The NATA is committed to encouraging, promoting, and advancing the profession of athletic training. The NATA sets standards for practicing certified athletic trainers through its education programs. Students are encouraged to become members of this organization.

T2 SOUTHEAST ATHLETIC TRAINERS ASSOCIATION

The Southeast Athletic Trainers' Association (SEATA) is District 9 of the National Athletic Trainers Association. It is a not-for-profit organization dealing with the concerns of its members and the profession of athletic training as a whole. This association was first started back in 1950. Initially comprised of the members of the Southeastern Conference schools, this district is represented by Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, Tennessee, Puerto Rico, and the Virgin Islands.

T3 TENNESSEE ATHLETIC TRAINER’S SOCIETY

The Tennessee Athletic Trainers Society is a not-for-profit organization dedicated to the profession of athletic training and sports medicine.

Their mission is to promote the advancement, encouragement, and improvement of athletic training in all its domains and to promote a better working relationship among those persons interested in the issues and concerns of athletic training.
In addition, their goals include the development of resources to further the ability of each of our members and to serve the interest of its members by providing a mechanism for an exchange of ideas within the profession.

Through these efforts, they strive to continually challenge their members to work towards providing the highest standards of care to those participating in organized athletics and to the physically active through education and research to benefit both the professional community and the public we serve.

Scholarships are available to students who meet certain criteria. Appropriate applications can be found in the Athletic Training office.

U STUDENT ORGANIZATIONS

U1 ATHLETIC TRAINING STUDENT ASSOCIATION
All LMU Athletic Training majors are encouraged to be members of the LMU A.T.S.A. The campus organization is designed to assist students in attending professional meetings and symposiums. Students conduct fund-raisers and community outreach projects. Students do not have to be an athletic training major to participate in this organization. (APPENDIX X)

U2 IOTA TAU ALPHA HONOR SOCIETY
During the 2014-2015 academic year Lincoln Memorial University will apply to become a chapter of the Iota Tau Alpha Athletic Training Honor Society. The purpose of Iota Tau Alpha Athletic Training Honor Society shall be to function as an honor and professional society for students of the LMU ATP. Activities of Iota Tau Alpha shall be designed to stimulate interest, scholarly attainment, and investigation in Athletic Training, and to promote the dissemination of information and new interpretations of the Society’s activities among students of ATP.
## APPENDIX A – ATP 4-YEAR PLAN

### FRESHMAN (33 hours)

<table>
<thead>
<tr>
<th>Fall</th>
<th>Cr Hrs</th>
<th>Spring</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTR 100: Foundations of Athletic Training</td>
<td>3</td>
<td>ATTR 102: Clinical Intro to AT</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 110: Freshman Composition</td>
<td>3</td>
<td>ATTR 170: Musculoskeletal Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>History Sequence</td>
<td>3</td>
<td>ATTR 170L: Musculoskeletal Anatomy Lab</td>
<td>1</td>
</tr>
<tr>
<td>Math Requirement</td>
<td>3</td>
<td>COMM 200: Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100: Introduction to Psychology</td>
<td>3</td>
<td>History Sequence</td>
<td>3</td>
</tr>
<tr>
<td>UACT 100: Strategies for College Success</td>
<td>2</td>
<td>ISYS 100: Computer Literacy</td>
<td>2</td>
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<tr>
<td></td>
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<td>PHYS 100 or 211 [pre-req for ATTR 311]</td>
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<tr>
<td></td>
<td>(AT 3 hours)</td>
<td>Total 17 (AT 5 hours)</td>
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### SOPHOMORE (33 hours)

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<th>Spring</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>ATTR 281: Practicum I in AT</td>
<td>1</td>
<td>ATTR 282: Practicum II in AT</td>
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<tr>
<td>ATTR 226: Sports Emergency Care</td>
<td>2</td>
<td>ATTR 224: Preventative Techniques in AT</td>
<td>2</td>
</tr>
<tr>
<td>ATTR 227: Sports Emergency Care Lab for the AT I</td>
<td>2</td>
<td>ATTR 228: Sports Emergency Care Lab for the AT II</td>
<td>2</td>
</tr>
<tr>
<td>ATTR 296: Evaluation I: Upper Extremity</td>
<td>3</td>
<td>ATTR 297: Evaluation II: Lower Extremity</td>
<td>3</td>
</tr>
<tr>
<td>ATTR 296L: Evaluation I: Upper Extremity Lab</td>
<td>1</td>
<td>ATTR 297L: Evaluation II: Lower Extremity Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 261: Human Anatomy &amp; Physiology I</td>
<td>3</td>
<td>ATTR 311: Therapeutic Modalities I</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 261L: Human Anatomy &amp; Physiology I Lab</td>
<td>1</td>
<td>ATTR 311L: Therapeutic Modalities I Lab</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 210: Writing about World Lit and Culture</td>
<td>3</td>
<td>BIOL 262: Human Anatomy &amp; Physiology II</td>
<td>3</td>
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<tr>
<td>LNCN 100: Lincoln’s Life and Legacy</td>
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<td>BIOL 262L: Human Anatomy &amp; Physiology II Lab</td>
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<td></td>
<td>(AT 9 hours)</td>
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### JUNIOR (33 hours)

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<tbody>
<tr>
<td>ATTR 381: Practicum III in AT</td>
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<td>ATTR 382: Practicum IV in AT</td>
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<td>ATTR 298: Evaluation III: Axial Skeleton</td>
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<td>ATTR 375: Admin of AT</td>
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<td>ATTR 298L: Evaluation III: Axial Skeleton Lab</td>
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<td>ATTR 371: Rehabilitation of Athletic Injuries I</td>
<td>2</td>
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<tr>
<td>ATTR 300X: PS &amp; Cultural Considerations in Ex</td>
<td>2</td>
<td>ATTR 371L: Rehabilitation of Athletic Injuries I Lab</td>
<td>1</td>
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<tr>
<td>ATTR 312: Therapeutic Modalities II</td>
<td>2</td>
<td>ENGL 310: American Literature</td>
<td>3</td>
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<tr>
<td>ATTR 312L: Therapeutic Modalities II Lab</td>
<td>1</td>
<td>LNCN 300: American Citizenship and Civic Life</td>
<td>1</td>
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<tr>
<td>PEXS 300: Physiology of Exercise</td>
<td>3</td>
<td>PEXS 372: Kinesiology &amp; Biomechanics</td>
<td>3</td>
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<tr>
<td>Fine Arts, Humanities, &amp; Ethics (FINE ARTS)</td>
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<td>PSYC 221 or PSYC 222 (Behavioral Sci Req)</td>
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<td></td>
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<td>Total 17</td>
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### SENIOR (29 hours)

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<tbody>
<tr>
<td>ATTR 481: Practicum V in AT</td>
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<td>ATTR 482: Practicum VI in AT</td>
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<tr>
<td>ATTR 372: Rehabilitation of Athletic Injuries II</td>
<td>2</td>
<td>ATTR 472: Med Considerations in Sports Med II</td>
<td>3</td>
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<tr>
<td>ATTR 372L: Rehabilitation of Athletic Injuries II Lab</td>
<td>1</td>
<td>ATTR 492: Senior Seminar II</td>
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<tr>
<td>ATTR 405: Fitness and Conditioning for AT</td>
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<td>ATTR 494: Osteopathic Tech. for the AT</td>
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<td>ATTR 405L: Fitness and Conditioning for AT Lab</td>
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<td>Elective</td>
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<td>ATTR 491Z: Senior Seminar I</td>
<td>2</td>
<td>Elective</td>
<td>3</td>
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<tr>
<td>ATTR 471: Med Considerations in Sports Med I</td>
<td>3</td>
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<tr>
<td>PHIL 420 or PHIL 430 (Humanities Req – Ethics)</td>
<td>3</td>
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<tr>
<td></td>
<td>(AT 13 hours)</td>
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<td>Total 13</td>
</tr>
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**Major Requirement**

**Collateral Major or Degree Requirement**

**General Education or Degree Requirement**

**Recommended Gen Ed or Guided Elective**

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AT MAJOR HOURS: 73

BS DEGREE HOURS: 128
COURSE DESCRIPTIONS

ATTR 100 - Foundations in Athletic Training. (3 cr hrs)
Basic theory and skills in the understanding, prevention, and management of injury. Fall, Spring.

ATTR 102 - Clinical Introduction to Athletic Training. (1 cr hr)
This course is designed to introduce a student to the clinical side of athletic training. Students will be taught some basic athletic training skills as well as be required to observe real world care and treatment of athletic injuries under the supervision of a BOC certified athletic trainer(s). Pre-requisite: ATTR 100. Spring.

ATTR 170 - Musculoskeletal Anatomy (3 cr hr)
In depth study of the musculoskeletal system including proper palpation techniques and muscle origin, insertion, action and innervation. Co-requisite: ATTR 170L. Spring.

ATTR 170L - Musculoskeletal Anatomy Lab (1 cr hr)
In depth study of the musculoskeletal system including proper palpation techniques and muscle origin, insertion, action and innervation. Co-requisite: ATTR 170. Spring.

ATTR 224 - Preventative Techniques in Athletic Training (2 cr hrs) Development of skills in taping, bracing, and equipment fitting that are required for the entry-level athletic trainer. Prerequisite: ATTR 226. Spring.

ATTR 226 - Sports Emergency Care (2 cr hr)
This course is designed to provide the student with knowledge and skills to meet the needs of most situations when emergency first aid care is critical to saving a life and minimizing the severity of injuries. The course includes examining various risk factors, and discussion of personal safety and accident prevention. Fall, Spring.

ATTR 227 - Sports Emergency Care for the Athletic Trainer I (2 cr hrs)
This course is the first in the emergency care series which is designed to provide the athletic training student with knowledge and skills to handle emergency situations common to athletic situations. Co-requisite: ATTR 226. Fall.

ATTR 228 - Sports Emergency Care for the Athletic Trainer II (2 cr hrs)
This course continues the series to provide the athletic training student with knowledge and skills to handle emergency situations common to athletic situations. Pre-requisite: ATTR 226. Spring.

ATTR 281 - Practicum I in Athletic Training (1 cr hr)
This course is designed to test the proficiency of athletic training students on the competencies as outlined by the Commission on the Accreditation of Athletic Training Education (caATe). Competencies for this course include but are not limited to: basic taping, universal precautions, musculoskeletal anatomy and physiology, lifetime wellness principles, and the foundational information of athletic training. Also contained within this course is the clinical rotation requirement as determined by the Athletic Training Program. Prerequisite: ATTR 100, 170, 170L. Fall.
ATTR 282 - Practicum II in Athletic Training (1 cr hr)
This course is designed to test the proficiency of athletic training students on the competencies as outlined by the Commission on the Accreditation of Athletic Training Education (caATe). Competencies for this course include but are not limited to: upper extremity evaluation, care of emergency sports situations, and the principles of human anatomy and physiology. Also contained within this course is the clinical rotation requirement as determined by the Athletic Training Program. Prerequisite: ATTR 226, 227, 281, 296, 296L. Spring.

ATTR 296 - Evaluation I: Upper Extremity. (3 cr hrs)
Analysis of musculoskeletal injuries and conditions of the extremities, athletic injury pathology, evaluation techniques, and orthopedic assessments as pertaining to the upper extremity. Prerequisite: ATTR 170, 170L. Co-requisite: ATTR 296L. Fall.

