WINONA STATE UNIVERSITY
Athletic Training Educational Program
Student Handbook
(Updated October 2011)
MISSION STATEMENTS

Winona State University Mission Statement

The mission of Winona State University is to educate and enlighten our citizenry at a distinctive institution: a community of learners improving our world.

Commonly-Held Principles
Commonly-held principles help Winona State University prepare undergraduate and graduate students on our three campuses in Winona and Rochester:

• We value differences and work collaboratively.
• We are an exemplary arts and sciences institution with professional and graduate programs anchored in a general education core.
• We are committed to retaining small class sizes and to challenging students by maintaining rigorous academic standards.
• Faculty and administration are involved with students, facilitate cooperative and active learning, provide prompt feedback, emphasize time-on-task, communicate high expectations, and respect diverse talents and ways of knowing.
• Faculty create an optimal learning environment for students by using contemporary technology and by building learning communities.
• Students acquire the disciplinary expertise enabling them to pursue careers or enter graduate or professional schools.
• Students learn the value of aesthetics and ethical integrity, along with the importance of leadership and furthering the public good.

Learning Outside the Classroom
Winona State recognizes that many learning experiences occur outside the classroom. It therefore is committed to building and maintaining a caring community. Community members strive for amicable relationships based on shared values and an affirmation of the principle of freedom of speech within an atmosphere of civility and mutual respect. Governed by collective bargaining agreements and guided by principled leadership, we respect diversity and collaborate to resolve issues that affect us all. We celebrate our common successes and our distinctive heritage.

Ongoing Assessment
We are committed to measuring results against self-defined and national standards. Through this ongoing assessment, one in which students, faculty, and staff participate, we will improve continuously and establish accountability for results. Thus, we shall reaffirm Winona State University’s social contract to provide educational benefits to the people of Minnesota, the nation, and the world.

College of Nursing and Health Sciences

The college provides quality graduate and undergraduate programs in nursing and health sciences. These programs are designed to graduate caring, ethical, competent, and progressive professionals who are sensitive to diversity and prepared to work with clients through health promotion, prevention of health problems, and caring during illness.

Promoting Lifelong Wellness
In addition to its professional programs, the College seeks to promote health awareness at WSU. The College's educational environment supports lifelong wellness in the individual, the University, the community, and global society.
Department of Health, Exercise and Rehabilitative Sciences

The Department of Health, Exercise and Rehabilitative Sciences is committed to preparing competent, entry-level exercise physiologists, health educators, athletic trainers, and students well-prepared for graduate study. Our goal is to prepare graduates who can serve the needs of Minnesota and the global community. In order to fill this fundamental mission, the faculty:

- Provide instruction in health promotion, exercise science, and clinical sciences.
- Facilitate the professional development of the students through sound instruction, scholarly activity, and demonstrated service.

The department fosters the development of physical, social, emotional, recreational, clinical, and culturally diverse skills to enhance the human behavior and well-being of all populations. The department is committed to student-faculty contact, cooperation among students, active learning, prompt feedback, time on task, high expectations, diverse talents and ways of learning.

Athletic Training Education Program

The Athletic Training Program at Winona State University is committed to providing a diverse and comprehensive academic and clinical education to our athletic training students, as well as providing quality athletic training services for WSU athletes.

ATHLETIC TRAINING EDUCATION PROGRAM OBJECTIVES

NOTE: The Athletic Training Education Program at WSU is an outcome based experience. Students are required to meet specific outcomes throughout the program to progress to the next level. All times given are provided as a guide for student expectations and to facilitate time management.

Academic Objectives

- Follow all CAATE guidelines.
- Utilize current research and textbooks from the field of athletic training in the classroom.
- Promote professionalism, professional organizations and attendance at professional conferences, and workshops.
- Provide laboratory experiences that enhance critical thinking, problem solving, and clinical skill acquisition.
- Utilize technology in the classroom.
- Provide educational experiences with:
  - Physicians representing multiple specialties
    - Orthopedic
    - Dermatology
    - Internal Medicine
    - Family Practice
    - Emergency Medicine
    - Radiology
  - Physical Therapists
  - Emergency Personnel including Paramedics and EMT’s
  - Registered Nurses
  - Dentists
  - Other medical professionals
Clinical Education Objectives

