

MICHIGAN STATE UNIVERSITY

UNDERGRADUATE ATHLETIC TRAINING STUDENT HANDBOOK



Revised: April 2018

**MICHIGAN STATE UNIVERSITY
UNDERGRADUATE ATHLETIC TRAINING STUDENT
HANDBOOK**

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Welcome to Michigan State University's Undergraduate Athletic Training Program. Congratulations on being selected from among many outstanding applicants from across the country to become a part of the Spartan Athletic Training Tradition. Our staff is looking forward to working with quality students like yourself in the process of developing individuals who will contribute to the profession of athletic training.

While a very rewarding profession, athletic training is a profession which demands dedication and hard work without much public credit or thanks. As an athletic training student, you will be involved with the prevention, assessment, and rehabilitation of injuries in a variety of patients and various clinical settings. In order for our program to operate efficiently, athletic training students must work diligently and assume all responsibility that is delegated to them in a mature and responsible fashion. **It is very important that you familiarize yourself with the contents of the Michigan State University Undergraduate Athletic Training Handbook.** The handbook provides answers to many of your questions and describes the policies and procedures of our program.

We believe the best method of learning is to combine didactic knowledge and clinical experiences in the learning environment. The opportunity to apply classroom knowledge in the athletic training room will be greatly available and will enhance the learning process. Like the profession, our program requires many hours of both classroom and clinical time. In order to succeed as a student, as well as in our program, you must learn to budget your time and prioritize your commitments and activities.

It is the objective of every member of the Michigan State University Sports Medicine staff to contribute to the development of each athletic training student for a successful career in the profession. Again, congratulations and welcome to the Michigan State University Undergraduate Athletic Training Program. Go Green!! Go White!!

Tracey Covassin, Ph.D., ATC, FNATA
Director, Undergraduate Athletic Training Program

Thomas Mackowiak, Ph.D., ATC
Clinical Education Coordinator, Athletic Trainer

Sally Nogle Ph.D., ATC
Head Athletic Trainer

Chris Kuenze, Ph.D., ATC
Graduate Athletic Training Education Program

**MICHIGAN STATE UNIVERSITY
UNDERGRADUATE ATHLETIC TRAINING PROGRAM**



Mission Statement of Michigan State University

Michigan State University holds a unique position in the state's educational system. As a respected research and teaching university, it is committed to intellectual leadership, and to excellence in both developing new knowledge and conveying that knowledge to its students and to the public. And as a pioneer land-grant institution, Michigan State University strives to discover practical uses for theoretical knowledge, and to speed the diffusion of information to residents of the state, the nation, and the world. In fostering both research and its application, this university will continue to be a catalyst for positive intellectual, social, and technological change.

Founded in 1855 as an autonomous public institution of higher learning by and for the citizens of Michigan, this institution was in 1863 designated the beneficiary of the Morrill Act endowment. It became one of the earliest land-grant institutions in the United States. Since 1863, Michigan State has evolved into an internationally-esteemed university, offering a comprehensive spectrum of programs and attracting gifted professors, staff members, and students. The University, seeks excellence in all programs and activities, and this challenge for high achievement creates a dynamic atmosphere. At Michigan State University, instruction, research, and public service are integrated to make the institution an innovative, responsive public resource.

As the only land-grant institution in the state, Michigan State University is committed to providing equal educational opportunity to all qualified applicants; to extending knowledge to all people in the state; to melding professional and technical instruction with quality liberal education; to expanding knowledge as an end in itself as well as on behalf of society; to emphasizing the applications of information; and to contributing to the understanding and the solution of significant societal problems. Michigan State University's adherence to academic freedom and open scholarly inquiry supports these essential academic functions.

The university's land-grant and service mission first originated in the areas of agriculture and the mechanic arts. While these emphases remain essential to the purpose of Michigan State, the land-grant commitment now encompasses fields such as health, human relations, business, communication, education, and government, and extends to urban and international settings. The evolution of this mission reflects the increasing complexity and cultural diversity

of society, the world's greater interdependence, changes in both state and national economy, and the explosive growth of knowledge, technology, and communications. Just as the focus on agriculture and the mechanic arts was appropriate when Michigan State University was founded, the wide range of instructional research and public service commitments that now characterize this university is essential today.

By 1964, the instruction, research, and public service activities at Michigan State University had achieved the high level of excellence necessary for membership in the Association of American Universities (AAU). Innovation and leadership in these three crucial areas, and in the extension of knowledge to the state, the nation, and the world, are the hallmarks of this university. An excellent and diverse faculty insures the superior quality of academic programs, and contributes to the expansion of knowledge and its application in the public interest.

Research and scholarship help preserve and enrich cultural and creative traditions, as well as contribute to the formulation of new knowledge. Graduate programs draw upon and support faculty research, extend the benefits of research, and educate students for professional careers. The established national and international reputation of the university is based upon the quality and distinctiveness of the research and scholarly activity of its faculty and students.

Research and public service are mutually enriching activities for both faculty and students, and contribute significantly to the high quality of both undergraduate and graduate instructional programs. Through research, faculty members enhance the scope and effectiveness of their teaching. Through public service, faculty validates past research findings and identifies the need for new research and for modifications of curricula. Participating with faculty in research and service projects provides students with unique learning opportunities, and consequently improves the quality of both graduate and undergraduate education.