ATTR 296L - Evaluation I: Upper Extremity Lab (1 cr hr)
This lab will focus on orthopedic assessment of the shoulder, elbow, wrist and hand, including special tests, muscular testing, and functional assessment of injuries. Prerequisite: ATTR 170, 170L. Co-requisite: ATTR 296. Fall.

ATTR 297 - Evaluation I: Lower Extremity (3 cr hrs)
Analysis of musculoskeletal injuries and conditions of the extremities, athletic injury pathology, evaluation techniques, and orthopedic assessments as pertaining to the lower extremity. Prerequisite: ATTR 296, ATTR 296L. Co-requisite: ATTR 297L. Spring.

ATTR 297L - Evaluation I: Lower Extremity Lab (1 cr hr)
This lab will focus on orthopedic assessment of the shoulder, elbow, wrist and hand, including special tests, muscular testing, and functional assessment of injuries. Prerequisite: ATTR 296, ATTR 296L. Co-requisite: ATTR 297. Spring.

ATTR 298 - Evaluation III: Axial Skeleton (3 cr hrs)
Analysis of musculoskeletal injuries and conditions of the extremities, athletic injury pathology, evaluation techniques, and orthopedic assessments as pertaining to the axial skeleton. Prerequisite: ATTR 297, 297L. Co-requisite: ATTR 298 Lab. Fall.

ATTR 298L - Evaluation III: Axial Skeleton Lab (1 cr hr)
This lab will focus on orthopedic assessment of the head, neck face and spine, including special tests, muscular testing, and functional assessment of injuries. Prerequisite: ATTR 297, 297L. Co-requisite: ATTR 298. Fall.

ATTR 300 - Psychosocial and Cultural Considerations in Exercise (2 cr hrs)
Introduces the common psychosocial aspects and cultural considerations present in physically active populations. Fall.

ATTR 311 - Therapeutic Modalities in Athletic Training I (2 cr hrs)
Provides students foundational knowledge in tissue repair, theories of pain, physiology of therapeutic modalities and applications. Prerequisite: PHYS 100. Co-requisite: 311L. Spring.
ATTR 311 Lab - Therapeutic Modalities in Athletic Training I (1 cr hr)
This lab will focus on the theories and applications of therapeutic modalities that are utilized in the treatment and rehabilitation of injuries to the physically active. Prerequisite: PHYS 100. Co-requisite: 311. Spring.

ATTR 312 - Therapeutic Modalities in Athletic Training II (2 cr hrs)
Provides students foundational knowledge of electrotherapy, therapeutic ultrasound, and current trends in therapeutic modalities. Prerequisite: ATTR 311, 311L. Co-requisite: 312L. Spring.

ATTR 312 Lab - Therapeutic Modalities in Athletic Training II (1 cr hr)
This lab will focus on the theories and applications of therapeutic modalities that are utilized in the treatment and rehabilitation of injuries to the physically active. Prerequisite: ATTR 311, 311L. Co-requisite: 311. Spring.

ATTR 371 - Rehabilitation of Athletic Injuries I (2 cr hrs)
Practical applications of athletic training techniques related to general rehabilitation concepts. Prerequisite: ATTR 298, 298L. Co-requisite: ATTR 371L. Spring.

ATTR 371L - Rehabilitation of Athletic Injuries I Lab (1 cr hr)
This lab will focus on the theories, development and applications of rehabilitation techniques that are utilized in the treatment and rehabilitation of injuries to the physically active. Prerequisite: ATTR 298, 298L. Co-requisite: ATTR 371. Spring.

ATTR 372 - Rehabilitation of Athletic Injuries II (2 cr hrs)
Practical applications of athletic training techniques related to general rehabilitation concepts. Prerequisite: ATTR 371, 371L. Co-requisite: ATTR 372L. Fall.

ATTR 372L - Rehabilitation of Athletic Injuries II Lab (1 cr hr)
This lab will focus on the theories, development and applications of rehabilitation techniques that are utilized in the treatment and rehabilitation of injuries to the physically active. Co-requisite: ATTR 372. Fall.

ATTR 375 - Administration of Athletic Training (3 cr hrs)
Organizational and administrative issues concerning the operation of an athletic training facility with practical hands-on approach. Prerequisite: ATTR 100. Spring.

ATTR 381 - Practicum III in Athletic Training (1 cr hr)
This course is designed to test the proficiency of athletic training students on the competencies as outlined by the Commission on the Accreditation of Athletic Training Education (caATe). Competencies for this course include but are not limited to: advanced taping, lower extremity injury evaluation, inflammation process, pain control theories, cryotherapy, and thermotherapy. Also contained within this course is the clinical rotation requirement as determined by the Athletic Training Program. Prerequisite: ATTR 224, 228, 282, 297, 297L, 311, 311L, Fall.
ATTR 382 - Practicum IV in Athletic Training (1 cr hr)
This course is designed to test the proficiency of athletic training students on the competencies as outlined by the Commission on the Accreditation of Athletic Training Education (caATe). Competencies for this course include but are not limited to: electrotherapy, ultrasound therapy, manual therapy, psychosocial and cultural considerations, axial skeleton injury evaluation and the principles of kinesiology and biomechanics. Also contained within this course is the clinical rotation requirement as determined by the Athletic Training Program.
Prerequisite: ATTR 298, 298L, 300, 312, 312L, 381, PEXS 300. Spring.

ATTR 405 – Fitness and Conditioning for AT (3 cr hrs)
This course is designed to introduce the physical fitness and resistance training concepts necessary for athletic trainers. Pre-requisite: ATTR 170, 170L. Co-requisite: ATTR 405L. Fall.

ATTR 405L – Fitness and Conditioning for AT Lab (1 cr hr)

ATTR 471 - Medical Considerations in Sports Medicine I (3 cr hr)
Provides students foundational knowledge in pharmacological concepts and the common medical conditions and pharmacological interventions associated with the cardiovascular and respiratory systems. Prerequisites: BIOL 261, 261L, 262, 262L. Fall.

ATTR 472 - Medical Considerations in Sports Medicine II (3 cr hrs)
Provides students foundational knowledge in the common medical conditions and pharmacological interventions associated with the gastrointestinal, genitourinary, and endocrine systems. Prerequisites: ATTR 472. Spring.

ATTR 481 - Practicum V in Athletic Training (1 cr hr)
This course is designed to test the proficiency of athletic training students on the competencies as outlined by the Commission on the Accreditation of Athletic Training Education (caATe). Competencies for this course include but are not limited to: administration and professional development, therapeutic exercise principles for the lower extremity, and principles of exercise physiology. Also contained within this course is the clinical rotation as determined by the Athletic Training Program. Prerequisite: ATTR 371, 371L, 375, 382, PEXS 372. Fall.

ATTR 482 - Practicum VI in Athletic Training (1 cr hr)
This course is designed to test the proficiency of athletic training students on the competencies as outlined by the Commission on the Accreditation of Athletic Training Education (caATe). Competencies for this course include but are not limited to: pharmacological and medical considerations, scientific foundations of strength and conditioning, and therapeutic exercise principles for the spine and upper extremity. Also contained within this course is the clinical rotation requirement as determined by the Athletic Training Program.
ATTR 491 - Senior Seminar I (2 cr hrs)
Course will include discussions of topics relevant to BOC certification examination for athletic training. Students will complete practice written and practical test. ATTR 491 represents the culmination of the academic and clinical progression through the Athletic Training Program. Prerequisite: ATTR 382. Fall.

ATTR 492 - Senior Seminar II (3 cr hrs)
Course will include discussions of topics relevant to BOC certification examination, as well as the student’s ATP capstone project as a finale to the research initiative focusing on evidence-based practice in the LMU ATP. Prerequisite: ATTR 491. Spring.

ATTR 494 - Osteopathic Techniques for the Athletic Trainer. (1 cr hr)
Through a collaborative effort with the DeBusk College of Osteopathic Medicine, this course is designed to integrate the philosophy of osteopathic medicine and the didactic information from the athletic training program by introducing selected osteopathic techniques applicable to the athletic trainer. Co-requisite: ATTR 492. Spring.

PEXS 300 - Physiology of Exercise (3 cr hrs) Components of physical fitness and athletic conditioning, adaptations in the body that result as consequence of short and long term exercise. Risk factors encountered by athletes and others involved in physical activity and the development of fitness and conditioning programs.

PEXS 372 - Kinesiology and Biomechanics (3 cr hrs) Basic movement and function of the muscular and skeletal systems; application of basic physics and biomechanical principles to improve sport performance. Prerequisites: MATH. Spring
# APPENDIX C – ATP TEXTBOOKS

**BOC Exam Reference 2013-2014**

* Textbook used for multiple classes

<table>
<thead>
<tr>
<th>Course Title &amp; Name</th>
<th>Required Textbook</th>
<th>Approx Cost</th>
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<tr>
<td>ATTR 281: Practicum I in AT</td>
<td>All athletic training textbooks used in the previous semesters.</td>
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<td>ATTR 282: Practicum II in AT</td>
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<tr>
<td>ATTR 286L: Evaluation I: Upper Extremity Lab</td>
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<td>ATTR 297L: Evaluation II: Lower Extremity Lab</td>
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<td>Therapeutic Modalities I</td>
<td>Cartwright L, Shingles R.</td>
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<td>Practicum III in AT</td>
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<td>Fitness and Conditioning for AT Lab</td>
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<td>Cuppert M, Walsh KM.</td>
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<td>ATTR 472:</td>
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<tr>
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<td>ATTR 494: Osteopathic Techniques for the AT</td>
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</table>
APPENDIX D

Scholarship Opportunities

- **Southeast Athletic Trainers’ Association (SEATA):** Our regional association for District 9, SEATA, offers some scholarships for both undergraduate and graduate students. Application deadline is November. Interested students should contact the SEATA secretary or visit [www.seata.org](http://www.seata.org) for additional information. Remember that a student must be a member of the NATA to qualify for these scholarships.

- **National Athletic Trainers’ Association (NATA):** Our national association, NATA, offers several scholarships for both undergraduate and graduate students. Application deadline is November. Interested students should contact the NATA office (800-TRY-NATA) or visit [www.nata.org](http://www.nata.org) for qualification requirements and application information. Remember that a student must be a member of the NATA to qualify for these scholarships.
APPENDIX E

Athletic Training
At-Risk Status Meeting Form

Name of Student: ___________________________________________ Date: __________________________

Didactic Course: _________ Practicum Course: _________ Term: ____________________________

Assignment/Exam/Course in which student was unsuccessful: __________________________________

Discussion/Plan for Remediation:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student referred to Remediation Coordinator? YES ______ NO ______

________________________________________       __________________________________
Student Signature                          Date

________________________________________       __________________________________
Course Instructor/ ATP Director Signature    Date
APPENDIX F

RULES OF STUDENT CONDUCT

The following is a non-exhaustive list of rules of conduct for LMU students. Violation of any University rules or policies may result in disciplinary action up to and including expulsion.

1. The University does not accept responsibility for loss of personal property due to theft, fire or vandalism. Students are encouraged to purchase renter's insurance (a student’s property may be covered under his/her parents' or guardians' homeowner's policy). All students are encouraged by the Office of Safety and Security to properly secure their property while on campus.

2. All students must obtain an LMU Student ID Card (“ID”). Students are required to have a valid form of photo identification at all times while on campus (i.e., LMU ID, driver’s license).

3. Students may not possess, consume, sell, use or be in the presence of alcoholic beverages or nonprescription drugs on campus grounds, in University buildings or at University activities (see "Policy on Alcohol and Other Drugs").