- Students will participate for ONE semester (minimum) as a prospective athletic training student and a minimum of a TWO calendar year Clinical Education experience (junior and senior year) after application and acceptance to the program.
- Provide each athletic training student with adequate clinical practice experiences to refine and gain confidence in interpersonal communication skills, athletic training room organization and administration, modality set-up and prescription, clinical evaluation skills, emergency skills, advanced taping procedures, equipment fitting, rehabilitation programming and implementation.
- Provide clinical education opportunities with a variety of approved clinical instructors (ACI’s).
- Provide each student with a variety of clinical experiences with upper extremity sports, lower extremity sports, equipment intensive sports, and general medical conditions.
- Provide each student several clinical practice settings (university, high school and sports medicine clinic). Each athletic training student will obtain clinical education experiences each week under the direct supervision of a certified athletic trainer. Clinical education experiences will be scheduled and approved by the Program Director and will be in traditional and clinical settings.
- Each student will complete a clinical course during each semester they are admitted in the program:
  o HERS 293 – Second semester sophomore year
  o HERS 362 – First semester junior year
  o HERS 365 – Second semester junior year
  o HERS 489 – First semester senior year
  o HERS 495 – Second semester senior year

WSU Athletic Training Service Objectives

- Follow NCAA and NATA guidelines and objectives.
- Provide a Certified Athletic Trainer ON-SITE for WSU athletic practices and events, as deemed appropriate by the Head Athletic Trainer with approval of the Director of Athletics.
- Provide health care services for WSU student athletes.
- Promote communication and education about injuries and athletic training between ATC’s and student athletes, coaches, and administrators.
- Coordinate medical referrals and physician services for WSU athletes.
- Ensure safe playing environments, safe participation, and prevent athletic injuries and illnesses.
- Provide emergency and acute care to WSU student athletes.
- Provide injury evaluation and treatment for non-acute and chronic athletic injuries of WSU student athletes.
- Communicate and follow orders of team physician.
- Supervise athlete rehabilitation programs and safe return to activity.
- Counsel and refer (when appropriate) student athletes to appropriate medical professionals.

Athletic Training Student Objectives
(Performed under the direct supervision of an ATC)

Freshmen

- Complete WSU Athletic Training Room observations as assigned by the course instructor.
- Enroll in HERS 191, and BIO 211 and 212. Grades of "B" or better are preferred for program application. Grades below "C" must be retaken prior to program application.
- Establish a GPA above 2.75 and demonstrate appropriate academic progress at WSU.
- Obtain First Aid and CPR certifications through the American Red Cross or American Heart Association.
- If Hepatitis B Vaccinations are not completed, the vaccination series should be started immediately. Students must sign a declination form if this vaccination series is declined.
- Demonstrate working knowledge of athletic training room policies and procedures.
• Acquire general knowledge of: mechanism of injury, signs and symptoms, basic treatment and rehabilitation of common athletic injuries.

Sophomores

• Performed assigned clinical education within HERS 292 and APPLY to the two and 1/2 year clinical education program at the end of FALL semester (beginning of November).
• Materials required prior to beginning clinical experiences in the fall:
  o Medical history and physical form completed and turned into Director-ATEP
  o Documentation of current vaccinations, including Hepatitis B series or declination
  o Technical Standards form signed
  o Student Confidentiality Agreement signed
  o Clinical Education Agreement signed
  o State of Minnesota Background check form completed and turned in
    ▪ Please note that an extra cost will be added to your WSU bill for this. This form is completed and updated each academic year.
  o State of Wisconsin Background check is also required for students assigned to a WI clinical site
  o Documentation of current First Aid and CPR Certification
• Application materials include:
  o Letter of Application/Resume
  o Reflective Journals from HERS 191 and HERS 292
  o 3 Professional Reference Letters
  o 2 Student Reference Letters
  o ACI Rating Form
  o Mid-semester grade report signed by WSU instructor/professor
• Enroll in HERS 292 and HERS 314 fall semester (pre-requisites AT sequence).
• Enroll in HERS 392, HERS 340 spring semester upon successful admission into the Athletic Training Education Program.
• Enroll in HERS 293 – Clinical Practice I and complete Sophomore Clinical Education Proficiencies.
• Obtain First Responder Certification (HERS 345) spring semester.
• Maintain professional conduct and dress.
• Content learned in major courses should be practiced and implemented in the clinical setting with ACI supervision.
• Acquire intermediate taping, wrapping, and padding skills.
• Acquire clinical education experiences. Progress appropriately for a student with similar background and experience.
• Successfully complete Assessment Day testing.