At the undergraduate level, the university offers strong, comprehensive programs in the liberal arts and sciences and in major professional areas which include a significant general education component. Michigan State University provides opportunities for students of varying interests, abilities, backgrounds, and expectations. Underlying all educational programs is the belief that an educated person is one who becomes an effective and productive citizen. Such a person contributes to society intellectually, through analytical abilities and in the insightful use of knowledge; economically, through productive application of skills; socially, through an understanding and appreciation of the world and for individual and group beliefs and traditions; ethically, through sensitivity and faithfulness to examined values; and politically, through the use

of reason in affairs of state. Mindful of such purposes Michigan State University is committed to graduating educated men and women with diverse backgrounds who are active learners, ready to assume the responsibilities of leadership wherever opportunities arise.

Michigan State University fulfills the fundamental purposes of all major institutions of higher education: to seek, to teach, and to preserve knowledge. As a land-grant institution, this university meets these objectives in all its formal and informal educational programs, in basic and applied research, and in public service. As an AAU institution, this university meets these commitments through its instructional and research programs. Through the excellence of its academic programs, the strength of its support services, and the range of its student activities, the university provides opportunities for the fullest possible development of the potential of each student and each citizen served, and enhances the quality of life and the economic viability of Michigan. Education of its citizens is the state's best investment in its future. Michigan State University has honored, and will continue to honor, this public trust.

Mission Statement of the College of Education

The College of Education at Michigan State University has a mission of LEADERSHIP, SCHOLARSHIP, AND SERVICE IN EDUCATION.

WE PREPARE PROFESSIONALS FOR LEADERSHIP ROLES IN EDUCATION. Teaching is central to our scholarly identity and to the way we serve the educational needs of communities. We strive to develop and implement excellent, dynamic programs for the preparation of educators.

WE SEEK TO UNDERSTAND, REFORM AND IMPROVE EDUCATION. We study the processes of human learning and development. We move beyond analysis to promote education policy reform and assist in implementation. We seek to improve the conditions of learning and teaching for everyone in a technological society. We conduct comprehensive, rigorous research that addresses the needs and problems of practice. We strengthen connections between theory and practice through partnerships with schools and communities.

WE EXAMINE ISSUES OF EDUCATION ACROSS THE LIFESPAN. We seek to understand how children and adults learn and develop, and how educators can best use that knowledge for benefit of all learners. We recognize that all educators are themselves learners and we are committed to providing opportunities for their continuous professional development. We strive to sustain our College as a scholarly community for students, faculty and staff.

Mission Statement of the Department of Kinesiology

The Department of Kinesiology views its mission as being congruent with that of the College of Education and with that of Michigan State University, a land grant institution and a member of the Association of American Universities. This mission is the fostering of intellectual leadership as demonstrated by the development of new knowledge, the interpretation and application of knowledge, and the dissemination of knowledge to students and to the public at large.

The Department maintains a strong commitment to the education of individuals whose focus is the study of human physical activity and its relationship to well-being. The unique and primary focus of the Department is its role in the development, application, and communication of knowledge that enhances human performance and promotes psycho-social, behavioral and physical health. A basic assumption underlying the teaching research and service functions of the Department is that human well-being can be enhanced by an integrated approach to meeting the biological, psychological, and social needs of individuals.

The Department is involved in both the initial and continued preparation of competent persons in the areas of physical education and human performance. As such, this academic unit provides a basis for continuous professional interaction and collaboration among academic disciplines devoted to the study and advancement of human performance with a broad range of populations. To achieve this objective, the components of teaching, research, and service are related to curricular efforts at the undergraduate and graduate levels leading to bachelor's, master's, and doctoral degrees.

Mission Statement of the Athletic Training Program

The mission of the Michigan State University Athletic Training Program is to provide a comprehensive educational experience and a strong clinical foundation to prepare the undergraduate student to enter the ever-expanding allied health profession of athletic training. Through the combination of extensive didactic and clinical experiences in sports medicine, graduates of this program achieve the entry-level competencies necessary to take and pass the certification examination offered by the Board of Certification and embark on a career as a certified athletic trainer.

Athletic Training Program Goals and Objectives

Goal 1: Athletic training students will obtain a body of knowledge and the ability to seek additional knowledge in all domains of athletic training, as determined by the Commission on Accreditation of Athletic Training Education (CAATE), the National Athletic Training Association (NATA), and the Board of Certification (BOC). This includes:

- a. Evidence-Based Practice
- b. Prevention and Health Promotion
- c. Clinical Examination and Diagnosis
- d. Acute Care of Injury and Illness
- e. Therapeutic Interventions
- f. Psychosocial Strategies and Referral
- g. Healthcare Administration
- h. Professional Development and Responsibility

Objective 1.1: Students will demonstrate foundational knowledge related to the practice of athletic training appropriate to the students' level in the athletic training program.

Objective 1.2: Students will successfully complete all athletic training course work.

Goal 2: Athletic training students will demonstrate the ability to utilize clinical skills in the process of injury prevention, assessment and evaluation.

Objective 2.1: Employ prevention techniques to decrease injuries in the athletic setting.