4. Use of tobacco products is prohibited in all University buildings.

5. Guns, ammunition, explosives (including firecrackers, fireworks and other flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus. The discharge of firearms at any time on LMU property will result in a $500.00 fine and possible arrest. The item will be confiscated and removed from LMU property. Anyone wishing to temporarily store weapons on campus must apply for such arrangements for storage with the Chief of Security before these items are brought on campus property. Hunting is not permitted on the campus or surrounding parklands or farmlands owned by the University.

6. Abuse or harassment of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Please refer to the Harassment Policy in Section II of this Student Handbook.

7. Falsely reporting fires, bomb threats or other emergencies (either to LMU personnel or local 911 / police force dispatch personnel), falsely setting fire alarms and the non-emergency use of emergency equipment will result in immediate administrative action up to and including suspension or expulsion from the University and prosecution through state and federal laws. Tampering or damaging smoke detectors is subject to a $250.00 fine and possible suspension.

8. Students are prohibited from entering another student’s room, faculty or staff offices, or any other campus facility without permission. This includes unauthorized entry into any facility outside of regular working hours.

9. Setting off, dismantling, tampering with, or disarming "Emergency Only" residence hall exits can result in a fineable offense (up to $250.00).

10. Theft of University property or of someone's personal property is against the law. Penalties may include campus sanctions as well as civil prosecution.

11. Cheating, plagiarism and other similar ethical violations are serious offenses. Penalties for such violations are within the discretion of the faculty member and may range from an "F" in the course to suspension from the University. Appeals of faculty decisions may be pursued through the regular academic appeals process. Violations will be recorded in the Dean of Students' disciplinary files. See “Academic Integrity” in section II of this Student Handbook.

12. Giving false testimony to an investigating staff member or member of a judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to his/her
role in a disciplinary procedure will result in appropriate disciplinary action.

13. Giving false names or identification to any inquiring LMU staff person will result in disciplinary sanctions.

14. Littering the campus is offensive to everyone. Anyone found littering is subject to a $100.00 fine and will be assigned appropriate community service.

15. A student's behavior is not only a reflection of his/her own choices, but is also a strong reflection upon the caliber of students enrolled within the University community. The University may discipline students who commit certain off-campus violations of University policies.

16. The falsification of University documents of any kind is prohibited.

17. Any residential student missing two consecutive weeks of classes may be administratively withdrawn from the residence hall and/or the University. Students missing class excessively will be reported to the office of Dean of Student Services and Campus Life and subject to disciplinary actions.

18. The University respects an individual's right to express themselves uniquely and strongly, however, "foul" or "offensive" language or insinuations will not be tolerated.

19. All forms of Hazing on the part of any individual, group of individuals or organizations, are subject to civil and University disciplinary action. (See complete policy on hazing under the athletics section of this handbook.)

Conduct violations will be dealt with on a case-by-case basis and, according to the seriousness of each incident, may result in sanctions ranging from a simple warning to expulsion from the institution.

STUDENT RIGHTS AND RESPONSIBILITIES
LMU students will be given the greatest possible degree of self-determination commensurate with their conduct. Students are expected at all times to maintain high standards of private and public conduct on campus and at University-sponsored events. Lying, cheating, stealing or compromising one's honor under any circumstances will not be tolerated. The following list constitutes some of the privileges and responsibilities of LMU students. Violation of these and other generally accepted rules of behavior, whether or not covered by specific regulations, may subject a student to disciplinary action. Claims of ignorance of acceptable behavior or of enumerated rules and regulations will not be accepted as an excuse for violation.

1. Enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to race, national origin, creed, culture, gender, age, sexual orientation, disability or religion.
2. Attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources.
3. Use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of LMU and the laws of Claiborne County, Tennessee, the State of Tennessee and the United States of America.
4. Have access to one's financial, academic and/or disciplinary files while being cognizant of one's financial, academic and disciplinary status with the university.
5. Receive academic advising before registering for each semester by scheduling an appointment with one's academic advisor and by being aware of the qualifications for student graduation for the program in which one is enrolled.
6. Have use of the Tagge Center for Academic Excellence by scheduling and keeping appointments with peer tutors.
7. Register early for the next academic term by meeting one's financial obligations to the university by paying tuition, fees and assessed fines in a timely manner.

8. Receive a notice regarding the on-line catalog at the beginning of one's enrollment to better one's understanding of the university and of academic programs.

9. Participate in the structured evaluation of instructors each year by honestly completing evaluations during the designated times.

10. Interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.

11. Expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.

12. Receive a notice regarding the on-line Student Handbook each academic year to better one's understanding of the rules and regulations of LMU.

13. Drive and park on campus pursuant to traffic regulations after registering one's vehicle.

14. Receive proper notice and due process in judicial situations as designated in the judicial procedures by promptly checking one's e-mail and answering all summonses.

15. Expect an environment free from any form of harassment and to follow the appropriate channels to report any harassment.

16. Be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in campus wide elections.

17. Join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities.

18. Participate in intramural and other student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities.

19. Benefit from all services provided by LMU to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed.

20. Reside in a campus residence hall, if abiding by the policies of the hall and campus, upon availability by living on-campus if unmarried, under 21 years of age and not residing with a parent or legal guardian within a 65 mile radius of LMU.

21. Receive nutritional meals, in a healthy dining environment, in accordance with one's chosen meal plan.

22. Maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus.

23. Maintain and expect from all peers a constant high aiming standard of personal, academic and social integrity.

**JUDICIAL PROCEDURES** LMU’s rules and regulations are enforceable by various University administrative units, i.e., LMU Finance Office, Office of Security, Director of Residential Life, Dean of Students, Resident Directors and Administrative Counsel. Any student who presents a clear and present danger to self or other members of the University community or who impedes the academic process will be subject to appropriate administrative action up to and including suspension on an interim basis pending a hearing by the appropriate judicial system that may result in permanent suspension.

LMU maintains four (4) separate judicial systems governing the following types of violations:
I. Residence Hall Policy Violations  All disciplinary matters involving residence halls shall be handled pursuant to the following procedures:

A. Upon occurrence of a residence hall policy violation or disciplinary issue, a Resident Assistant ("RA") may, based on his/her personal judgment and the severity of the situation, take one of the following actions:
   i. Assess a written reprimand to the offending student; or
   ii. Refer the matter for judicial processing by submitting an Incident Report to the Resident Director ("RD").

The RA must make a written record of the disciplinary action taken in his/her log book.

B. Upon receipt of the Incident Report from the RA, the RD may, based on his/her personal judgment and the severity of the situation, take one of the following actions:
   i. Assess a written reprimand to the offending student; or
   ii. Refer the Incident Report to the Dean of Students in the Office of Student Services and Dean of Student Services and Campus Life.

C. Upon receipt of the Incident Report from the RD, the Dean of Students may take one of the following actions:
   i. Refer the Incident Report to an appropriate administrator pursuant to the judicial procedures set forth in section III A, B and C below; or
   ii. Assess any of the following penalties:

   1. Verbal Reprimand Written Warning
   2. Suspension of Visitation Privileges Written Research Assignment
   3. Disciplinary (Social) Probation
   4. Community Service Assignment
   5. Monetary Fine
   6. Recommendation of Suspension (to the Dean of Student Services and Campus Life).
   7. Recommendation of Expulsion to the Dean of Student Service and Campus Life.
   8. Other penalty or assignment deemed appropriate by the Dean of Students.

iii. If LMU feels the student poses a threat to self or others, suspension may be
D. The student has the right to appeal any penalty assessed by the Dean of Students pursuant to the appeals procedures set forth below in section III B and C.

II. Traffic Violations

The Dean of Students, in the Office of Student Services, will be responsible for enforcing traffic citations and hearing appeals of those citations.

III. Campus Policy Violations

A. All policy violations should be reported in writing to the Dean of Students in the Office of Student Services, within five (5) business days of the occurrence.

The Dean of Student Services and Campus Life will determine the appropriate LMU administrative official to handle the matter.

The student has the right to hear the charges alleged against him/her.

The administrative official handling the matter will conduct an investigation of the matter and issue a written determination to the student within ten (10) working days of receiving the complaint.

The penalties that may be assessed by the administrative official handling the matter are those listed in section I above governing Residence Hall Policy Violations.

B. If the student feels the matter is not resolved, the student has the right, within five (5) business days of the decision, to request in writing a hearing before the Student Appeals Committee.

The Student Appeals Committee will hear the student’s appeal within fifteen (15) business days of receipt of the student’s request for a hearing.

a. The Student will be provided notice of the hearing by written summons sent to the last known address of the student, at least ten (10) business days prior to the scheduled hearing date.

b. The Student has the right to call witnesses at the hearing, on his/her behalf. The Student Appeals Committee has the right to limit the number of witnesses allowed to speak at the hearing.

The Student Appeals Committee will notify the student of its decision in writing within five (5) business days of the hearing.

C. If the student feels the matter is not resolved, the student has the right to file a written appeal to the President of LMU, within five (5) business days of the Student Appeals Committee’s decision.

The President will render a written decision on the matter within ten business (10) days of receiving the student’s appeal. The decision of the President is final (sections I, II, and III amended...
Disciplinary records will be kept confidential as required by law. Some situations such as repeat offenders, civil prosecution or state/federal regulations require a certain amount of disclosure.

III. Academic Violations  Refer to the Academic Catalog

Student Appeals Committee

Function: The purpose of the student appeals committee is to conduct formal appeal hearings as requested by students facing disciplinary action administered through the Office of Enrollment Management and Student Services, and make written recommendations directly to the President of the University regarding any adjustment to the disciplinary action deemed appropriate by two-thirds vote of the membership.

Membership: Two (2) staff personnel (not of the Office of Enrollment Management and Student Services) appointed by the President of the University, an officer of the Student Government Association, four (4) students (with no adverse disciplinary record) appointed by the President of SGA, two (2) faculty members elected by the University Faculty, and Vice President for Enrollment Management and Student Services. The Vice President for Enrollment Management and Student Services appoints the chair of this committee.

Role of the Office of Student Services in Judicial Matters

It is the responsibility of LMU’s Office of Student Services to supervise the disciplinary affairs of the University. In that role, the Office of Student Services has the following responsibilities:

1. Maintain disciplinary records of students.
2. Train and supervise students and staff regarding disciplinary procedures.
3. Enforce traffic fines and hear traffic fine appeals.
4. Refer disciplinary cases to the proper hearing body.
5. Supervise notice and due process procedure.
6. Advise the Student Appeals Committee.
7. Communicate disciplinary decisions to the student.
8. Submit copies of all incident reports to the Dean of Students for numerical inclusion, where appropriate, in the monthly report to the Tennessee Bureau of Investigation.
APPENDIX G

DRUG AND ALCOHOL POLICY

In compliance with Section 1213 of the Higher Education Act of 1965, as added by Section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226), LMU offers a drug prevention program through the Office of Counseling and Lifestyle Management within the Office of Student Services. The program emphasizes the University’s policy on illicit drugs and alcohol, legal and University sanctions for illicit use, and a description of health risks associated with the use of illicit drugs and alcohol, counseling and treatment available to the campus community.

Rules of Conduct Related to Alcohol and Drugs

STUDENTS MAY NOT POSSESS, CONSUME, SELL, USE, OR BE IN THE PRESENCE OF ALCOHOLIC BEVERAGES OR NON-MEDICALLY PRESCRIBED DRUGS ON CAMPUS GROUNDS, IN UNIVERSITY BUILDINGS, OR AT UNIVERSITY ACTIVITIES.