Juniors

• Acquisition of sophomore level objectives and proficiencies.
• Enroll in HERS 391, 393 and 494.
• Enroll in HERS 362 – Clinical Practice II and HERS 365 – Clinical Decision Making I and complete Junior Level Clinical Education Proficiencies.
• Content learned in major courses should be practiced and implemented in the clinical setting with ACI supervision.
• Mentor pre-professional athletic training students.
• Participate in external educational opportunities. (MATA, GLATA, NATA and local events)
• Become an NATA student member.
• Acquire clinical education experiences. Progress appropriately for a student with similar background and experience.
• Successfully complete Assessment Day testing.
Seniors

- Acquisition of junior level objectives.
- Enroll in HERS 491 and 492 and complete 120 credits for graduation.
- Enroll in HERS 489 – Clinical Decision Making II and HERS 495 – Capstone Clinical Skills Laboratory and complete Senior Level Clinical Education Proficiencies.
- Content learned in major courses should be practiced and implemented in the clinical setting with ACI supervision.
- Acquire clinical education experiences. Progress appropriately for a student with similar background and experience.
- Applying for BOC Exam, select available date, complete all necessary paperwork, and meet with the Director and/or Clinical Coordinator of the ATEP.
- Apply for graduation with the registrar’s office BEFORE your last semester of course work!
- Refine Cover Letter and Resume. Secure letters of recommendation.
- Sit for GRE’s if interested in graduate school. Applications for graduate assistantships may be due in December, January or February.
- Successfully complete Assessment Day testing.

MEDICAL POLICIES

Medical History and Physical

- All prospective athletic training students (ATS) must have a completed medical physical submitted to the Director-ATEP prior to starting assigned clinical rotations with an Approved Clinical Instructor (ACI) for HERS 292 – Principles of Athletic Training.
- Physicals must include a signed statement from the attending health care provider (MD, DO, PA, NP) that the student meets the technical standards of the program.
- ATS must also complete and sign a separate technical standards form. Medical clearance forms can be found on the ATEP website (www.winona.edu/athletictraining/atepforms). Please note - these forms are NOT the same as ATHLETE physical forms which cannot be used for the Athletic Training Education Program!

Hepatitis B Vaccinations

- ATS who have not completed the Hepatitis B vaccination series should IMMEDIATELY begin this series upon entrance into Winona State University, as a prospective Athletic Training Student. This is YOUR RESPONSIBILITY!! Students may decline vaccinations if desired. A form declining this vaccination can be found on the ATEP website (www.winona.edu/athletictraining/atepforms).
- Vaccinations are given in the Student Health Services Office on campus. Vaccination information may be obtained from the Director of Safety (Erin Paulson) Somsen 107D. Phone # 457-5082. If you obtain your vaccinations from a source outside of WSU, present your bill to Erin and you will be reimbursed.
- The three shot series should be completed prior to the fall semester of your sophomore year. KEEP your immunization record for your records. Future employers will require you to be vaccinated.
- You will need to provide the Director-ATEP with a copy of a vaccination record for your file.

Tuberculosis Skin Test

- All athletic training students currently admitted to the academic program or enrolled in HERS 292 – Principles of Athletic Training will be required to obtain a Tb skin test prior to the start of their clinical rotations.
- Testing may occur through the WSU Health and Wellness Services.
• Junior and Senior level admitted ATS will receive this skin test during our annual fall camp in-services which are held in August.
• Sophomore level students enrolled in HERS 292 – Principles of Athletic Training should receive this test during their medical physical and have the results documented on this form.

Other Immunizations

• It is recommended that students receive the following immunizations:
  o Meningococcal
  o Seasonal Influenza
• These immunizations are not required; however, as a health care provider who is in contact with patients on a daily basis it is suggested.

Blood Borne Pathogen (BBP) Training

• It is expected that each ATS will follow the universal precautions for handling BBP as detailed in the BBP Policy & Procedure document found on the ATEP website. PROTECT YOURSELF AND PROTECT OTHERS!!
• Students will receive BBP training on a yearly basis in HERS 191 (Freshmen), HERS 292 (Sophomores) and during August camp (Juniors and Seniors).

