

UPDATED 6/1/16

Eastern Michigan University's
Graduate Athletic Training Program

Athletic Training
Students' Manual

Eastern Michigan University's Commission on Accreditation of Athletic Training
(CAATE) Accredited Athletic Training Program*

Welcome to the Eastern Michigan University Athletic Training Program. We would like to take this opportunity to offer you as much information about this program as possible. This handbook is designed to act as your guide and to inform you of the policies and procedures included in the Athletic Training Program at Eastern Michigan University. This handbook will assist us in conveying to you, the student, the expectations that we have of you as an athletic training student progressing through this program.

It is our goal that every athletic training student in this program becomes a well-qualified Certified Athletic Trainer. This program will offer you every opportunity to fulfill the Board of Certification's requirements for certification. It is up to you, the student, to take full advantage of these opportunities, so that you can become a successful Athletic Trainer.

The EMU Athletic Training Program and its' faculty and staff are expecting you to make a commitment to this program and to become a dependable, responsible and skilled member of this program. You will be expected to act diligently and learn to take on responsibilities assigned to you during your tenure in this program, in a mature and professional manner.

Please read this manual carefully. If you have any questions, please do not hesitate to contact the Program Coordinator or Clinical Education Coordinator at any time. It is important that each athletic training student is aware of all pertinent policies and guidelines. We are proud to have you as a member of this program and look forward to watching you take an active role as a student in this program.

*EMU's Undergraduate Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program has been placed on Probation as of February 19, 2016 by the CAATE, 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3101.

While on probation, a program is still considered to be accredited, therefore, may still admit students and current students are eligible to sit for the BOC examination.

Program Accreditation Information

The Commission on Accreditation of Athletic Training Education (CAATE) accredits the EMU Athletic Training Program. This program was awarded with its initial accreditation in October of 1997.

The EMU Athletic Training Faculty will keep all students up to date on the status of this process. Please feel free to contact any member of the Athletic Training Faculty if you have any questions or concerns regarding this matter.

Program Mission and Objectives

Mission Statement of the Eastern Michigan University Athletic Training Program

Eastern Michigan University's Athletic Training Program is committed to distinguishing itself as a comprehensive, educational program. Outstanding didactic and clinical instruction will enable students to pass the BOC exam, preparing them to be independent, contributing members of society, specifically within allied health care professions.

ATHLETIC TRAINING PROGRAM OBJECTIVES

1. To provide a program that leads to a Bachelor of Science and Master of Athletic Training degrees (CAT/MAT) or Master of Athletic Training (MAT).
2. To recruit students that are highly motivated and will be able to successfully complete core requirement for the Athletic Training Program.
3. To ensure that students obtain all skills necessary to complete the defined curriculum, sit for the BOC certification examination, and serve as a certified athletic trainer in the global community.
4. Encourage thoughtful dialogue and engage in problem solving, critical thinking and analysis with respect to all aspects of athletic training.
5. To provide an environment that is consistent with excellence and conducive to the teaching and learning of athletic training knowledge, abilities, and skills.
6. To foster the appreciation of continuing education, professional development, and research in Athletic Training.
7. To graduate students who will be able to successfully pass the BOC examination and have a reasonable opportunity to procure entry-level employment as an athletic trainer.
8. Promote respect and unbiased treatment of physically active individuals regardless of race, color, gender, or religious affiliation.
9. Help students learn to appreciate the role of the athletic trainer within the allied health professions and encourage further promotion of athletic training through research, inter-professional education, and governance.
10. Promote the National Athletic Trainers' Association Code of Professional Conduct.

Essential Functions of an Athletic Trainer

As a student entering into the field of athletic training, it is vital that they are aware of the essential functions of the profession of athletic training. These functions are incorporated into the 5 Domains of Athletic Training. These domains will be discussed and addressed in detail as students progress through the Athletic Training Program at Eastern Michigan University. For additional information, please refer to the BOC's Role Delineation Study. This document is available for purchase. Visit www.bocatc.org.

Athletic Training Foundational Behaviors of Professional Practice

Privacy of the patient

- Recognize sources of conflict of interest that can impact the client's/patient's health
- Know and apply the commonly accepted standards for patient confidentiality
- Provide the best healthcare available for the client/patient.
- Advocate for the needs of the client/patient.