Public intoxication is not permitted on campus. Intoxicated individuals who are violent, uncontrollable, or aggressive are subject to arrest.

Students apprehended and/or arrested for drug or alcohol consumption, possession, or intoxication will be reported to the Tennessee Bureau of Investigation (TBI) in LMU’s monthly crime statistics report.

No University recognized organization shall organize or sponsor any event on or off campus where alcohol or illicit drugs are served, used, or sold.

Although some students may be of legal drinking age (age 21 in Tennessee), alcohol use or possession is not permitted in residence halls or on campus property. In addition, alcohol and drug paraphernalia is not permitted in the residence halls.

Athletes receiving financial aid are required to sign statements concerning their non-use of alcohol and illicit substances to be eligible for these programs. Students are urged to carefully read and consider the statement they are signing, as violation of these policies may result in forfeiture of financial aid and/or athletic privileges, as well as dismissal from the institution. University sanctions are harsher than those dictated for athletic or financial aid participation, and the University sanctions supersede those for athletics and financial aid in those cases.

Disciplinary Action Related to Alcohol and Drug Violations

Disciplinary sanctions will result from standards of conduct violations regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on LMU property or as a part of any LMU activities. Student consumption, possession, sale, distribution, or being in the presence of alcohol and other drugs on the LMU campus is prohibited. Sanctions include, but are not limited to:

1. Possession, consumption OR being in the presence of alcohol: first offense disciplinary procedures: required attendance at 8 hour lecture series provided by the Office of Student Services. Phone call to parents. 10 hours of community service; and / or $50 fine. The second offense-disciplinary procedures: required attendance at a refresher course on "low risk choices" provided by the Office of Student Services; phone call to parents or guardians (unless the student can prove independent student status);
20 hours of community service; and/or $100 fine.

2. Sale and/or distribution to a minor: Removal from the residence hall with no refund of housing fees and revocation of visitation privileges in any campus residence hall. 3. Public intoxication: Those who are violent, uncontrollable, or aggressive are subject to arrest. Other offenses subject to second offense consequences "possession or consumption" above.

4. Alcohol served, used, or sold at campus activities on campus will result in the probation and/or suspension of the sponsoring organization. 5. Possession, consumption, sale, or use of illicit drugs is against local, state, and Federal law. Suspension and expulsion from the university and arrest will be consequences of these serious infractions.

**Students have a right to a judicial hearing.**
APPENDIX H

Lincoln Memorial University Department of Intercollegiate Athletics Drug Education and Screening Policy

I. Preface

The NCAA has passed Proposition No. 30 dealing with drug testing. This legislation establishes a list of banned substances, authorizes the Executive Committee to establish a drug testing program for NCAA championships and post-season football contests, establishes disciplinary action for student-athletes who test "positive" in accordance with the testing methods authorized by the Executive Committee, and establishes disciplinary action for staff members who have knowledge of the use of banned substances by student-athletes. The legislation procedures and policies described within are in compliance with Section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226).

II. Drug Education and Testing Introduction

Lincoln Memorial University ("LMU" or the "University") recognizes that the use of certain drugs is not in the best interest of student-athletes or the University. Student-athletes enrolled at NCAA member institutions should reflect the high standards of honesty and integrity set by the Association and the University for the conduct of intercollegiate student-athletes.

The purpose of the program is to inform student-athletes about the harm caused by banned substances, to aid in identifying individuals affected by substance abuse, deter the use of the substances, and promote the high standards of the University. The drug testing and education program will be administered and conducted in a manner that is consistent with the personal rights and privacy interests of student-athletes. The procedures for dealing with such problems are delineated below.

III. Drug Screening Procedures

A. The head coach for each sport will arrange for all squad members to attend one or more drug education seminars, which are conducted by the Athletic Training Department. During this orientation, LMU's Drug Testing Program will be explained and consent forms distributed to all student-athletes. The drug testing program applies to all LMU student-athletes.

B. The testing program is intended to test for substances banned by the NCAA. A current list of these drugs can be found at www.ncaa.org. You may visit this site for the most up-to-date listings.

   i. These drugs include, but are not limited to "street drug" residues such as amphetamines, cannabinoids (marijuana containing substances), cocaine, and other controlled substances. Testing may also include procedures to detect "performance enhancing" drugs such as anabolic steroids.

   ii. Passive receipt of marijuana smoke or any other illegal drug may result in a positive drug finding (e.g., your presence in a room in which a banned substance is being smoked may cause you to inhale enough of the substance to test "positive" and jeopardize your eligibility).
iii. Urinalysis may include procedures for detection of any one or any combination of drugs.

C. Individual team rules and sanctions may be more comprehensive or restrictive than listed in this document. The coach will have the authority to enforce these rules. Coaches may take drug test results into consideration when determining whether a student-athlete should be permitted to practice, work out, or compete. The coach may also take results into consideration when renewing University Athletic Grant-In-Aid packages. According to the athletic financial grant-in-aid forms of the South Atlantic Conference: "I am aware that the amount of aid may be immediately reduced or canceled during the term of this award if I engage in serious misconduct that brings disciplinary action from this institution."

D. The testing will be done through urinalysis.

1. Urine specimens will be collected by the Department of Athletic Training on the campus of LMU.
2. The student-athlete will be accompanied to the Athletic Training Clinic by an Athletics Representative or other University Official who may or may not be associated with the Athletic Department.
3. At the time of testing, the student-athlete will be asked to write his/her name and student identification number on a specimen cup.
4. The student-athlete will provide a urine sample in a private bathroom under supervision to prevent manipulation of the sample.
5. No cell phones, coats or loose outer clothing will be allowed in the bathroom.
6. The University may choose to alter the collection procedures if there is reasonable suspicion that the student-athlete has attempted or is attempting to alter the specimen.
7. The University will follow the laboratory chain-of-custody protocol for handling urine specimens.

E. The Department of Athletic Training and Department of Intercollegiate Athletics will make every effort to keep all tests results confidential except to the extent noted otherwise in this document, or as required by law or authorized by the individual, and will oppose the disclosure to any other persons within or outside the University.

IV. Drug Screening Selection

In-season and out-of-season student-athletes will be subjected to drug screening.

A. Random Selection: Student-athletes will be randomly selected by the Department of Athletic Training’s on-line record keeping program, Sportware. This program provides for random drug testing selection of current athletes.

B. Probable Cause: Student-athletes can be selected for drug testing if a member of the University community has just cause to suspect an individual of drug use. At risk behavior, poor academic or athletic performance, and changes in demeanor or attitude could result in the athlete being suspected of drug use and/or abuse.

Tests may or may not be announced in advance. A selection committee consisting of Athletic Department Personnel will select individuals for drug screening.
V. Result Reporting Procedures

A. Student-athletes will be notified on the day of the testing, thirty (30) minutes prior to report time.

B. Student-athletes are to report to the Athletic Training Clinic at the designated time.

C. Failure to report at the specified time will result in the student-athlete receiving an automatic positive test.

VI. LMU Athletic Department Sanctions Drug/Alcohol Policy

(ALL OFFENSES ARE CUMULATIVE THROUGHOUT THE STUDENT-ATHLETE’S ELIGIBILITY)

The policies will also go along with the Residential Life and Student Handbook. A student athlete’s consequences will not be determined until receiving final notification from Dean of Students. Once the Head Coach receives the final notification of the consequence from the Dean of Student’s/Athletic Director the Student Athlete’s time frame begins to complete the Community Service hours.

ALCOHOL

1st OFFENSE

➢ 20 hours community service approved by the Athletic Director There could be additional sanctions at the discretion of the Head Coach

2nd OFFENSE

➢ 50 hours community service approved by the Athletic Director Possible loss/reduction of athletic scholarship There could be additional sanctions by Head Coach

3rd OFFENSE

➢ 75 hours community service approved by Athletic Director

➢ 10% loss of Games/Matches in regular season (could carry over to next season if not completed or if occurs in non championship season will go to championship season)

➢ Strongly suggest reduction/loss of athletic scholarship

4th OFFENSE

➢ Dismissal from Team and termination of athletic scholarship

Completion time for community service:

20 hours 1 month
50 hours 2 months
75 hours 3 months

If the Student Athlete does not complete the community service hours in the time frame allowed they will be suspended until the hours are completed. Once the hours are completed the Head Coach will need to complete a form of service and be given to that Athletic Director to sign off on as complete. This form will then be kept in a file.

Legal Conviction of DWI, DUI
- Automatic to 3rd Offense

Legal Conviction of PI, AI
- Automatic to 2nd Offense

DRUGS

Positive Test or Convicted of Possession

1st OFFENSE
- 1 game or match suspension (carries over to in season contest or next year’s playing season)
- Student Athlete pays for Re-Test. The SA must produce NEGATIVE result to be able to return to competition. SA is unable to participate in any countable hourly activity till negative result is provided.
- 20 hours community service and Potential loss of athletic scholarship

2nd OFFENSE
- 20% loss of participation of in-season contests with carry over to next year’s season if necessary
- Student Athlete pays for Re-Test. The SA must produce NEGATIVE result to be able to return to competition. SA is unable to participate in any countable hourly activity till negative result is provided.
- 50 hours community service and potential loss of athletic scholarship
- Outside Counseling is REQUIRED

3rd OFFENSE
- Dismissal from team and termination of athletic scholarship.

Conviction of Selling Drugs
- Automatic Dismissal

Institutional and NCAA Testing

The LMU Athletic Department Drug/Alcohol Screening Program is separate from NCAA testing programs.
A positive test in the NCAA testing program will result in sanctions determined by the NCAA. LMU has no input in the NCAA’s decision making. However, a positive test in the NCAA testing program will be considered a positive in the LMU program. In such a case, LMU disciplinary actions will be incurred in addition to any NCAA sanctions.

VII. Notification Procedures

A. The Head Athletic Trainer will be notified of the results of the drug test.

B. The Head Athletic Trainer will notify the Director of Athletics, Head Coach, Senior Women's Administrator and parents if the test is positive. Parents will be notified by way of certified letter.

C. If the test is negative, documentation will be placed in the athlete's file and the appropriate officials will be notified of the results.

D. Once notified of the results, the coach may choose to enact further sanctions in addition to those specified in the section above.

VIII. False Positives

No matter what the screening method, there is a finite probability of a false-positive result. A student-athlete may request a second test if they believe that there has been a false-positive result. The student-athlete is responsible for the cost of the second test. The institution will reimburse the student-athlete if the test comes back negative. If the athlete chooses the retest option and the test comes back positive, the athlete will automatically become a second time offender.

IX. University Sanctions

As taken from the LMU 2012-2013 Student Handbook "Athletes and students receiving financial aid are required to sign statements acknowledging that their non-use of alcohol and illicit substances is a requirement for eligibility for LMU’s athletic programs. Violation of the University’s alcohol and drug policy could result in forfeiture of aid and/or athletic privileges, as well as dismissal from the institution. It should be noted that, in most cases, University sanctions are harsher than those dictated for athletic or financial aid participation, and the University sanctions supersede those for athletics and financial aid in those cases."

Note: Prior to suspension, expulsion, termination of athletic housing, use of athletic facilities, or financial assistance, the student-athlete shall be given notice. The student-athlete will have an opportunity to discuss the matter with the Athletic Director (or designee) or other appropriate University officials and present information of any mitigating or other relevant circumstances to ensure that the student-athlete receives adequate due process.