Objective 2.2: Develop a core set of clinical skills, which will allow students to determine the extent of the injury.

Objective 2.3: Demonstrate oral, written, and clinical skills that are organized, coherent, accurate, and professionally delivered.

Goal 3: Athletic training students will develop interpersonal skills with healthcare professionals and successfully deliver quality services to patients/athletes in a variety of healthcare settings.

Objective 3.1: Students will demonstrate effective verbal and non-verbal communication skills, while working with healthcare professionals and patients/athletes.

Objective 3.2: Students will demonstrate critical-thinking skills in conducting clinical examinations and be able to develop appropriate intervention strategies.

Objective 3.3: Students will be exposed to a variety of clinical education sites and preceptors during their clinical education.

Goal 4: Demonstrate the ability to use verbal, written, and technological communication skills within the profession of athletic training.

Objective 4.1: Students will demonstrate effective verbal and non-verbal communication skills while working with patients/athletes.

Objective 4.2: Students will demonstrate effective written communication skills while working with patients/athletes.

Goal 5: To promote professional and ethical behavior relevant to the field of athletic training.

Objective 5.1: Students will professionally communicate with patients, coaches, and a varied of health care professionals.

Objective 5.2: Students will abide by high professional standards and the NATA's Code of Ethics.

Program Outcomes

Program Outcome #1:

- Athletic training courses with a minimum grade of a 2.0
- Cumulative GPA 2.5 each semester in the program
- Completion of clinical case study with minimum grade of a 80% or higher according to the rubric
- Clinical integrated proficiencies (CIPs) with a minimum score of three or four
- Completion of mock interview with minimum score of 80% according to the rubric
- Completion of cover letter and resume with minimum score of 80% according to the rubric

Program Outcome #2:

- 80% of students will score an 80% or higher on their clinical practical exams and written exams in KIN 421 and KIN 426 according to the rubric.
- Students will score 75% or higher on their final clinical education evaluations. All clinical education evaluations are completed twice a semester (mid-term, final), during their four semesters in their KIN 427 clinical courses. However, students are not required to achieve 75% on their mid-term evaluation to allow for improvement in students clinical skills.
- CIPs as part of the KIN 427 Clinical Rotations in Athletic Training Courses; with students attaining a score of three or four.

Program Outcome #3:

- Students will score 75% or higher on their final clinical education evaluations. All clinical education evaluations are completed twice a semester (mid-term, final), during their four semesters in their KIN 427 clinical courses. However, students are not required to achieve 75% on their mid-term evaluation to allow for improvement in students clinical skills.
- General medical rotations; minimum of 10 hours per semester, for a total of four semesters.
- Preceptors will score an average of 3.5 out of 5 on their athletic training student evaluation of preceptors survey.
- Athletic training students will score their clinical education sites with an average of 3.5 out of 5.
- The clinical education coordinator will score the clinical site as acceptable.

Program Outcome #4:

- Students will score 75% or higher on their final clinical education evaluations. All clinical education evaluations are completed twice a semester (mid-term, final), during their four semesters in their KIN 427 clinical courses. However, students are not required to achieve 75% on their mid-term evaluation to allow for improvement in students clinical skills.

Program Outcome #5:

- Students will score 75% or higher on their final clinical education evaluations. All clinical education evaluations are completed twice a semester (mid-term, final), during their four semesters in their KIN 427 clinical courses. However, students are not required to achieve 75% on their mid-term evaluation to allow for improvement in students clinical skills.

MICHIGAN STATE UNIVERSITY ATHLETIC TRAINING STAFF DIRECTORY

Certified Athletic Training Staff/Faculty

Dave Carrier, M.A., ATC Associate Athletic Trainer	Munn Ice Arena	(517) 353-4564
Tracey Covassin, Ph.D., ATC, FNATA Director, Undergraduate Program	105 IM Sports Circle	(517) 353-2010
Vince Del Valle, MS, ATC Assistant Athletic Trainer	Jenison Fieldhouse	(517) 884-7378
Lianna Hadden, M.S., ATC Assistant Athletic Trainer	Duffy Daugherty Football Building	(517) 353-4428
David Jager M.S., ATC Assistant Athletic Trainer	Duffy Daugherty Football Building	(517) 353-1655
LouAnne Jefferson, M.Ed., ATC Assistant Athletic Trainer	Breslin Student Events Center	(517) 432-1015
Renee Kleszczynski MA, ATC Assistant Athletic Trainer	Jenison Fieldhouse	(517) 884-7730
Chris Kuenze, Ph.D., ATC Athletic Training Graduate Program	105 IM Sports Circle	(517) 432-5018
Thomas Mackowiak, Ph.D., ATC Clinical Education Coordinator, Assistant Athletic Trainer	105 IM Sports Circle	(517) 884-1398
Matt Moreau, M.S., ATC, Assistant Athletic Trainer	Jenison Fieldhouse	(517) 884-7380
Kelly Stobba Moriarty, M.S, ATC Assistant Athletic Trainer	Jenison Fieldhouse	(517) 884-7381
Sally Nogle, Ph.D., ATC Head Athletic Trainer	Duffy Daugherty Football Building	(517) 884-7547
Nick Richey M.S., ATC Assistant Athletic Trainer	Breslin Student Events Center	(517) 432-1015