Team Approach to Practice

- Recognize the unique skills and abilities of other healthcare professionals
- Understand the scope of practice of other healthcare professionals
- Execute duties within the identified scope of practice for athletic trainers
- Include the patient (and family, where appropriate) in the decision-making process
- Work with others in effecting positive patient outcomes

Legal Practice

- Practice athletic training in a legally competent manner
- Identify and conform to the laws that govern athletic training.
- Understand the consequences of violating the laws that govern athletic training

Ethical Practice

- Comply with the NATA's Code of Ethics and the BOC's Standards of Professional Practice
- Understand the consequences of violating the NATA's Code of Ethics and BOC's Standards of Professional Practice
- Comply with other codes of ethics, as applicable

Advancing Knowledge

- Critically examine the body of knowledge in athletic training and related fields
- Use evidence-based practice as a foundation for the delivery of care
- Appreciate the connection between continuing education and the improvement of athletic training practice
- Promote the value of research and scholarship in athletic training.

- Disseminate new knowledge in athletic training to fellow athletic trainers, clients/patients, other healthcare professionals, and others as necessary

Cultural Competence

- Demonstrate awareness of the impact that clients'/patients' cultural differences have on their attitudes and behaviors toward healthcare
- Demonstrate knowledge, attitudes, behaviors, and skills necessary to achieve optimal health outcomes for diverse patient populations
- Work respectfully and effectively with diverse populations and in a diverse work environment

Professionalism

- Advocate for the profession
- Demonstrate honesty and integrity
- Exhibit compassion and empathy
- Demonstrate effective interpersonal communication skills

Domains of Athletic Training

- Injury/Illness Prevention and Wellness Protection
- Clinical Evaluation and Diagnosis
- Immediate and Emergency Care
- Treatment and Rehabilitation
- Organizational and Professional Health and Well-being

Program Retention

The Athletic Training Program reserves the right to immediately remove a student from the program who violates ethical, student conduct code and/or professional behavior as described by the Eastern Michigan University Office of Student Conduct, Athletic Department and the Athletic Training Program Manual.

Once a student has successfully been accepted into the Athletic Training Program they must meet the following criteria to remain in the program.

- Maintain a minimum 3.0 GPA
- Successfully complete each ATTR course on the first or second attempt with a minimum grade of “B”
- Follow Graduate School Requirements
- Ethical Cyber Activity (Social Media) – Athletic Training Students should, under no circumstances, portray themselves in a way that may affect a person’s perception of Eastern Michigan University’s Athletic Training Program or Athletic Department in a negative way. A case of cyber ethical abuse can result in immediate removal from the Athletic Training Program. (This will be determined by the ATP Program Coordinator, Clinical Education Coordinator and when appropriate the supervising preceptor.)
 - The ATP reserves the right to remove a student due to an outstanding circumstance that may affect the student’s ability to continue on in the program successfully. This includes but is not limited to changes in students’ ability to adhere to the technical standards, student’s demeanor during the clinical experience, failure to adhere to the cyber ethical standard, etc.
- Demonstrate a pattern of safe clinical practice commensurate with the student’s educational experience.
- Students who withdraw from the program and wish to re-enter, must reapply to the program and repeat all previous coursework unless previous arrangements have been made with the Advisory Committee.

Program Expectations

1. Students are expected to check their “my emich” account on a regular basis.
2. ATrack: Students are required to maintain NATA membership throughout their tenure as an Athletic Training student.

The following are completed/submitted on the ATrack system:*

- Student evaluations
- Preceptor evaluations

- Hour logs
- AT manual receipt
- Demographic Information
- Non-disclosure forms
- Technical Standards Certification Form
- Blood-borne Pathogens training verification
- HIPAA training verification
- Proficiency completion
 - Proficiency completion coincides with each Practicum/Internship course and will be explained thoroughly by the instructor.

*Additional forms may be added. Students will be notified of any additional paperwork by the clinical education coordinator or program coordinator.

3. Students are expected to meet with their preceptors on a regular basis to discuss their progress.

Conduct

- Maintain a professional attitude at all times when representing Eastern Michigan University.
- The certified athletic trainers, preceptors, set your responsibilities and limitations. You will be held accountable for your actions, therefore stay within your limits.
- You may not give any care, treatment, or perform other such duties without permission and supervision from a certified athletic trainer.
- Be prompt and ON TIME.
- Do not let the student-athlete/coach dictate the course or treatment. All decisions are made by the ATC. You may be asked for your input as part of your learning process.
- Avoid special privileges- do not do things for a student-athlete or patient that others have refused.