Physical Health

• ATS's will participate in a BIOMECHANICS IN-SERVICE upon admission to the ATEP and prior to each fall semester. Students will learn proper lifting, carrying, bending, reaching and posture techniques. ATS's who display inadequate strength; flexibility or biomechanics will be given intervention exercises or referred as necessary. ALWAYS use proper biomechanics!!!
• ATS's must remember that "to take care of others, you must first take care of yourself". Please utilize the health principles you have learned and get plenty of rest, eat well, keep yourself hydrated, and be safe!

Mental Health

• Being an ATS is demanding and stressful.
• Time management is essential.
• Plan time for physical activity and other activities that help you with stress. (Alcohol use and abuse are not stress management techniques) You are health professionals, model appropriate behaviors!!
• The WSU Counseling Center (Health and Wellness Services), Integrated Wellness Center, is available to all WSU students and can assist you with learning coping techniques or other issues relating to mental health. (457-5330)

Infectious/Communicable Disease Policy

Purpose
The purpose of this document is to create a plan to control any potential exposures of infectious diseases to students and staff in the athletes training facility.

Policy/Procedure
Vaccinations/Immunization Records/Mantoux Testing:

1. All students are required to have completed, or in the process of completing, the Hepatitis B vaccinations prior to the start of HERS 292 – Principles in Athletic Training.
a. A student may decline these vaccinations if he or she feels it is in their best interest. If this occurs a waiver, signed by the student, will be placed into their permanent file in the ATEP Program Director’s office.

2. A Mantoux test for TB is required to be completed in conjunction with their medical physical prior to the start of the clinical experience with an Approved Clinical Instructor (ACI) in HERS 292.
   a. If this test is positive a chest x-ray will also be performed.

3. All other vaccinations as required by the University for admittance to the school. A record of these vaccinations will be kept in the Health and Wellness Services Office and in the vaccination section of the ATEP physical form.

Student/Staff with a Communicable Disease or Suspected Communicable Disease:

1. Students or staff that report for their clinical rotation with a severe respiratory infection, diarrhea, fever, sore throat or skin lesion should report to their ACI immediately.
   a. If the condition is deemed to be a potential communicable disease the student or staff member will be dismissed from their clinical assignment/rotation for that day.
   b. The clinical supervisor may also suggest follow-up care with the Health and Wellness Services or personal physician for treatment and care.

2. Student or staff should contact their ACI on a daily basis (or personal physician) to determine if it is safe to return to their clinical rotation without infecting other students, staff or patients.

3. Athletic training students who miss more than three days of a clinical assignment due to sickness will require a note from a MD, NP or PA that will be placed into their permanent file. Experiences missed during this time period may need to be completed prior to successful completion of the clinical course.

Student-Athletes with a Communicable Disease or Suspected Communicable Disease:

1. Student-Athletes should report to their supervising certified athletic trainer with any severe respiratory infection, diarrhea, fever, sore throat or skin lesion immediately prior to any practice or event.
   a. If the condition is deemed to be a potential communicable disease then the student-athlete will be dismissed from practice/event for that day with notification to the coaching staff.
   b. The supervising certified athletic trainer may also suggest follow-up care with the Health and Wellness Services or their personal physician for treatment and care.

2. Student-Athletes should contact their supervising athletic trainer on a daily basis (or personal physician) to determine if it is safe to return to their sport without infecting other students, staff or student-athletes.

3. If the condition is deemed to be potentially transferable to other athletes whom use the athletic training facility or other athletic facilities the following should occur:
   a. The condition should be documented on an injury evaluation sheet, along with any follow-up care provided to the athlete by other health care professionals
   b. All Athletic Training Staff members should be notified immediately of the risk in order to take appropriate actions with their respective student-athletes
      1. If necessary, facility maintenance staff should be notified in order to properly clean/disinfect locker rooms or other common areas
      2. If necessary, coaching staffs should be notified
      3. Any cleaning/disinfectant of the facility/area should occur immediately prior to use of that area by other student-athletes.
PROFESSIONAL EXPECTATIONS OF ATHLETIC TRAINING STUDENTS

Dress and Grooming

The American Medical Association recognizes the profession of Athletic Training as an Allied Health Care profession. Therefore, it is expected that all ATS's will be neatly groomed and dressed during ALL clinical experiences. Student expectations at WSU will parallel the accepted standards of the profession of Athletic Training.