Certified Athletic Training Intern

Athletic Trainer	Jenison Fieldhouse	(517) 355-1627
Athletic Trainer	Duffy Daugherty Football Building	(517) 353-1655

MICHIGAN STATE UNIVERSITY SPORTS MEDICINE PHYSICIAN DIRECTORY

Doug Dietzel, DO MSU HealthTeam, Clinical Director of Sports Medicine Head Team Orthopedic Surgeon	Sports Medicine Clinic Eyde Building Suite 420	(517) 884.6100 (O)
Craig Fedore, D.D.S. Dentist	714 Abbott Road East Lansing, MI	(517) 337-0351 (O)
Nathan Fitton, DO MSU HealthTeam Team Physician	Sports Medicine Clinic Eyde Building Suite 420	(517) 884-6100 (O)
Jennifer Gilmore, D.O. MSU HealthTeam, Team Physician	Eyde Building Suite 500	(517) 432-6144 (O)
Jeff Kovan, D.O. MSU HealthTeam Director of Sport Medicine and Performance Team Physician CAATE ATP Medical Director	Sports Medicine Clinic Eyde Building Suite 420	(517) 884 -6100 (O)
Bob Norris, M.D. MSU HealthTeam, Team Physician	Sports Medicine Clinic Eyde Building Suite 420	(517) 884-6100 (O)
Randy Pearson, M.D. Team Physician	Sparrow Hospital Family Health Center	(517) 377-0323 (O)
Andrew Schofhaar, D.O. MSU HealthTeam, Team Orthopedic Surgeon	Sports Medicine Clinic Eyde Building Suite 420	(517) 884-6100 (O)
Mike Shingles, D.O. MSU HealthTeam, Team Orthopedic Surgeon	Sports Medicine Clinic Eyde Building Suite 420	(517) 884-6100 (O)
Mike Straus, ATC., PA Physician Assistant	Sports Medicine Clinic Eyde Building Suite 420	(517) 364-8028 (O)
Luke Wilcox, DO MSU HealthTeam, Team Orthopedic Surgeon	Sports Medicine Clinic Eyde Building Suite 420	(517) 884-6249 (O)
Morgan Daul DO Sports Medicine Fellow	Sports Medicine Clinic Eyde Building, Suite 420	(517) 884-6100 (O)
Kyle Ungvarsky MD Sports Medicine Fellow	Sports Medicine Clinic Eyde Building, Suite 420	(517) 884-6100 (O)

MICHIGAN STATE UNIVERSITY SPORTS MEDICINE FACILITIES DIRECTORY

Athletic Training Rooms

Breslin Student Events Center
East Lansing, MI 48824-1003
(517) 432-1015
(517) 432-7795 FAX

IM West
East Lansing, MI 48824-1026
(517) 353-6738

Munn Ice Arena
East Lansing, MI 48824-1051
(517) 353-4564 / 355-8356
(517) 432-1879 FAX

Duffy Daugherty Football Building
East Lansing, MI 48824-1214
(517) 353-1655/4412
(517) 432-2137 FAX

Jenison Fieldhouse
East Lansing, MI 48824-1025
(517) 355-1627 / 432-2608
(517) 432-1047 FAX

Hospitals/Clinics

MSU HealthTeam
Clinical Center
138 Service Road
East Lansing, MI 48824-1313
(517) 353-3000

McLaren Health Care
Greenlawn Campus
401 W. Greenlawn
Lansing, MI 48910
(517) 334-2286