Appearance

Athletic Training Students should be dressed to look neat and professional at all times when in their clinical education setting. Remember you are not only trying to make a good impression; you are representing the EMU Athletic Training Program. You are a health care professional and should look the part.

The dress code is as follows:

- NO jeans, hats or sunglasses inside, or T-shirts with profanity, alcohol or drug advertisements.
- You are required to wear nice khaki/black slacks or shorts and an EMU athletic training/sports medicine shirt or top. You may wear an appropriate non-sports medicine polo or sweater.
- You may wear specific team issued apparel (no sweatpants).
- You may wear nice tennis shoes or dress shoes but no sandals/slides. All shoes must be closed toed and socks should be worn at all times.

- Tight/form fitting clothing or “revealing” clothing is not appropriate for the athletic training room (including yoga pants and leggings)
- Shirts must be clean and tucked in. (Any loose clothing and other attire may be a hazard around some of the machines and instruments)
- Each site may have specific rules and guidelines in regards to appropriate attire. Please make sure that you follow their guidelines as well.
- Be neat in appearance and take personal pride. This includes using personal discretion in the areas of facial hair, hairstyle and jewelry. If you are uncertain about what may be appropriate, please ask a faculty member or preceptor.
- No facial piercings are allowed to be worn during a student’s clinical education or athletic training experiences. This includes all labs, events, etc.
- Earrings must be smaller than a quarter and a maximum of two in each ear.
- Hair must be kempt. This includes facial hair being kept to a minimum and neatly groomed.

Refer to your supervising preceptor for specific questions about dress for specific teams, events, and clinical settings.

Clinical Expectations and Policies:

- You will be assigned to a preceptor to cover events and practices according to your ability and needs. You may also be assigned to a preceptor to help with a specific sport.
- Covering an event (practices included) without an ATC is not allowed. If you are asked to cover an event(s) without an ATC inform the Clinical Education Coordinator immediately. This is not allowed by CAATE and is in violation of our accreditation.
- Never leave a contest, practice, or clinical assignment without first checking with the Preceptor to see if anything is needed.
- Always have the necessary supplies available for practices and games.
- Be responsible for duties and assignments by completing them, by notifying the Preceptor when you are going to be absent, and by arranging for coverage of your assignment when you are absent.
- Non-emergency events such as weddings, family outings, etc. must be brought to the attention of the Preceptor a month prior to the event. Failure to do so may result in a disciplinary action for non-compliance, which may lead to being written up.
- Off Campus ATS may decide if they would like to take Eastern Michigan University’s Winter Break or the High School Spring/Winter Break. They are not allowed to take both weeks off. You will need to discuss this with the Preceptor to determine which the best educational decision may be.
- The highest practicum student with an EMU sport team is considered the senior student. This person is responsible for all paperwork for the team during each clinical assignment. Students will not be allowed to move onto the next practicum unless these duties are followed and completed to the satisfaction of the Preceptor. Students who are not familiar with EMU’s

paperwork must work with their Preceptor to learn the appropriate procedures.

- AT students will be required to assist with mandatory event coverage when their clinical assignment does not have an event or practice scheduled. Please be advised that you may be asked to assist with a mandatory event in addition to your clinical assignment if there is an event or practice scheduled. Students are made aware of mandatory events during the beginning of the year meeting.
- AT students will be required to start their fall experiences during the site(s) scheduled start dates. This date may be prior to the start of the semester.
- Travel duties – The ability for an ATS to travel is a privilege and valuable educational experience. When presented with the opportunity the ATP encourages the ATS to take advantage of the excellent educational experience.
- When you travel with a team, it is your duty to find out the appropriate dress code from your Preceptor. You will adhere to this code or the minimal ATS dress code whichever is more professional.
- TRAVEL WITHOUT AN ATC IS NOT ALLOWED. If you are asked to travel without an ATC inform the Clinical Education Coordinator immediately. This is not allowed by CAATE and is in violation of our accreditation.
- Inform your instructors ahead of time that you are going to miss class because of travel with a team. You may obtain a letter from your Preceptor, the Clinical Education Coordinator, or the Program Coordinator if necessary.
- All rules applying to student-athletes on the road apply to the ATS.

Clinical Education Assignment Supervision Guidelines

Accreditation requirements state that an Athletic Training Student must be supervised at all times during a clinical education assignment. This, of course, is also a strict policy for all Athletic Training Students at Eastern Michigan University.