- Clothing, outerwear, shirts must be long enough to tuck in, not faded, not revealing, and without holes or fringe. Hats must be clean and not worn. Sandals are not permitted due to safety.
- Daily athletic training room attire should be professional and not trendy. Professional dress consists of clothing that is appropriately sized and will allow you to perform your duties. Pants can be jeans, colored jeans, cotton "docker style" pants, or wind pants. Jeans are not allowed at football practice. Tops can be "logo" sweatshirts, polo shirts, T-shirts, sweaters, or blouses. T-shirts with "alcohol" or "sexual" material are not permitted. Athletic, team, or University themes are preferred. Shorts must be mid-thigh or longer. "docker style" shorts are preferred. "Gym" style shorts or cutoffs are not permitted. Jean shorts must be hemmed.
- OUTSIDE attire should be as professional as possible; jacket or sweatshirt, windpants, rainwear, hats, gloves, boots.
- INDOOR game clothing includes: Cotton "docker" style pants, dress shirts/sweaters, and "logo" wear as appropriate. Dress clothes need to be functional and professional! Not trendy.
- ALL WSU ATHLETIC TRAINING LOGO apparel may ONLY be worn during class, clinical and game experiences.
- Blue jeans or sweat pants are NEVER permitted for game attire.
- Socks and laced shoes must be worn at all times.

General Grooming Guidelines:

- Baseball style caps are discouraged as daily indoor athletic training room attire.
- Hair and facial hair must be clean and well groomed.
- Body odor, cigarette odor, or an odor of alcohol is not professional. Your supervising ATC will use his/her discretion and may restrict you from your clinical experiences that day if this is identified.
- Any cuts, burns, abrasions or skin ulcerations MUST be covered at ALL times.
- Tattoos and body piercings’ must be covered or removed while performing clinical hours (men and women may wear 1 pair of small to medium sized earrings).
- While traveling and working with a team, ATS's must also follow team guidelines.
- A supervising ATC may use his/her discretion and ask you to amend your attire, change your attire or if necessary restrict you from your clinical experience that day because of your attire.

Clinical Education Conduct

Your clinical education is a very important aspect of your overall educational experience in the Athletic Training Major. Consequently, your actions and your relationships with athletes, instructors, coaches, and your fellow ATS's can affect the quality of your clinical experience.

- ALL of the opportunities available during your clinical educational experience are valuable ones. It is expected that you will remain focused during this time and NOT concentrate on personal relationships or socializing.
- Dedication and hard work will assist you with accomplishing your goals.
- An athletic trainer that is focused on their job and that is organized will not disrupt a coach or a team.
- Communicate professionally and be respectful of your supervising ACI, coaches, ATS's and athletes.
- CONFIDENTIALITY: ALL information accessed in the athletic training room is CONFIDENTIAL. At times, this information facilitates your education, but this information MUST at all times remain confidential. DO NOT discuss this information with anyone unless this is approved by the supervising ACI.
- Notify your supervising ACI ASAP of any emergency situations that restrict you from attending your clinical assignment or that cause you to be late. You are expected meet all clinical assignments.
You are expected to contact your clinical supervisor as soon as you possibly can of any conflicts with your clinical assignment. Your clinical supervisor will make the appropriate arrangements to cover your assignment.

You may not "switch" assignments. The supervising ACI will resolve any conflicts you might have.

If you have scheduling conflicts that you cannot resolve with your clinical supervisor, please contact the Director and/or Clinical Coordinator of the ATEP.

The supervising ACI will report any conflicts or problems with your clinical education to the Director and/or Clinical Coordinator of the ATEP after appropriate discussion with the ATS has occurred. Any discipline will follow those outlined in the Retention Guidelines.

It is expected that you will make contact with and introduce yourself to the ACI, coaches and athletes you work with throughout your clinical education.

It is expected that you work within the scope of your knowledge and abilities. Do NOT be afraid to ask questions or seek advice from more experienced ATS's or ACI.

All ATS are expected to act and represent themselves, the WSU ATEP and Winona State University at the highest professional level and in accordance to the NATA Code of Ethics (www.nata.org).