Failure to comply with the aforementioned policies and procedures may result in the student’s dismissal from intercollegiate athletic participation.
APPENDIX I

SEXUAL AND OTHER DISCRIMINATORY HARASSMENT

LMU is committed to maintaining study and work environments that are free from discriminatory harassment based on sex, race, color, national origin, religion, pregnancy, age, military status, disability or any other protected discriminatory factor. Sexual or other discriminatory harassment of its students is strictly prohibited, whether by non-employees (such as contractors or vendors), other students, or by its employees, and LMU will take immediate and appropriate action to prevent and to correct behavior that violates this policy. Likewise, students are strictly prohibited from engaging in harassing behavior directed at LMU’s employees, its visitors, vendors and contractors. All students must comply with this policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Appropriate disciplinary action, up to and including, as appropriate, suspension, expulsion, termination from employment or being banned from LMU properties, will be taken against individuals who violate this policy.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests or sexual favors or other verbal or physical contact of a sexual nature.

This conduct constitutes unlawful sexual harassment when:
- Submission to this conduct is explicitly or implicitly made a term or condition of an individual’s employment or academic success;
- Submission to or rejection of this conduct is used as the basis for an employment or academic decision; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment can include:

Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.

Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.

Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault and rape.

While sexual harassment usually involves members of the opposite sex, it also includes “same sex harassment,” (i.e., males harassing males and females harassing females because of the recipient’s sex).

Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or in an academic environment. Regardless of the form it takes, verbal, non-
verbal or physical, sexual harassment is inherently destructive, insulting and demeaning to the recipient and will not be tolerated at LMU.

Other Discriminatory Harassment
Other discriminatory harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, pregnancy, age, military status, disability, or other protected discriminatory factor, when such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual’s work or academic performance; or (3) otherwise adversely affects an individual’s employment or academic opportunities.

Examples of discriminatory harassing conduct include, but are not limited to, using epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts or words, or showing, exhibiting or creating written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, pregnancy, age, military status, or disability.

All students, faculty and staff must avoid any action or conduct that might be viewed as discriminatory harassment (whether sexual or other). Approval of, participation in or acquiescence in conduct constituting such harassment is a violation of this policy. Note: Individuals may be disciplined for behavior which is not so severe as to independently constitute unlawful harassment, but which is nonetheless offensive.

Complaint and Reporting Procedure
Students have the responsibility to bring any form of harassment they experience or observe to the immediate attention of LMU. They need not complain first to the offending person. All complaints or reports should be directed either to the Director of Human Resources or the Dean of Students. A prompt, thorough, and fair investigation will be conducted based on the individual’s statement of what has occurred. In an effort to protect the individual who reports or complains of harassment, to encourage prompt reporting, and to protect the accused interests during the pendency of an investigation, access to information related to the investigation will be maintained on a strict “need to know” basis and all individuals involved in an investigation will be instructed not to discuss the matters in question outside of the investigation. LMU will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy.

Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Signed statements from the parties and witnesses will usually be requested, though complainants are not required to make a written complaint. All complainants and witnesses will be protected from coercion, intimidation, retaliation, interference or discrimination for raising a bona fide complaint or properly assisting in an investigation. If the investigation reveals that the complaint is valid, prompt and appropriate corrective action designed to stop the harassment immediately and to prevent its recurrence will be taken.

Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. LMU will follow up any complaint or investigation as appropriate to insure that no retaliation occurs. Students should immediately report any perceived retaliation to the Director of Human Resources or the Dean of Students. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate it.
Whether a particular act or incident produces a discriminatory employment or academic effect or amounts to harassment, or whether it otherwise violates this policy, requires a factual determination based on all the facts and circumstances. Given the nature of this type of discrimination, the University recognizes that false accusations of sexual or other discriminatory harassment can have serious effects on innocent individuals. Therefore, if after investigating any complaint or report, it determines the complaint or report is not bona fide and was made in bad faith or for an improper purpose, or that an individual has provided false information regarding a complaint or investigation, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

LMU trusts and expects that all students will continue to act responsibly to establish and maintain a pleasant and respectful community environment, free of discrimination or harassment, for all. LMU has a zero tolerance policy for sexual or other discriminatory harassment. Thus, students are subject to discipline for any inappropriate behavior.

Questions or concerns about this policy or the complaint and reporting procedure should be directed to the Dean of Students or Human Resources.

Sex Offense Prevention Programs and Procedures

Education and Information
Sex offense prevention education is part of the college experience and the Office of Student Services conducts a mandatory sexual assault prevention seminar at the beginning of each academic year. Sex offense-related topics are also covered during Residence Life Staff Training. Prevention literature and contact information for local agencies is available in the Student Services lobby and at the Tagge Center for Academic Excellence, and students are encouraged to contact Student Services counselors (Student Center, 308) with any additional concerns or requests for information.

Students may access the TBI’s Tennessee Internet Crime Information Center’s Sexual Offender Registry (for Claiborne County) at: http://www.ticic.state.tn.us/SEX_ofndr/sor_short_county.asp. For Bell County, KY: http://kspsor.state.ky.us/. For Lee County, VA: http://sex-offender.vsp.state.va.us/.

Reporting Offenses
Students who experience, witness or are otherwise informed that a sexual offense has occurred should, at the student’s option, contact local law enforcement, a campus security officer, or university official as soon as possible. Prompt reporting is important in order to preserve available evidence, to obtain necessary treatment and support for the victim, and to prevent further harm to others.

Procedures
LMU will cooperate with lawful investigatory processes related to criminal investigations. In addition, allegations of sexual offenses brought against a student will be handled pursuant to the University’s Sexual Harassment policy and procedures. The University may impose disciplinary action against a student even in the absence of a criminal report, arrest or conviction. Sanctions may include, but are not limited to, disciplinary probation, suspension or expulsion. The Office of Student Services may, upon request or out of concern for safety, make adjustments to a student’s academic or living situation.
APPENDIX J

SEXUAL HARASSMENT (NATA Brochure)

WHAT EVERY ATHLETIC TRAINER SHOULD KNOW

Most athletic trainers work in environments where physical contact, competition, and pressure for opportunities are intense, and where failure often has quick consequences for athletes and those who work with them. The potential for sexual harassment is high in environments such as these.

Sexual harassment is not just a problem for its victims. Anyone responsible for workplace decisions or employee supervision is responsible for understanding and preventing sexual harassment and may be held liable for failing to do so. Sexual harassment includes much more than most people think.

This brochure provides general summaries of what sexual harassment is, what athletic trainers' responsibilities are, what victims can do, and where NATA stands. Laws, regulations and case law vary by jurisdiction and change over time - this brochure does not provide individual legal guidance and is no substitute for knowing the law in your area.

What is Sexual Harassment?

Sexual Harassment is any form of unwelcome conduct based on a victim's gender. There are two basic types. Most people understand the first type, quid pro quo, in which the victim is promised some kind of benefit is threatened or fears some kind of harm in exchange for sexual favors. Sexual favors include requests for dates and social events as well as requests for any kind of sexual touching.

The second type of harassment, hostile environment harassment, is more commonly alleged and does not require any threat or promise of benefit: sexual harassment occurs if a harasser by his or her conduct or failure to act creates or allows a hostile, offensive or intimidating environment. An environment may be hostile even if no touching occurs; jokes, pictures, innuendo, comments about a person's body or appearance, sexual remarks about others, gestures and looks, and even more subtle collections of practices may create one.

What responsibility does an athletic trainer have for sexual harassment?

If an athletic trainer is an employer, is a manager of employees, or is a person responsible for workplace policies, he or she has a variety of responsibilities to attempt to prevent sexual harassment and to deal properly with it when it happens. These responsibilities have been growing rapidly in recent years and athletic trainers are cautioned to stay well informed of their legal responsibilities.

An employer could be liable for sexual harassment of the quid pro quo type even if it had no knowledge of the harassment, and even if the victim did not object and suffered no harm.

An employer may be liable for hostile environment harassment if it knew of the harassment, took insufficient action to stop it, or had no effective means in place for reporting, investigating or remedying the harassment (with no adverse consequences for the victim).

An employer is generally responsible for trying to prevent and police harassment against employees from any source, not just from other employees. This means that employees must be protected against harassment from athletes, coaches, fans, customers, vendors, doctors, athletic trainers and others, to the extent possible.

Courts increasingly determine whether harassment against women occurred based on whether a reasonable woman (not a reasonable man) might feel threatened or harassed.
What can a victim do?

A person can be a victim of sexual harassment if she or he is the target of the harassment, if she or he is harmed because someone else is a target (for example, if someone else gets preferred treatment), or if she or he works in a sexually hostile environment.

Appropriate actions will vary greatly with the situation and governing laws and policies. A person may feel victimized or ill-treated and not legally be a victim of sexual harassment; so (1) becoming informed, (2) keeping proper records, and (3) acting calmly are generally prudent.

Employers are legally expected to have and publish investigation and protection procedures for victims. The law requires that employers (1) act promptly, (2) take all complaints seriously, (3) document the investigation, (4) conduct all interviews privately and confidentially, and (5) prevent avoidable harm to the victim. Many employers make available same-gender representation and alternative reporting channels. Victims should investigate their internal options.

Victims often have a variety of legal courses of action in addition to internal procedures including breach of contract, workman's compensation claims, common law tort actions, state and federal statutory claims, and EEOC or other regulatory agency actions. Expert advice, not just the impassioned views of friends and relatives, should be sought. Keeping proper records increases a victim's options and chances of positive resolution. Non-legal resolutions should be analyzed as well.

Where does the NATA stand?

Sexual harassment violates the NATA's Code of Ethics and can be grounds for sanctions, including termination of membership.
APPENDIX K

STANDARDS OF PROFESSIONAL PRACTICE FOR THE CERTIFIED ATHLETIC TRAINER

Preamble

The Professional Practice and Disciplinary Process of the BOC are intended to assist and inform the public, certificants, and candidates for certification, of the BOC Standards of Professional Practice and the Disciplinary Process relative to professional conduct and disciplinary procedures.

The BOC conducts a certification program for athletic trainers and has established a recertification requirement for certified athletic trainers (ATC®). The BOC affirms that, after a candidate has successfully passed the certification examination, the Standards of Professional Practice for entry into the profession of athletic training have been satisfied.

The BOC does not express an opinion on the competence or warrant job performance of certificants; however, it is expected that a certificant or candidate for certification agrees to comply at all times to the following Standards of Professional Practice.

Standards of Professional Practice for Athletic Training – Direct Service

The following are minimal standards. Each one is essential for the practice of athletic training.

Standard 1: Direction

The athletic trainer renders service or treatment under the direction of a physician or dentist.

Standard 2: Injury and On-Going Care Services

All services should be documented in writing by the athletic trainer and shall become part of the athlete's permanent records.

Standard 3: Documentation

The athletic trainer shall accept responsibility for recording details of the athlete's health status.

Documentation shall include:

1. Athlete's name and any other identifying information.
2. Referral source (doctor, dentist).
3. Date; initial assessment, results and database.
4. Program plan and estimated length.
5. Program methods, results and revisions.
6. Date of discontinuation and summary.
7. Athletic trainer's signature.

Standard 4: Confidentiality

The athletic trainer shall maintain confidentiality as determined by law and shall accept responsibility for communicating assessment results, program plans, and progress with other persons involved in the athlete's program.

Standard 5: Initial Assessment

Prior to treatment, the athletic trainer shall assess the athlete's level of functioning. The athlete's input shall be considered an integral part of the initial assessment.