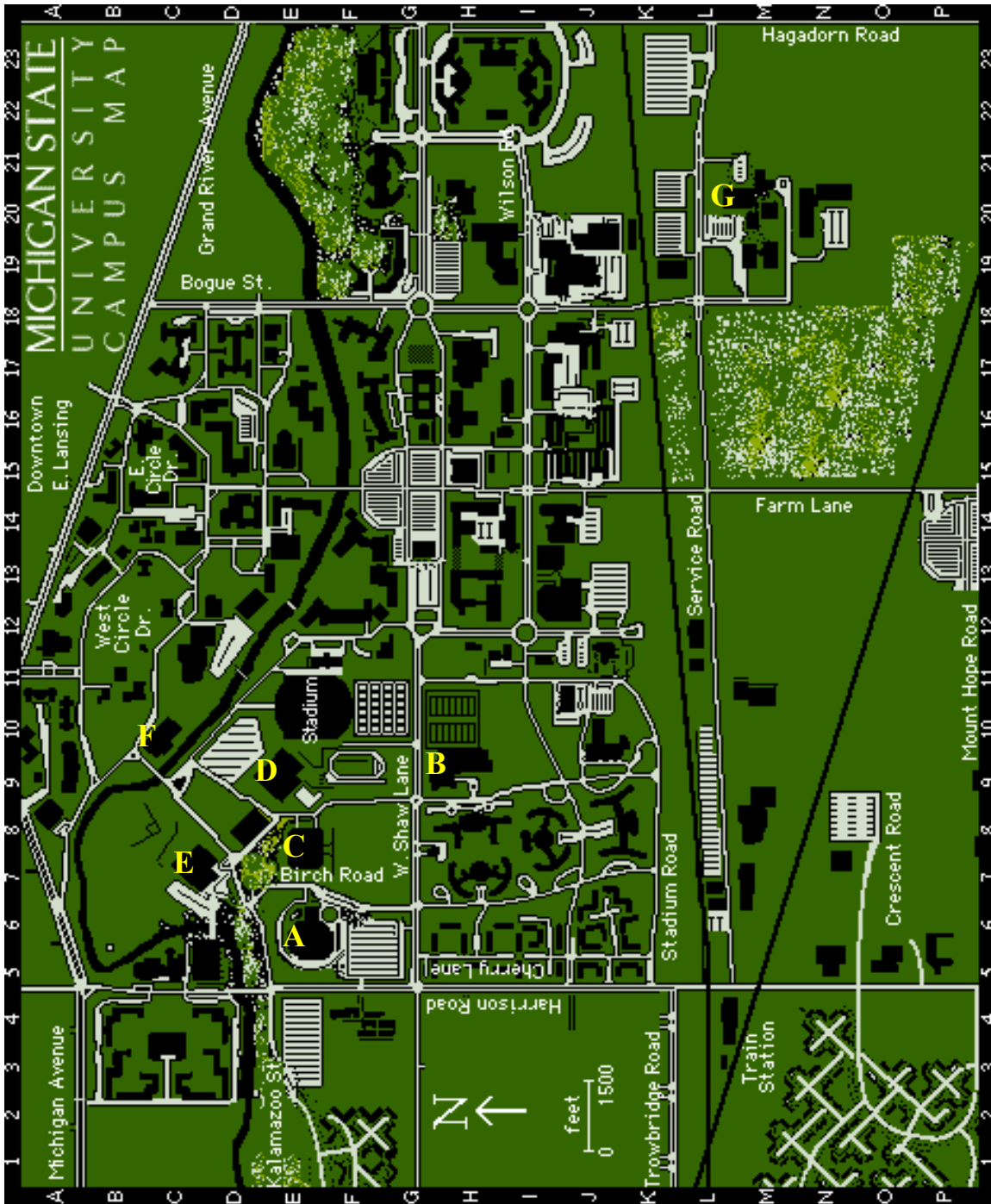
Sparrow Health System
Sparrow Hospital Campus
1215 E. Michigan Ave
Lansing, MI 48912
(517) 483-2700

MSU HealthTeam Sports Medicine Clinic
4660 South Hagadorn, Eyde Building
Suite 420
East Lansing, MI 48823
(517) 364-8028

McLaren Health Care
Pennsylvania Campus
2727 S. Pennsylvania
Lansing, MI 48910
(517) 334-2121

Sparrow Health System
St. Lawrence Campus
1210 W. Saginaw
Lansing, MI 48915
(517) 372-3610

MICHIGAN STATE UNIVERSITY CAMPUS MAP

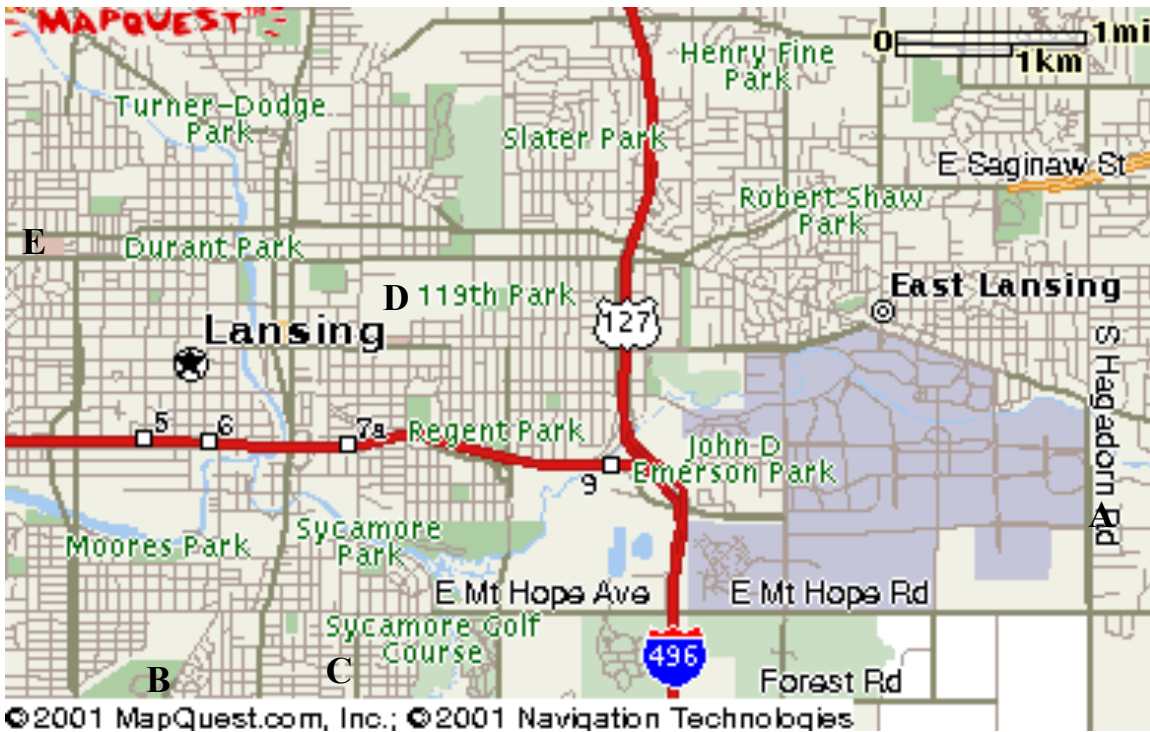


KEY:

- A** – Breslin Student Events Center
- B** – Duffy Daugherty Football Building
- C** – Munn Ice Arena

- D** – IM West
- E** – Jenison Fieldhouse
- F** – IM Sports Circle
- G** – Clinical Center

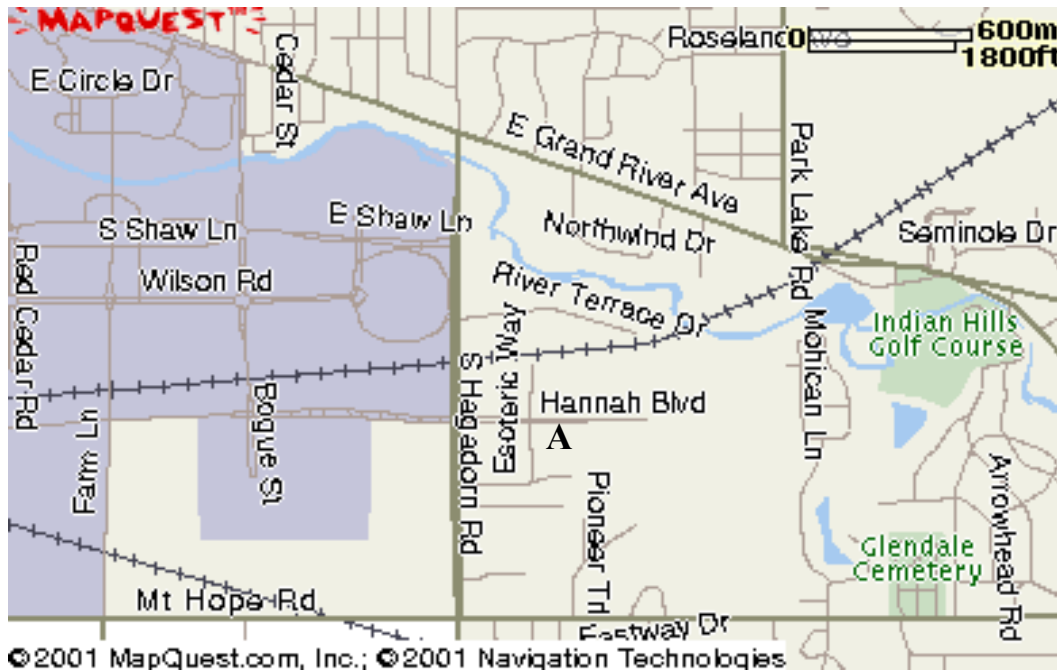
LANSING AREA MAP

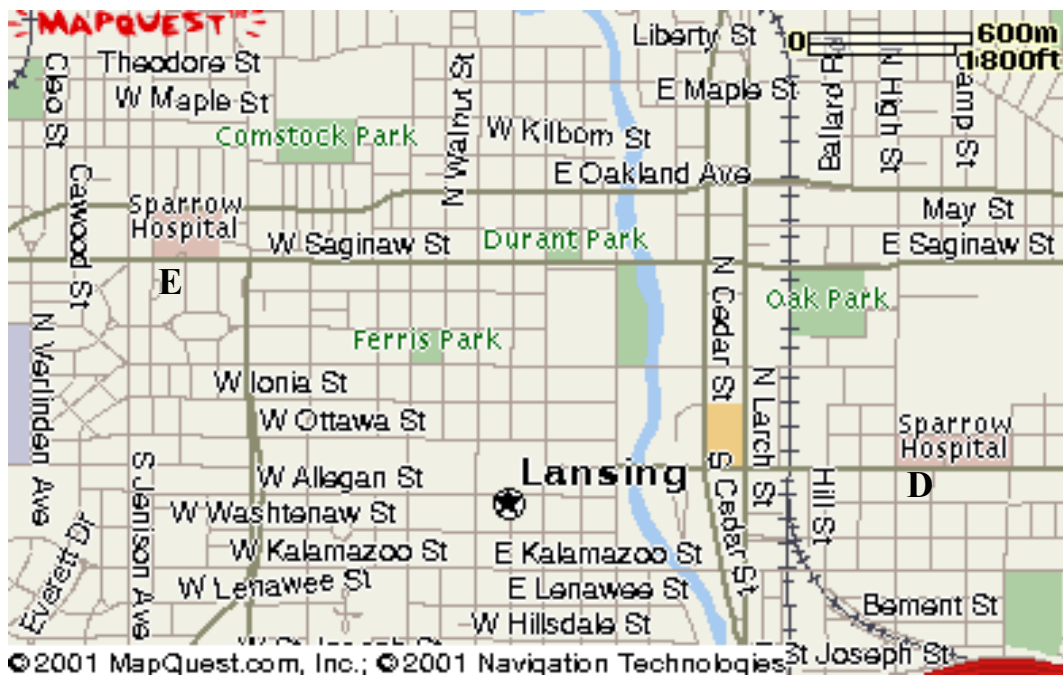


KEY:

- A** – MSU Sports Medicine Clinic
- B** – IRMC Greenlawn Campus
- C** – IRMC Pennsylvania Campus

- D** – SHS Sparrow Hospital Campus
- E** – SHS St. Lawrence Campus





**MICHIGAN STATE UNIVERSITY
UNDERGRADUATE ATHLETIC TRAINING PROGRAM**

PROGRAM ADMISSIONS POLICY

1. Current Michigan State University Students.
 - A. Currently enrolled students wishing to apply to the Undergraduate Athletic Training Program must complete an application and submit all required materials. The application and list of required materials are available on the web sites for the Department of Kinesiology and the Michigan State University Athletic Training Program. Students will be assigned an academic advisor in their freshman year.
 - B. Admission to the Athletic Training Program is competitive and selective. Students will complete the requirements during their freshman and sophomore years. Occasionally, a student can complete all the requirements in their sophomore year. Because the program usually receives more applications than it has spaces available, students meeting all selection (application) criteria may be denied admission to this program. Space availability in the formal curriculum is limited to an average of 25 new students each academic year.
 - C. The decision regarding final admission is based on the following criteria:
 - ✓ Completed Athletic Training Program Application.
 - ✓ Completion of KIN 125 (First Aid and Personal Safety), KIN 126 (Introduction to Athletic Training), KIN 127 (Taping and Bracing in Athletic Training), KIN 320 (Pathology of Sports Injuries), KIN 227 (Observations and Introduction to Clinical Skills in Athletic Training), KIN 228 (Clinical Rotation and Skills: Introduction in Athletic Training) with a minimum average GPA of 2.5 for the 13 credits
 - ✓ University cumulative GPA of 2.5 or above.
 - ✓ A minimum grade of 2.0 in each of the following classes: CEM 141, MTH 103, KIN 251, PSL 250, KIN 216
 - ✓ Essay expressing reasons for selecting Athletic Training
 - ✓ Three personal references
 - ✓ Interview with Athletic Training Program Admissions Board
 - ✓ Space availability in the formal clinical curriculum sites

D. The deadline to submit the application to the Director of Athletic Training Program is **February 1st** of each year. If February 1st falls on a weekend, the application will be due on the following Monday.

2. Transfer Students

A. Transfer students who wish to apply to the Undergraduate Athletic Training Program must follow the same published procedures and guidelines as current Michigan State University students.

B. The Athletic Training Admission Board will review transfer credits in Athletic Training and First Aid.

C. Transfer students admitted to the Undergraduate Athletic Training Program must complete all remaining requirements.

3. Extra-Curricular Involvement (Example: Intercollegiate Student Athletes, Club Sport Members, Band Members)

A. Students involved in time consuming extra curricular activities are eligible to apply for admissions into the Undergraduate Athletic Training Program. It should be noted that it is not possible to complete the program requirements without full cooperation from the athlete's coaching staff, band directors, or club leadership.

B. Clinical experience assignments during the athletic training student's "in-season" may be deferred to the off-season upon approval by the Director of Undergraduate Athletic Training Program.

ACADEMIC AND CLINICAL POLICIES

1. Students formally admitted to the Undergraduate Athletic Training Program and individuals enrolled in KIN 227/228 are regulated by the policies and procedures described in the **Michigan State University Undergraduate Athletic Training Handbook ("Handbook")**. Collectively, the policies contained in this Handbook (including the Code of Ethics of the NATA) constitute the professional standards applicable to students enrolled in the Undergraduate Athletic Training Program.
2. Violations of any policies or procedures contained in this Handbook will be reported to the Head Athletic Trainer and the Director of Undergraduate Athletic Training Program.
3. The Athletic Training Advisory Board ("Advisory Board") will determine whether a student has violated a policy or procedure contained in this Handbook. Adjudication of alleged violations of this Handbook will be conducted by the Advisory Board in a manner consistent with the relevant provisions of the Academic Freedom Report for Students regarding violations of professional standards. Where a violation has been found, appropriate sanctions will be determined by the Advisory Board. The Advisory Board will consist of three faculty/staff and one graduate student.
4. Any member of the University community may file a written complaint alleging that a student has violated a policy or procedure contained in this Handbook. Complaints must be filed with the Director of Undergraduate Athletic Training Program. The Director of the Undergraduate Athletic Training Program will attempt to address the complaint with the student. If the complaint cannot be addressed on a one on one basis, it will be forwarded to the Advisory Board for resolution.
5. In situations where a complaint has been forwarded to the Advisory Board, the student may seek assistance understanding the complaint process from the Department of Kinesiology, Associate Dean for External Relations and Student Affairs in the College of Education, and Academic Services in the Office of the Provost, or the Michigan State University Ombudsman. Contact information for these individuals and departments are available on the university web site.

EVALUATION AND RETENTION POLICY

Continuance into the Michigan State University Athletic Training Major requires a continued level of academic and clinical credibility.