Clinical Assignments and Rotations

- Second semester Sophomores will rotate on the first of each month to a new ACI and clinical assignment. These assignments will be at WSU, Saint Mary's University (SMU), Winona Senior High School and Cotter High School.
- Juniors will be assigned to a specific ACI for a two month period. This is to encourage more involvement with the specific ACI and assignment. This will benefit the student as they move into their senior year.
- Seniors will be assigned to an ACI as a "Head Athletic Training Student(s)" for two clinical rotations. Assignments will be based upon the previous experiences during earlier clinical rotations and the academic/clinical needs of the student. Students will gain clinical experience with both men’s and women’s sports, lower and upper extremity sports, equipment intensive sports and in the general medical settings.
- General medical experiences may occur at multiple Winona Health locations including orthopedics, family practice, dermatology, rehabilitation services, urgent care, emergency department and radiology. Other general medical experiences are available at Mayo Clinic Sports Medicine, Sport & Spine Physical Therapy, Gundersen Lutheran Sports Medicine, Winona Area Ambulance and Ping Chiropractic and Wellness.
- ATS's are responsible for reporting all injuries to the supervising ACI and completing all documentation required by the site supervisor.
- ATS's are responsible for following all rules and regulations of the site and site supervisor.
- ATS's are responsible for recording their clinical education experiences, completing clinical education proficiencies, and meeting with the ACI for scheduled evaluations.
- ATS's are responsible for completing all class expectations for their clinical courses as assigned in the course syllabi. These clinical courses include; HERS 293, HERS 362, HERS 365, HERS 489 and HERS 495.

Travel

- As an admitted student of the WSU ATEP, students will be provided the opportunity to travel with assigned teams under the supervision of their ACI.
- At NO TIME will students be allowed to travel without an ACI also being present.
- Juniors may receive opportunities to travel during the course of their clinical education experiences during that academic year, while seniors will receive multiple opportunities to travel with their assigned ACI’s.
- Travel schedules will be decided in advance by their ACI.

Post-Season Travel/Special Trips

- ATS are provided the opportunity to travel with their supervising ACI’s for post-season events and special trips (ie., trips requiring airline flights) as space allows.
- It is typical for an athletic training student to travel to most if not all events.
Recording of Clinical Hours

- While completion of a minimum number of clinical education hours is not necessary for the WSU ATEP it is important to maintain a record of the hours completed for State Licensure, Registration or Certification applications. Therefore:
  - ATS must log all clinical hours in A-Track on a daily basis.
  - Their supervising ACI will then approve these hours with A-Track.
- Clinical course syllabi (HERS 293, 362, 365, 489 and 495) provide criteria for clinical education experiences. As a guideline, clinical education experiences should not exceed 20 hours per week during the academic year.

Preschool, Breaks, Weekend and Evening Clinical Assignments

- ATS's will be assigned to an ACI and a team or site and clinical educational experiences will occur in the afternoon, evenings, on the weekends and during University breaks. Clinical courses (HERS 293, 362, 365, 489 and 495) have start and end dates that include fall camp, University breaks and post-season competitions.
- Any conflicts must be discussed PRIOR to your assignment with your ACI and the Program Director.
- Break schedules will be divided and you will have part of each break OFF (unless you are traveling).

Minnesota Athletic Trainers Practice Act

- ATS should be completely aware of Minnesota State legislation regarding the practice of Athletic Training in Minnesota. ATS and staff must practice within the rules stated at all times.
- The Minnesota Athletic Trainers Practice Act can be found at: www.revisor.leg.state.mn/stats/148/

Professional Organizations, Clubs and Conferences

- All athletic training students are required to become members of the National Athletic Trainers’ Association (NATA), Great Lakes Athletic Trainers’ Association (GLATA) and the Minnesota Athletic Trainers’ Association (MATA) with admission to the academic program.
- ATS's will have the opportunity to participate in the WSU Athletic Training Club.
- ATS's will have the opportunity and are encouraged to participate in local, state, regional, and national athletic training workshops, conferences and educational seminars. Record these experiences on your resume.
- Information concerning the NATA can be found at www.nata.org.

BOC Certification Examination

- All students accepted into the program are expected to take the BOC Certification Examination as close to his/her graduation date as possible.
- Information about the examination may be obtained from the Program Director or the Clinical Coordinator.
- Information about the exam may be obtained from the BOC web site at http://www.bocatc.org
- Study materials and sample tests are available on the BOC website.