Standard 6: Program Planning
The athletic training program objectives shall include long and short-term goals and an appraisal of those that the athlete can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program shall be incorporated into the plan.

**Standard 7: Program Discontinuation**
The athletic trainer, with collaboration of the physician or dentist, shall recommend discontinuation of the athletic training service when the athlete has received optimal benefit of the program. The athletic trainer, at the time of discontinuation, shall note the final assessment of the athlete's status.

**Standards of Professional Practice for Athletic Training – Service Programs**

**Standard 1: Objectives**
Basic to the development of any program are its intended purposes. Objectives and applicable policies should be clearly outlined for each activity, such as: athletic training treatment, education of personnel, supervision and interdisciplinary relations. The objectives of the service program should implement those of the institution itself.

**Standard 2: Planning**
Each objective should be supported by detailed plans for its implementation.

**Standard 3: Evaluation**
Objective methods of data collection and analysis should be used in relation to each component of the program to determine the need for service, assess its effectiveness and indicate a need for change.

**Standard 4: Types of Services Offered**
Athletic training is appropriately a health service offered under the direction of a physician or dentist for the prevention, immediate care, management/disposition and reconditioning of athletic injuries.

**Standard 5: Personnel**
The service program should be directed by a National Athletic Trainers Association Board of Certification, Inc (BOC) Certified Athletic Trainer who has met the qualifications established by the BOC. Education, qualifications and experience of all other personnel should meet existing standards and should be appropriate to their duties.

**Standard 6: Facilities and Budget**
Space, equipment, supplies and a continuing budget should be provided by the institution and should be adequate in amount, variety and quality to facilitate the implementation of the service program.

**Standard 7: Records**
Objective, permanent records of each aspect of the service program should (1) indicate date, name of physician or dentist referral; (2) initial evaluation and assessment; (3) treatment or services rendered, with date; (4) dates of subsequent follow-up care.

**Standard 8: Reports**
Written reports on each aspect of the service program should be made annually.
APPENDIX L

NATA CODE OF ETHICS

Preamble

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve.

The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer, but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole.

Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

Principle 1: Members shall respect the rights, welfare and dignity of all individuals.

1.1 Members shall not discriminate against any legally protected class.
1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.
1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the person consents to such release or release is permitted or required by law.

Principle 2: Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
2.2 Members shall be familiar with and adhere to all National Athletic Trainers' Association guidelines and ethical standards.
2.3 Members are encouraged to report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.
2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

Principle 3: Members shall accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services.
3.2 Members shall provide only those services for which they are qualified via education and/or experience and by pertinent legal regulatory process.
3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

Principle 4: Members shall maintain and promote high standards in the provision of services.
4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

4.3 Members who have the responsibility for evaluating the performance of employees, supervisees, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

Principle 5: Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is any other person's except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with the services and in compliance with applicable law.
APPENDIX M

Reporting of Ethics Violations

Anyone having information regarding allegations of ethical violations, and wishing to supply such information to NATA, shall supply this information, with as much specificity and documentation as possible, to NATA's Executive Director or Chair of the Ethics Committee. Information need not be supplied in writing, and the reporting individual need not identify him or herself. Information, however, that is too vague, cannot be substantiated without the assistance of the reporting person, or information where, in the opinion of the NATA Executive Director or Ethics Chair, there is no need for anonymity for the reporting individual will not be forwarded for action by the committee.

An individual may report information on the condition that the individual's name or certain other facts be kept confidential. NATA may proceed with an investigation subject to such a condition; however, NATA must inform the reporting individual that at some point in the investigation NATA may determine that it cannot proceed further without disclosing some of the confidential information, either to the applicant or member under investigation or to some other party. A reporting individual, upon receiving this information from NATA, may decide whether or not to allow the information to be revealed. If the reporting individual decides that the necessary information must remain confidential, NATA may be required to close the unfinished investigation for lack of necessary information. Individuals are strongly encouraged to provide relevant information, with as much detail as possible, in writing to:

NATA Ethics Investigations
2952 Stemmons Freeway
Dallas, TX 75247-6196
APPENDIX N

Athletic Training Student Travel Permission Form

Dear Faculty Member,

Please be advised that the following Athletic Training Student is scheduled to travel with an athletic team on an Official University sponsored trip:

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>ID #:</th>
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<tr>
<td>Athletic Sport:</td>
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</table>

He/she will be missing your _______________________________ class during the above dates as part of his/her clinical education for the Athletic Training Program. He/she is asking for your approval of this absence and to allow him/her to make-up any missed work.

Traveling Preceptor
Printed Name: __________________________ Phone Ext.: ____________

Preceptor Decision: ___ Approved ___ Disapproved
Signature: __________________________ Date: ________________

Faculty Member’s Decision: ___ Approved ___ Disapproved
Signature: __________________________ Date: ________________
Comments:

ATP Clinical Education Coordinator
Printed Name: __________________________ Phone Ext.: ____________

ATP Decision: ___ Approved ___ Disapproved
Signature: __________________________ Date: ________________
APPENDIX O

ACTIVE COMMUNICABLE DISEASE POLICY

The following are guidelines for students enrolled in the Athletic Training Program at Lincoln Memorial University.

1. All students enrolled in the Athletic Training Program must help and ensure a safe and healthy environment for all student, faculty, staff and student-athletes/patients by maintaining their health.

2. When an athletic training student becomes ill they should:
   - Seek medical attention immediately from the University Medical Clinic, local or family physician,
   - Inform the treating physician they are enrolled in the Athletic Training Program and explain the roll that they play in caring for injured/ill physically active individuals,
   - Discuss the restrictions/precautions that should be taken based on the diagnosis provided,
   - Contact their Practicum Course Instructor, Practicum Preceptor and Clinical Education Coordinator to discuss their status,
   - Follow the prescribed treatment until the treating physician releases them fully for participation in unlimited practicum activities.
   - Please note: Students are responsible for expenses related to their care, through student and/or personal insurance or by some other means.

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

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

4. Athletic training students are to remove themselves from their practicum rotations and/or classrooms if they believe their health status endangers those around them. Athletic Training Students will NOT be penalized for practicum time missed due to diagnosed illness. Students will work with their preceptors to address the need to make-up any practicum experiences missed due to illness.
5. In the event of a prolonged illness, athletic training students should contact the Dean of Students to appropriately document the cause of absence.

POLICY SUMMARY
All students enrolled in the Athletic Training Program must help to ensure the safety and the health of the people they come in contact with on a daily basis. ATS must seek medical attention immediately and discuss the restrictions/precautions that should be imposed due to their illness. The ATS should inform their Practicum Course Instructor, Preceptor and the Clinical Education Coordinator of their status and discuss plans to address any missed practicum experiences. The ATS who has been diagnosed with a communicable/contagious disease must have a physician release before resuming their practicum activities.
REQUEST FOR ABSENCE FROM CLINICAL EXPERIENCE

I am requesting advance approval for absence from a scheduled clinical experience(s) on the dates and times as listed below.

<table>
<thead>
<tr>
<th>Date of Absence:</th>
<th>Reason For Absence:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Time of Absence:</th>
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<table>
<thead>
<tr>
<th>Clinical Experience Missing:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Preceptor Approval: Date:

I am requesting approval to reschedule the above absence for the following dates and times as listed below.

<table>
<thead>
<tr>
<th>Date of Rescheduled Hours:</th>
<th>Preceptor Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time of Reschedule Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Experience of Rescheduled Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Preceptor Approval: Date:

ATS Signature: Date Submitted:

THIS FORM MUST BE COMPLETELY FILLED OUT & SUBMITTED TO THE CLINICAL COURSE INSTRUCTOR NO LATER THAN 7 DAYS (1 WEEK) PRIOR TO BEGINNING OF ABSENCE DATE (S).
APPENDIX Q

ATS Disciplinary Report – Preceptor

Student’s Name: ________________________________ Date: ______________

Date of Report: ____________________ Time: ____________________ Location: ____________________

Witnesses: ________________________________

Preceptor’s Name: ________________________________ Phone #: (____) _________

Discrepancies in Conduct and/or Clinical Performance

- Insubordination
- Theft / Vandalism
- Misuse of AT Hours
- Unprofessional Behavior
- Sexual Harassment
- Dress Code Violation
- Breach of Duty
- Falsifying Hours
- Unauthorized Procedure Performed
- Unexcused Absence(s)
- Academic Dishonesty
- Other:
- Chronic Tardiness
- Drug / Alcohol Abuse
- Other:

Please describe the variance for the above location, date, and time:

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Preceptor’s Signature: ________________________________ Date: ______________

I, THE UNDERSIGNED, UNDERSTAND THAT MY SIGNATURE BELOW IS NOT AND ADMISSION OF GUILT, BUT RATHER AN ACKNOWLEDGEMENT OF THE REPORT. EACH VARIANCE REPORT WILL BE REVIEWED ON A CASE-BY-CASE BASIS. I ALSO UNDERSTAND THAT ANY REFUSAL TO SIGN THIS DOCUMENT BY THE AFOREMENTIONED STAFF ATHLETIC TRAINER WILL BE CONSIDERED AN ADMISSION OF GUILT AND SUBSEQUENT DISCIPLINARY ACTION WILL BE TAKEN AS OUTLINED IN THE LMU ATP PRACTICUM HANDBOOK.

Athletic Training Student’s Signature: ________________________________ Date: ______________

Reviewed By: ________________________________
Comments / Remarks:

Athletic Training Student’s Signature: ________________________________ Date: ______________
Reviewer’s Signature: ________________________________ Date: ______________
ATS Disciplinary Report - Student

Student’s Name: ________________________________ Date: __________

Date of Report: ____________________ Time: __________________ Location: ________________

Witnesses: ____________________________________________

Preceptor’s Name: ________________________________________ Phone #: (_______) _________

Discrepancies in Conduct and/or Clinical Performance

1. If a student displays inappropriate behavior, professionalism and/or clinical performance and is removed from a clinical facility, the incident will be investigated. If the student is found to be at fault, the student will be counseled and the discrepancy documented.

2. If a student performs a procedure that is deemed harmful or potentially harmful to the patient and/or themselves the student will be sent home. After an investigation, the student will be counseled and the discrepancy will be documented.

3. Any student with three (#2 above) documented discrepancies or one or more serious/critical documented discrepancies during the length of the clinical education will be subject to immediate dismissal.

Note: A discrepancy will include, but is not limited to, the following examples of actions or occurrences:

- Unexcused absence from clinical
- Failure to display a professional respectful attitude.
- Failure to follow the appropriate dress code.
- Failure to arrive at clinical mental and physically prepared.
- Failure to wear protective equipment during high-risk procedures and/or patient protection protocols.
- Performing a procedure without clearance of an instructor.
- Any other harmful or potentially harmful procedure performed.
- Other: _____________________________________________

TO BE COMPLETED BY THE STUDENT

Please describe the discrepancy for the above location, date, and time:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

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_________________________________________________________________________________  

Student’s Signature ___________________________ Date __________________
APPENDIX R

CONFIDENTIALITY STATEMENT

I, _________________________________________, do hereby acknowledge my
(print name)
responsibility under applicable Federal Law and the Agreement between Lincoln Memorial University,
School of Allied Health Sciences, Department of Athletic Training and all affiliated clinical sites, to keep
confidential any information regarding patients, as well as all confidential information of the clinical sites.
By my signature below, I agree, under penalty of law, not to reveal to any person or persons except
authorized clinical staff and associated personnel any specific information regarding any patient and further
agree not to reveal to any third party any confidential information, except as required by law or as
authorized by the clinical site and/or clinical staff.