What defines “supervision of clinical education in an Athletic Training Program”? According to the Athletic Training Accreditation guidelines, “Clinical Education is supervised by a Preceptor or other qualified allied health care professional. The supervision of the clinical education must involve constant visual and auditory interaction between the Preceptor and the student. The Preceptor supervision of students must allow for multiple opportunities for evaluation and feedback.”

Here are some additional guidelines concerning supervision that all Athletic Training Students should follow:

- Do not attempt to act if you are not under supervision. This would constitute acting outside of your clinical assignment, and can create a major liability situation for yourself.

- If your clinical instructor is leaving you unsupervised this should be brought to the attention of the Clinical Education Coordinator or Program Coordinator
- When you are under supervision, if you are not sure about an action you should take, ASK! Do not be afraid to ask any questions directly to your preceptor.
- There may be an occasion that the student is left unsupervised – for example, your clinical instructor may have to use the restroom or may have to visit with a coach. Whatever the circumstance may be, the student should act only as a first responder.

Other Program Policies:

Clinical Education Hour and Relief Time Policy

- CAATE does not distinguish the number of hours required during a week; the ATP program requires an average of 20-25 hours a week during the student's clinical education experience. The ATS is advised that the hours can fluctuate above or below the required ATP hours. It is the duty of the ATS to sit with their Preceptor to establish a monthly schedule. This schedule may change per the athletic schedule of the site.
- A minimum of 15 hours or maximum of 30 hours per week is required.
- Per CAATE requirements, the athletic training student is required to have one day off per 7-day cycle.

Remuneration Policy

- Students are not allowed to receive any monetary compensation for their clinical education courses. This is an educational experience and the focus should remain as a preceptor-student not employer-employee.

Checking “my emich” account

Athletic Training faculty and Preceptors will correspond regularly via email to the Athletic Training students. If students do not use their “my emich” account as their primary email, they should forward their “my emich” account to a more regularly used email address. Students should check email frequently, as to stay informed of activities, changes, and other events occurring within the Athletic Training Program and specifically within a student's clinical assignment. In addition, a majority of the ATP paperwork and information is placed on ATrack.

Introductory Meetings

Each student who registers for a Practicum course within the Athletic Training Program will be assigned a clinical education assignment as a requirement for successful completion of the practicum. During this clinical education assignment, each student will be assigned to a Preceptor who will, at the start of each student's new clinical education assignment, provide the student with an introductory meeting, which will address the expectations of the Clinical education assignment. Issues including EAPs, attendance, clinical responsibilities and duties, dress, etc., will be discussed in detail. It is the responsibility of the STUDENT to contact his/her Preceptor if there are any questions concerning any of these issues discussed during the introductory meeting.

Code of Conduct for Athletic Training Students

Athletic Training students are expected to conduct themselves in a professional manner during both the classroom experience and the clinical education assignment of the Athletic Training Program. During a student's clinical education, it is expected that the student keep all interpersonal relationships with fellow students, staff, patients, athletes, coaches, administrators, etc., strictly professional at all times.

ATS and the intercollegiate Student-athlete

This relationship is complex. While friendships are not discouraged it is important that the ATS understand his/her role as a professional. Personal feelings for a student-athlete should not interfere. The ATS has a professional responsibility to the student-athlete that does not allow for compromise. The athletic training student must also understand the importance of confidentiality. Acting with integrity and loyalty is essential at all times. All athletic training students must treat each student-athlete that enters an athletic training venue with the SAME professional courtesy, respect, and assistance. Intimate relationships are not encouraged with intercollegiate student-athletes. This compromises the professional relationship between the ATS and the student-athlete. If this does develop you must inform your Preceptor. You will not be allowed to complete your clinical education with the Preceptor who supervises the team the student-athlete is on. If it is discovered that you are dating a student-athlete and have not informed your Preceptor you will be written up and may be removed from the program immediately. We cannot tell you whom you can date, but you must keep us informed of these relationships. If you have any questions regarding this please talk to the ATP Program Coordinator or Clinical Education Coordinator.

ATS and the High School Student-athlete

The guidelines of each affiliated site must be followed. The ATS is not allowed to develop friendships or other relationships with high school student-athletes outside the realm of Athletic Training. Remember these students are considered minors (even if they are 18 years old) and should be treated in that manner.