Chain of Command

- All ATS's will follow the appropriate chain of command with suggestions, concerns or problems.
- Your ACI should be contacted FIRST. The Director and/or Clinical Coordinator of the ATEP should be contacted next.
- In an ACADEMIC matter: If the Director-ATEP cannot help/satisfy you, then the Health, Exercise, and Rehabilitative Sciences (HERS) Department Chair should be consulted. If the HERS Chair cannot help/satisfy you, then the Dean of Nursing and Health Sciences should be contacted.
- In an ATHLETIC matter: If the Director-ATEP cannot help/satisfy you, then the Athletic Director should be contacted.
Evaluations

- Athletic Training Students will be evaluated at scheduled intervals by their ACI via surveys located on A-Track. These evaluations should be discussed with the ATS by the ACI. A hard copy may be given to the ATS and all evaluations are available to the ATS when they log into A-Track.
- Annual ATS evaluations with the ATS, Director and Clinical Coordinator of the ATEP, and WSU Athletic Training Staff will be scheduled. Seniors will be evaluated at the end of first semester and Juniors at the beginning of the second semester. ATS's will be asked to self-evaluate and then all parties will discuss successes and areas for improvement as well as discuss strategies for improvement. Forms will be distributed.
- Students will be asked to evaluate their supervising ACI's and the clinical education sites at scheduled intervals via a survey form found on A-Track. This information will be summarized and shared biannually with the ACI's.
- Students will be asked to evaluate each general medical site upon completion of the experience. These surveys will be available via a survey form found on A-Track.
- Senior Athletic Training Students will also be asked to evaluate the Athletic Training Education Program including the clinical education component as an exit survey.

The WSU Athletic Training Education Program is designed to enhance student learning, develop competent entry level certified athletic trainers and to create a positive overall experience. Comments and suggestions are always welcome. If you have a concern or a suggestion please contact the Director and/or the Clinical Coordinator of the ATEP.

Mentoring

- Students are expected to serve as mentors for the other less experienced students in the program.
- All ATS's are expected to assist prospective athletic training students and treat them with respect.

Time Management

- ATS's academic and clinical workloads are rigorous and students are expected to manage their time appropriately.
- PLANNING is essential. Academic responsibilities take precedent over your clinical assignment. If you are stressed because of your class responsibilities, notify your ACI at least two days in advance for a day off.
- PLANNING is essential. If you are scheduled to work an event or practice or travel and this conflicts with an academic responsibility, notify your clinical supervisor immediately.

Time Constraints of the Athletic Training Major

Each student should be aware of the time constraints involved with the clinical/practical portion of the Athletic Training Major at WSU. Clinical education and fieldwork experience parallels the academic coursework. It is expected that students progress appropriately and meet Retention Guidelines.

Each student should be advised that upon admission into the program, the student will need to commit a large percentage of each day to the academic and clinical requirements of the major.

A student who chooses to participate in activities that conflict with the time demands of the clinical requirements of the Athletic Training Major (athletics, intramural's, social activities, chorus, band, drama, work, etc.), MUST discuss the implications of the time conflict with their activity supervisor. The activity supervisor and Director/Clinical Coordinator of the ATEP will collaborate and resolve any time schedule conflicts, so the students' clinical requirements are structured to allow the student to succeed in the Athletic Training Major.

Cell Phone Policy

The use of cell phones during assigned clinical education experiences or during classroom activities is prohibited. Cell phones should be turned off or silenced during ALL athletic training related activities.
The following exceptions to this policy may occur: At times your supervising ACI may ask you to carry your cell phone as a means of emergency contact. During this time it should ONLY be used for these emergency situations. If you have a family emergency or require the use of your cell phone during your clinical education experiences or class, you must inform your supervising ATC or instructor of this prior to the start of your clinical time or class. In special circumstances you may be allowed to use your phone for these purposes.

Harassment/Discrimination Procedure

“Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation.” (System 1B.1.1)

An ATS that has questions about any incident or action by a fellow student, staff or faculty member should report the incident to their supervising ATC immediately, to the Clinical Coordinator or to the Director of the ATEP. ATS’s and faculty should report all incidents to Lori Mikl, Affirmative Action Officer, Somsen 202A, 457-2766.

For complete information on the Minnesota State Colleges and Universities Policy please link to http://www.mnscu.edu/board/policy/1b01.html.