Dated this, the _____ day of ________________, 20___

____________________________________________
Athletic Training Student’s Signature

____________________________________________
Athletic Training Student’s ID #

____________________________________________
Witness’ Signature
APPENDIX S

Athletic Training Program
Department of Athletic Training
Policy on Needle Stick and Blood Borne Pathogen Exposure

Detailed information on the prevention of and treatment for exposure to blood borne pathogens is contained in the CDC brochure, “Exposure to Blood: What Healthcare Personnel Need to Know”. Students should familiarize themselves with this information.  

Purpose: To prevent the transmission of bloodborne diseases through accidental exposure to bloodborne pathogens. An exposure incident occurs when potentially infectious materials come into contact with eye, mouth, mucous membranes, non-intact skin, or parenteral structures.

If a student experiences a needle stick, sharps injuries or is otherwise exposed to the blood of a patient while on a practicum rotation, the student should:

1) Immediately perform basic first aid. Wash needle sticks and cuts with soap and water. Flush splashes to the nose, mouth or skin with water. If exposure is to the eyes, flush eyes with water, normal saline solution or sterile irrigates for several minutes.

2) Immediately report the incident to your preceptor. Prompt reporting is essential. In some cases, post exposure treatment may be recommended and should be started as soon as possible. If there is potential exposure to HIV, it is imperative to initiate prophylactic treatment within two hours of the incident. Also, without prompt reporting, the source patient may be released before testing for infectious disease can be conducted.

3) Seek post-exposure services. If at an AT Practicum site your preceptor is the point of contact. If in a medical clinic contact the Site Coordinator for instructions of how to fulfill these requirements. If in a hospital, contact the nursing supervisor or employee health service. All clinical sites will have a policy in place for blood borne pathogens, with a point of contact. This point of contact can help you follow the correct procedures. If it is after hours or if the student cannot locate a person to guide them, they should go immediately to the emergency department and identify themselves as a student who has just sustained an exposure.

4) Obtain baseline laboratory tests, if indicated. The treating clinician should evaluate the type and severity of exposure and counsel the student on the risk of transmission of HIV, HBV and HCV. This may involve testing the student’s blood and that of the source patient and initiating post-exposure treatment.
   a. Acute Hepatitis Panel
   b. HIV Test

5) Complete the Bodily Fluid Exposure Report (attached). The student should report the incident to the Chair of the Department of Athletic Training and complete the Bodily Fluid Exposure Report
within 24 hours of the exposure. The training site may require the student to complete a separate incident report for their facility.

6) Complete the LMU Incident Report. In conjunction with the Chair of the Department of Athletic Training complete the LMU Incident Report for submission to Risk Management.

It is extremely important that students report incidents promptly to the Chair of the Department of Athletic Training to avoid problems that may occur later with payment for post exposure treatment.

Costs Incurred: Most training sites provide post-exposure treatment to students free of charge. If there are charges for services, the student must file all medical claims to their personal medical insurance first, then to the LMU intercollegiate policy.

The student should:
1. File a claim with their personal insurance policy
2. Complete the LMU intercollegiate claim form (see Patricia Mason for a claim form)
3. Make a copy of the front and back of the insurance card
4. Collect all bills associated with the incident. Make a copy of the Explanation of Benefits (EOB) provided by the insurance company.
5. Collect a UB4 or HCFA billing statement from the billing office of the facility where treatment was received.
6. Return all these things via fax, e-mail, or mail to Patricia Mason ASAP.

Patricia Mason
Administrative Assistant
Department of Athletic Training
6965 Cumberland Gap Parkway
Harrogate, TN 37752
Phone: 423.869-6813
FAX: 423.869.6846
Patricia.mason@lmunet.edu
BODILY FLUID EXPOSURE REPORT  
Department of Athletic Training

The athletic training student and preceptor should complete this form as soon as possible after the exposure. Once completed, this form should be submitted to the Chair of the Department of Athletic Training within 48 hours or the next business day, whichever comes first. The Chair will then take the appropriate action, including the completion of the LMU Incident Form, as a representative of Lincoln Memorial University.

*Please Print Legibly!*

Athletic Training Student Name: _____________________________________________________________

Preceptor: ___________________________  Clinical Site: _________________________________

Date of Exposure: _____________________  Time of Exposure: _____________________________

With precision and detail describe the specifics of the exposure (continue on back if needed):

Please list the name(s) of any witness(es) to the exposure:

_______________________________________________  ____________________
Athletic Training Student  Date  

_______________________________________________  ____________________
Preceptor  Date
APPENDIX T
LMU INCIDENT REPORT

Full Name: ________________________________________________________________

Street Address: ____________________________________________________________________________

City / State / Zip: ____________________________________________________________________________

Birthdate: __________________________ Telephone Number: ______________________

Hire Date: ______________________ Position Title: ______________________

Male / Female (circle one) Employee / Student / Patient / Visitor (circle one) Race/Ethnicity: AM/PM

Date/Time of Accident: __________________ Date/Time Reported: __________________ AM/PM

Time Employee Began Work: AM/PM

Names of Witnesses:

________________________________________________________________________ Interviewed: YES NO (attach documentation)

________________________________________________________________________ Interviewed: YES NO (attach documentation)

Treatment away from worksite?

Emergency Room: Yes / No

Physician or Other:

Facility:

Address:

Was injured person hospitalized overnight as inpatient? Yes / No

If the injured person died, when did death occur? Date:

Name of building or area the injured person was in:

What was the injured person doing just before the incident occurred? Describe the activity, as well as the tools, equipment or material the injured person was using. Be specific. Examples: climbing a ladder while carrying roofing materials, spraying chlorine from hand sprayer, daily computer tasks.

What happened? Tell us how the injury occurred. Examples: When ladder slipped on wet floor, injured person fell 20 feet; injured person was sprayed with chlorine when gasket broke during replacement; injured person developed soreness in wrist over time.
What was the injury or illness? Tell us the part of the body that was affected and how it was affected. Example: Lower back pain; complains of wrist pain.

What object or substance directly harmed the injured person? Examples: Concrete floor, chlorine, radial arm saw. If this question does not apply to the incident, leave it blank.

Cause: Reason(s) for accident. Contributing factors, unsafe acts, unsafe conditions?

Prevention: Describe how to prevent a similar accident. (If known at this time)

What action do you need to take? (If known at this time)

________________________________________
Signature of Supervisor
(If applicable)
________________________________________
Date

________________________________________
Signature of Injured Person
(If injured person refuses to sign, please note here)
________________________________________
Date
Has corrective action been taken to prevent a similar accident?  YES   NO

By whom and what action was taken?
# CLINICAL TIMESHEET

**ATS:** __________________________  **Level:** _______  **Clinical:** _______  **Preceptor:** _______________

<table>
<thead>
<tr>
<th>Week # ______</th>
<th>Week # ______</th>
<th>Week # ______</th>
<th>Week # ______</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td><strong>Tuesday</strong></td>
<td><strong>Wednesday</strong></td>
<td><strong>Thursday</strong></td>
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<td><strong>In:</strong> _____</td>
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<td><strong>In:</strong> _____</td>
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<tr>
<td><strong>PRE:</strong> _____</td>
<td><strong>PRE:</strong> _____</td>
<td><strong>PRE:</strong> _____</td>
<td><strong>PRE:</strong> _____</td>
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</tbody>
</table>

**Weekly Hours**  
| In: _____ | Out: _____ |
| In: _____ | Out: _____ |

**Verification**  
| In: _____ | Out: _____ |
| In: _____ | Out: _____ |

**Total Hours**  
| In: _____ | Out: _____ |
**APPENDIX V**

**ATS EVALUATION OF A CLINICAL EDUCATION SITE**

ATS: _______________________________ Date: _______________________________

Clinical Site: _______________________________ Preceptor: _______________________________

**PURPOSE:**
The purpose of this form is to help evaluate clinical education settings for the athletic training program. Each student is asked to complete this evaluation to the best of his/her knowledge. The Clinical Education Coordinator will review and compile a summative report for the program director. (NOTE: Students comments will remain anonymous and confidential.) The program director will then meet with the Preceptor to discuss the summative report from all student evaluations.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Were you given adequate orientation to individual patients/athletes and to your responsibilities to these people?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Did you have a clear understanding of what was expected of you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Were your objectives for clinical education considered in planning your learning experiences?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Did you feel that the learning experiences at this setting were:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>_____ Routine for every student or _____ Individualized for each student</td>
<td></td>
</tr>
<tr>
<td>5. Were on-going changes made in your learning experiences based on the level of competency you demonstrated?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Were you provided with adequate space to accommodate your professional and personal needs: (e.g. lockers, study space, patient treatment area)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Did you have adequate individual attention?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Was the variety of patients/athletes adequate for you to meet the objectives of the clinical education experience? If no, please comment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Were the equipment and supplies adequate to meet the objectives of the clinical education experience? If no, please comment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Did the Preceptor understand your education level and education needs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Did you have adequate opportunity for communication with the Preceptor to whom you were responsible?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Please describe your opportunities for discussion with your Preceptor by checking all appropriate responses:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13. How would you rate staff morale?

Always high  Usually high  Occasionally High  Usually Low  Occasionally Low

14. Was the person who was directly responsible to you adequately prepared to answer your questions?

15. Was the person who was directly responsible to you interested in your learning?

16. Did you have an opportunity to interact with:

   a. radiology technicians  
   b. nurses  
   c. occupational therapists  
   d. orthotists  
   e. paramedics/EMTs  
   f. physical therapists  
   g. orthopedists  
   h. physicians  
   i. physician’s assistants  
   j. chiropractors  
   k. other physicians  
   l. other health professionals

   Yes  No  N/A

17. How would you describe your patient/athlete load during the majority of your clinical education experience?

   _____ Appropriate for your level of education  _____ Too high  _____ Too low

   Please comment if too high or too low:
18. Based on your experience and skill, how would you describe the degree of supervision you received?

______ Too close  ______ Commensurate with need  ______ Not close enough

If not commensurate with your need, please comment:

19. How would you describe the final evaluation process of your performance?

______ a. Discussed with you prior to and after being finalized in writing.
______ b. Discussed with you only prior to being finalized in writing.
______ c. Discussed only after being finalized in writing.
______ d. Not discussed.

20. Identify any new subject matter to which you were exposed during this clinical education experience and indicate if it should be included in the athletic training educational program.

21. Based on your past experience in clinical education, and your concept of the "ideal" clinical education setting, how would you rate this clinical education setting?

1  2  3  4
A very negative experience  A waste of time  Time well spent  A very positive experience
# APPENDIX W

## ATS Evaluation of a Preceptor*

ATS: ___________________________  Date: ___________________________

### I. Purpose

The purpose of this form is to help athletic training students (ATS) to evaluate the clinical instruction of a Preceptor. We recommend that the seven standards and associated criteria listed below be used as guidelines, not as minimal requirements. These standards/criteria were developed in a National Athletic Trainers’ Association - Research and Education Foundation research project and are considered to be clear, necessary, and appropriate for Preceptor’s in a variety of athletic training clinical education settings.

### II. Identification of Preceptor

Name of Preceptor: __________________________________________________________________________________

Credentials of Preceptor ________________________  Rotation Week(s): ______________________________

Clinical Site: _________________________________________________________________________________________

### III. Definition of a Preceptor

A Preceptor is defined as a certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base. Standards for the Accreditation of Professional Athletic Training Programs – 2012; Commission on Accreditation of Professional Athletic Training Education (caATe).