General Conduct

- Athletic Training students should make every effort to display a positive attitude toward their peers, staff, patients, athletes, coaches, administrators, etc., during their clinical education assignment. Athletic Training students should, under no circumstances, ask any of the above-mentioned individuals for monetary or valuable favors (team clothing, event tickets, etc.) during their clinical education assignment.
- Smoking, chewing tobacco, consumption of alcoholic beverages, or the use of illegal drugs during any of the educational components or athletic training experiences including but not limited to summer camp coverage, special event coverage, volunteer opportunities etc. of the Athletic Training Program are strictly prohibited. Please make sure you are following personal hygiene and do not show up to your Clinical educational assignments smelling of smoke. If you do, your Preceptor may ask you to leave to change clothes. This is a health care profession and we do not want to represent our profession in a negative manner.
- Athletic training students are prohibited from drinking alcohol during assigned or volunteer hours or while traveling with an athletic team.
- All athletic training students are under the guise of the University and Department of Athletics Alcohol and Other Drug Policy.
- If it is discovered that a student has engaged in any of these activities during an educational or athletic training experience the student can be immediately removed from the program.
- Athletic training students are highly visible individuals in the athletic arena on a college campus. What occurs outside of the athletic training education experience can sometimes have an effect on people's perception of you in the athletic training facilities. Be smart during your extra-curricular activities.
- Ethical Cyber Activity (Social Media) – Athletic training students should, under no circumstances, portray themselves in a way that may affect a person's perception of Eastern Michigan University's Athletic Training Program or Athletic Department in a negative way. A case of cyber ethical abuse can result in immediate removal from the Athletic Training Program. (This will be determined by the ATP Program Coordinator, Clinical Education Coordinator and when appropriate the supervising preceptor.)
- If at any time the student(s) external behavior reflects negatively on the ATP program, Athletic Department and/or the Athletic Training Profession, the

ATP program reserves the right to review the behavior and immediately remove the student from the program.

- It is expected that Athletic training students are in compliance with OSHA guidelines and practices, and are utilizing Universal Precautions at all times during their clinical education assignments.
- Athletic Training students are expected to abide by all university policies as outlined by the EMU Student Conduct and Community Standards Office. Please refer to this document as needed. This document may be viewed on the EMU website at www.emich.edu

General Policies for Athletic Training Students Rules, Regulations and Responsibilities

Ethical Concerns for Athletic Training Students

Below is a list of potential ethical concerns that a student enrolled in the Athletic Training Program at Eastern Michigan University could potentially face. Athletic Training Students should be aware of these at all times during all aspects of their involvement in the program. Any questions or concerns related to this list should be immediately directed to the student's clinical supervisor/instructor and the Athletic Training Program Coordinator.

- Athletic Training Students should understand, uphold, and follow the NATA Code of Ethics at all times. The NATA Code of Ethics can be viewed by going to nata.org.
- Athletic Training Students should not criticize or reprimand fellow Athletic Training Students, faculty, staff, coaches or administration.
- Athletic Training Students should keep all interpersonal relationships strictly professional during all Clinical al Assignments. This includes relationships with peers, athletes, patients, supervisors, instructors, coaches, faculty, and administrators.
- Athletic Training Students should maintain strict confidentiality. At no time should an Athletic Training Student discuss an athlete's or a patient's injury, condition, status, etc., with anyone except the Athletic Training faculty and preceptors, for educational purposes only.
- Athletic Training Students should never "cover up" for an athlete.
- Athletic Training Students should treat all patients/athletes equally regardless of age, gender, sport, race, etc.

- Athletic Training Students should not do special favors for athletes/patients.
- Athletic Training Students should refer all problems, concerns, and questions related to athletes/patients and all aspects of the clinical education assignment, to the appropriate preceptor/faculty member.
- The Athletic Training Program reserves the right to immediately remove a student from the program who violates ethical, student conduct code and/or professional behavior as described by the Eastern Michigan University Office of Student Conduct, Athletic Department, and the Athletic Training Program Manual.

Clinical Education Assignments for Athletic Training Students

Athletic Training Students at Eastern Michigan University are required, as a part of the Athletic Training Curriculum, to take a series of 4 practicum courses and complete an internship. Practicum courses include various components, which each student must successfully complete in order to graduate. One of these components is clinical education. During the clinical education component a student is assigned to a Preceptor. Students will receive clinical instruction and supervision from a Certified Athletic Trainer/Preceptor or supervision from another health care professional.

The following is a list of general information related to the clinical education:

- Clinical education assignments are selected for each student, in an effort to maximize the student's education with a wide variety of athletic training experiences.
- All students will have exposure to clinical education that consists of, but may not be limited to, individual and team sports, sports requiring protective equipment (e.g. helmet and shoulder pads), patients of different sexes, non-sport patient populations (e.g., outpatient clinic, emergency room, primary care office, industrial, performing arts, military), and a variety of conditions other than orthopedics (e.g., primary care, internal medicine, dermatology).
- Clinical education is assigned as a requirement for successful completion of your education. You are NOT expected to work in a manner that replaces the function of a Certified Athletic Trainer.
- Clinical education assignments are not based on age, gender, race, etc.
- Clinical education may begin before the academic semester. It is the responsibility of the student to contact the Preceptor that oversees the clinical education assignment to determine the start and end time.

Grievance Procedures for the Athletic Training Program

These procedures are in place to allow students to grieve the Athletic Training Program in the following situations:

- Denial into the ATP
- Removal from the Athletic Training Program
- Or any other situation that the student feels as though they were not treated in a fair and equitable manor

All other formal student grievances (i.e. grades) would follow standard university procedures. Those procedures can be found on the university website, emich.edu.

Athletic Training Program Grievance

The procedures are as follows:

The student must submit a written appeal to the School Director of Health Promotion and Human Performance within 5 academic days after the incident occurs.

The Grievance Committee will consist of

- One Academic Administrator within the College of Health and Human Services
- One Faculty Member outside of the Athletic Training Program within the School of Health Promotion and Human Performance
- One Athletic Training Student who has been admitted into the ATP

The Grievance Committee will schedule a meeting with the student.

The procedures for the meeting are as follows:

1. The student, with or without representation/faculty support will present their “case” to the committee
2. The Athletic Training Program representative(s) will present the rationale for denial, probation, or dismissal.
3. The Grievance Committee will vote (a majority vote) on whether to uphold the Athletic Training Program’s decision or to overturn it.
4. The Grievance Committee will respond in writing to the student and the Athletic Training Program representative within 2 academic days of their decision.

University Policies

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of current and former student's educational records, and afford students certain rights with respect to their education records. The ATP follows the University policy related to FERPA, which can be reviewed in detail here:

http://www.emich.edu/registrar/registration_info/ferpa.php

Grade Grievance

The ATP follows the University Grade Grievance Policy. [A3.17d] For more details on the University Grade Grievance Policy, refer to the EMU Graduate Student Catalog: Grade Grievance Procedure for the EMU Community

<http://catalog.emich.edu/content.php?catoid=12&navoid=1660#6>

Disciplinary Actions

“Writing up” Athletic Training Students

For Preceptors and other health care professional who supervise the clinical education assignment of Athletic Training Students

Violations of ATP manual including, but not limited to:

- ATS not following the ATP dress code.
- ATS leaves a contest or practice without first checking with the Preceptor to see if anything is needed.
- ATS not having the necessary supplies available for practices and games.
- ATS not being on time to a practice or event.
- ATS not attending a practice or event without letting the Preceptor know. Permission from the Preceptor is required for any ATS absence.
- ATS not being on time to clinical education assignment including in-services
- ATS violates the confidentiality of the athletic training room.

Decisions related to program suspension and dismissal is left up to the discretion of the Athletic Training Program Coordinator.

Process for writing a student up:

1. Provide the student with a clear explanation of his/her misconduct and inform them that a formal write-up will occur.
2. Complete the Student Violation form located on the ATrack system, including all necessary details.
3. **Sign and date the Report.**

4. Show completed Report to the student, and ask the student to sign the report. (Signing the report only acknowledges the student has received it, not that they agree with it.)
5. Send an email to the clinical education coordinator letting them know of the situation within a week of the violation.

Report will be reviewed and signed by the Clinical Education Coordinator or the Athletic Training Program Coordinator. The Clinical Education Coordinator will forward a copy of the report to the Program Coordinator and upload it into the student's portfolio on ATrack.

A copy of the report will be placed in the student's permanent file in ATrack.

- Decisions related to program suspension and dismissal is left up to the discretion of the Athletic Training Program Coordinator.
- Students who receive three "write ups" will undergo a review by the ATP Program Coordinator and Clinical coordinator to determine if he/she will continue on in the program.
- After the review of the violation(s) a recommendation will be made by the Athletic Training Program Coordinator, and will be forwarded to the Chair of the School of Health Promotion and Human Performance.
- The ATP Program reserves the right to immediately remove a student due to an outstanding circumstance that may affect the student's ability to continue on in the program successfully. This includes but is not limited to changes in student's ability to adhere to the technical standards, students' demeanor during the clinical experience, failure to adhere to the cyber ethical standard, etc.