### IV. Use the standards and associated criteria below as guidelines to evaluate the performance of a Preceptor.

<table>
<thead>
<tr>
<th>Standard 1.0</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Preceptor demonstrates legal and ethical behavior that meets the expectations of members of the profession of athletic training.</strong></td>
<td></td>
</tr>
<tr>
<td>1.1 The Preceptor demonstrates athletic training services that are confidential &amp; consistent with state and federal legislation. Examples include American Disabilities Act, Health Insurance Portability &amp; Accountability Act (HIPAA), and Family Education Rights &amp; Privacy Act (FERPA).</td>
<td>YES  NO  Unknown</td>
</tr>
<tr>
<td>1.2 The Preceptor demonstrates ethical behavior as defined by the NATA Code of Ethics and the BOC Standards of Professional Practice.</td>
<td>YES  NO  Unknown</td>
</tr>
</tbody>
</table>
### Standard 2.0  
The Preceptor demonstrates effective communication skills.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 The Preceptor uses appropriate forms of communication to clearly and concisely express him/her to ATS, both verbally and in writing.</td>
<td></td>
</tr>
<tr>
<td>2.2 The Preceptor provides appropriately timed and constructive feedback to ATS.</td>
<td></td>
</tr>
<tr>
<td>2.3 The Preceptor facilitates communication with ATS through open-ended questions and directed problem solving.</td>
<td></td>
</tr>
<tr>
<td>2.4 The Preceptor ensures time for on-going professional discussions with the athletic training student in the clinical setting.</td>
<td></td>
</tr>
<tr>
<td>2.5 The Preceptor communicates with ATS in a non-confrontational and positive manner.</td>
<td></td>
</tr>
<tr>
<td>2.6 How would you characterize the Preceptor’s communication skills (circle one)?</td>
<td>N/A</td>
</tr>
<tr>
<td>Approachable</td>
<td>Strained</td>
</tr>
<tr>
<td>Please explain:</td>
<td></td>
</tr>
</tbody>
</table>

### Standard 3.0  
The Preceptor demonstrates appropriate and professional interpersonal relationships.

<table>
<thead>
<tr>
<th>Requirement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 The Preceptor forms appropriate professional relationships with ATS.</td>
<td></td>
</tr>
<tr>
<td>3.2 The Preceptor models appropriate professional interpersonal relationships when interacting with ATS, colleagues, patients/athletes, and administrators.</td>
<td></td>
</tr>
<tr>
<td>3.3 The Preceptor appropriately advocates ATS when interacting with colleagues, patients/athletes, and administrators.</td>
<td></td>
</tr>
<tr>
<td>3.4 The Preceptor is a positive role model and/or mentor for ATS.</td>
<td></td>
</tr>
<tr>
<td>3.5 The Preceptor demonstrates respect for gender, racial, ethnic, religious, and individual differences when interacting with people.</td>
<td></td>
</tr>
<tr>
<td>3.6 The Preceptor has an open and approachable demeanor to ATS when working in the clinical setting.</td>
<td></td>
</tr>
<tr>
<td>3.7 How would you characterize the Preceptor’s interpersonal Relationship with you (circle one)?</td>
<td>N/A</td>
</tr>
<tr>
<td>Friendly</td>
<td>Authoritative</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>
### Standard 4.0  
The Preceptor demonstrates effective instructional skills.

<table>
<thead>
<tr>
<th>4.1 The Preceptor facilitates and evaluates planned clinical objectives of the ATS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2 The Preceptor understands the ATS’ academic curriculum, level of didactic preparation, and current level of performance, relative to the goals of the clinical education experience.</td>
</tr>
<tr>
<td>4.3 The Preceptor takes advantage of teachable moments during planned and unplanned learning experiences by instructing skills or content that is meaningful and immediately applicable.</td>
</tr>
<tr>
<td>4.4 The Preceptor employs a variety of teaching styles to meet individual ATS' needs.</td>
</tr>
<tr>
<td>4.5 The Preceptor modifies learning experiences based on the ATS' strengths and weaknesses.</td>
</tr>
<tr>
<td>4.6 The Preceptor creates learning opportunities that actively engage ATS in the clinical setting and that promote problem-solving and critical thinking.</td>
</tr>
<tr>
<td>4.7 The Preceptor is enthusiastic about teaching ATS.</td>
</tr>
<tr>
<td>4.8 The Preceptor communicates complicated/detailed concepts in terms that students can understand based on their level of progression within the Athletic Training Science Curriculum.</td>
</tr>
<tr>
<td>4.9 The Preceptor routinely encourages ATS to engage in self-directed learning as a means of establishing life-long learning practices of inquiry and clinical problem solving.</td>
</tr>
<tr>
<td>4.10 Circle the word(s) that best describes your Preceptor’s instructional style?</td>
</tr>
<tr>
<td>Innovative</td>
</tr>
</tbody>
</table>

### Standard 5.0  
The Preceptor demonstrates effective supervisory and administrative skills when working with ATS.

<table>
<thead>
<tr>
<th>5.1 The Preceptor directly supervises ATS during formal acquisition, practice, and evaluation of the Clinical Proficiencies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2 The Preceptor intervenes on behalf of the athlete/patient when the athletic training student is putting the athlete/patient at risk or harm.</td>
</tr>
<tr>
<td>5.3 The Preceptor encourages ATS to arrive at clinical decisions on their own according to their level of education and clinical experience.</td>
</tr>
<tr>
<td>5.4 The Preceptor applies the clinical education policies, procedures, and expectations of the Athletic Training Education Program.</td>
</tr>
<tr>
<td>5.5 The Preceptor presents clear performance expectations to ATS at the beginning and throughout the learning experience.</td>
</tr>
<tr>
<td>5.6 The Preceptor informs ATS of relevant policies and procedures of the clinical setting.</td>
</tr>
<tr>
<td>5.7 The Preceptor treats the ATS presence as educational and not as a means for providing medical coverage.</td>
</tr>
<tr>
<td>5.8 The Preceptor completes ATS evaluation forms in a timely fashion.</td>
</tr>
<tr>
<td>5.9 The Preceptor collaborates with ATS to arrange quality clinical education experiences, which are compatible with the students’ academic schedule.</td>
</tr>
<tr>
<td>5.10 What would you suggest to improve the Preceptor’s efficiency in this area?</td>
</tr>
</tbody>
</table>

N/A
### Standard 6.0
The Preceptor effectively evaluates athletic training student performance.

<table>
<thead>
<tr>
<th>6.1 The Preceptor notes the ATS’ knowledge, skills, and behaviors as they relate to the specific goals and objectives of their clinical experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2 The Preceptor records student progress based on performance criteria established by the Athletic Training Education Program and identifies areas of competence as well as areas requiring improvement.</td>
</tr>
<tr>
<td>6.3 The Preceptor approaches the evaluation process as constructive and educational.</td>
</tr>
<tr>
<td>6.4 The Preceptor and ATS participate in formative (i.e., on-going specific feedback) and summative (i.e., general overall performance feedback) evaluations.</td>
</tr>
<tr>
<td>6.5 Do you feel your Preceptor was biased or unbiased in your evaluation?</td>
</tr>
<tr>
<td>Please explain:</td>
</tr>
</tbody>
</table>

### Standard 7.0
The Preceptor demonstrates clinical skills and knowledge, which meet or exceed the athletic training education competencies and clinical proficiencies.

<table>
<thead>
<tr>
<th>7.1 The Preceptor is capable of teaching and evaluating the clinical proficiencies, which are particular to the Preceptor’s setting or environment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.2 The Preceptor’s knowledge and skills are current and support care decisions based on science and evidence-based practice.</td>
</tr>
<tr>
<td>7.3 Should this rotation continue for future Athletic Training Students?</td>
</tr>
<tr>
<td>Why or Why not?</td>
</tr>
</tbody>
</table>

#### ADDITIONAL COMMENTS:

ATS Signature ________________________________ Date __________

*Work completed by Thomas G. Weidner, PhD, ATC/L and Jolene M. Henning, EdD, ATC-L Copyright 2004, Ball State University. All rights reserved. Modified August, 2010 by Nicholls State University ATTR. Modified August, 2013 by Lincoln Memorial University ATP.

| Use the following scale to respond to the criteria listed below for this standard: |
| U = Unknown | 1 = Never | 2 = Seldom | 3 = Occasionally | 4 = Usually | 5 = Always |
STUDENT ORGANIZATIONS

Annual Registration of Student Organizations

Recognized organizations must meet and maintain the following criteria in order to receive University support:

* Completion of a registration form each academic year; * Participation in the Student Government Association (SGA); * If a Greek-letter, social organization, participation in the Inter Greek Council (IGC); * Leadership and advisement of a university faculty or staff member having completed an advisor commitment form; * Proposal and approval of campus activities and events through the Office of Student Services, and cooperation with university policies and procedures during those activities and events; * Sponsorship of at least one campus-wide activity per year (honor societies excluded); * Contribution to and support of the philosophy and mission of LMU; and * Completion of monthly program reports.

Formation of New Organizations

University students have already created a strong network of interest groups, recreational clubs and social organizations. However, students with common interest or hobbies may desire to organize their efforts to form new groups. The University encourages fresh ideas and sets forth the following criteria for University recognition of a new organization:

* Discuss the plans for the new organization with the Director of Student Activities. * Provide a statement justifying the need for such an organization at LMU. * The Director of Student Activities may grant probationary status for one semester while the group works to fulfill the remaining criteria. While on probationary status, the organization may take advantage of the following privileges:

• Use of University facilities; • Use of University advertising facilities to inform students of the group's intent and purpose; • Membership in SGA or IGC; and

* Submit three copies of the organization’s constitution and bylaws. * Supply a letter from the proposed advisor(s) or a completed advisor commitment form indicating willingness to serve in that capacity. The advisor must be affiliated with the University in either a faculty or staff position.

The Director of Student Activities will review the organization’s submittals and make a recommendation to either the SGA or the IGC. Confirmation of recognition or rejection will be made to the organization's officers by the Director of Student Activities.

Approved Student Organizations

A variety of student organizations exist for student participation. For more information about a particular organization check the LMU website for a current list of active student organizations.

Solicitation Policy

Solicitation of the student body for charitable purposes by organizations is permitted only under the following
conditions:

* The organization may use only 15% or less of the gross profit to recover costs incurred in the solicitation. The remainder of funds collected must be turned over to the recognized student charitable organization for which the solicitation was represented. * Financial reports of expenses, incomes and donations are filed with the Vice President of Alumni and Development.

* All solicitation must be approved by the Director of Student Activities in advance. * No organization may solicit using LMU in its name unless it complies with the foregoing conditions. * Any organization not complying with the foregoing rules and regulations may forfeit future solicitation approval.

Profit-making ventures by students, businesses, organizations or other individuals may be pursued on campus with permission from the Office of Student Services. Guidelines on promotional activities or solicitation methods will be decided on a case-by-case basis. No door-to-door solicitation will be permitted in residence halls without prior approval from the Office of Student Services.

Solicitation of a non-university related vendor or service may occur on campus only under the following conditions:

• Posting of information must be approved by the Director of Student Activities and must follow the same policy as those for "Advertising Student Activities on Campus." • Exhibitors must submit copies of any pamphlets, applications or other written materials used in the display, to Director of Student Activities for approval.

• Exhibitors may not approach students, faculty or staff. The prospective client must indicate interest before contact is initiated and exhibitors may request, in advance, tables and chairs for their displays.