1. Satisfactory fulfillment of program requirements is the responsibility of the student.
2. Normal progression toward completion of the program requirements will be monitored by the student, the student's academic advisor, and the Director of Undergraduate Athletic Training Program.
3. Students are evaluated in the following categories:
 - (1) Academic Achievement (minimum 2.5 cumulative GPA)
 - (2) Clinical Experience Evaluations (minimum of 2.0 achieved grade)
4. A student falling below a **2.5 cumulative GPA** at the end of a semester will be placed on Probationary Status for the following semester.
5. A student on Probationary Status must attain a 2.5 cumulative GPA at the end of that semester to return to good standing. A student who fails to meet this requirement will be placed on Final Probationary Status for the next semester.
6. A student on Final Probationary Status will be removed from the clinical setting for the duration of the semester and must attain a 2.5 cumulative GPA at the end of that semester. Failure to meet this requirement will result in dismissal from the Athletic Training Education Program.
7. No grade lower than a 2.0 will be accepted in any Athletic Training core course. Students may repeat an Athletic Training core course only once in their academic career.

8. Students must attain a 2.0 or above on their clinical evaluations. Clinical evaluations are a combination of a Professional/Personal/Integrity Skill score and a Professional Clinical Skill score.

If a student scores below the minimum score, he/she will immediately be placed on Probationary status. The student has until his/her next evaluation to achieve the minimum standard. If the student remains below the minimum standard, he/she will be placed on Final Probationary status from the program for one semester. The student must then meet with the Athletic Training Advisory Board for re-admittance.

9. Students must maintain current certification in CPR and the Environmental Health and Safety (EHS) Blood Borne Pathogens course throughout the duration of the program.
10. Failure to maintain standards will result in Probationary Status, Final Probationary Status, or dismissal from the Undergraduate Athletic Training Program.

COURSE REQUIREMENTS AND SUGGESTED SEQUENCING

DEPARTMENT OF KINESIOLOGY Bachelor of Science Athletic Training Suggested 4-Year Plan

Suggested Course Sequencing.

Freshman	FALL	credits	SPRING	credits	SUMMER	Credits
	WRA 110-150	4	CEM 141	4	KIN 251	3
	KIN 173	3	CEM 161	1		
	MTH xxx	3	ISS 2XX level	4		
	KIN 126	3	MTH xxx	3		
	KIN 127	1	KIN 125	3		
		14		15		4
		-----		-----		-----
Sophomore	FALL	credits	SPRING	credits	SUMMER	Credits
	KIN 216	3	PSL 250	4	IAH 211-241	4
	IAH 201 - 10	4	ISS 3XX level	4		
	PSY 101	4	KIN 121	3		
	KIN 320	3	KIN 250	3		
	KIN 227	1	KIN 227	1		
		-----	KIN 228	1		
		15		17		4
		-----		-----		-----
Junior	FALL	credits	SPRING	credits	SUMMER	Credits
	KIN 310	3	KIN217	1		
	KIN 421	3	KIN 345	3		
	KIN 423	3	KIN 101 - 8	1		
	KIN 427 1A	1	KIN 426	3		
	HNF 150	3	KIN 427 1B	1		
		-----	KIN 422	3		
		13		12		
		-----		-----		-----
Senior	FALL	credits	SPRING	credits	SUMMER	Credits
	ELECTIVES					
	e.g. PHM 350, CEP	8	KIN 491	3		
	261, PSY 320					
	KIN 360	3	KIN 330	3		
	KIN 425	3	KIN 465	3		
	KIN 427 IIA	1	KIN 411	2		
		-----	KIN 427 IIB	1		
		15		12		
		-----		-----		-----

TOTAL CREDITS NEEDED: 120
(Students who took MTH 1825 will need 123 Credits to graduate.)

ATHLETIC TRAINING SPECIFIC COST (~\$1300)

Textbooks and Course Material Fees	<ul style="list-style-type: none"> Students are responsible for necessary laboratory/course fees required by University and/or Department of Kinesiology (~\$500/semester).
Background Check	<ul style="list-style-type: none"> Required Livescan Fingerprint/Background Check Request = \$62.50
Professional Malpractice Insurance	<ul style="list-style-type: none"> Required Student Liability Insurance = \$38 per year. All students are required to provide proof of purchase prior to the beginning of any clinical activities and must be maintained throughout their clinical experiences. HPSO (www.hpsso.com) is our recommended choice.
Uniforms and Clothing	<ul style="list-style-type: none"> MSU Athletic Training students are provided with uniforms (t-shirts, polo shirts, sweatshirts, rain gear) through the MSU Athletic Training Department. Additional attire will vary per clinical site. Students will be responsible on own to purchase pants/shorts/shoes (~\$150-200), per MSU Handbook. Students may purchase additional approved clothing on their own through MSU Athletic Training Club.
Physical Examination	<ul style="list-style-type: none"> CAATE required physical examination prior to student's clinical experiences and entry into Athletic Training Program. Students recommended to visit Olin Health Center as you get 3 free visits per year. Or visit your own physician for physical (~\$250 if no health insurance).
Off-Campus Clinical Affiliated Site Visits/Assignments	<ul style="list-style-type: none"> Athletic training students are responsible for gas mileage to and from off-campus clinical sites and general medical sites. Students are encouraged to car-pool with fellow students if possible.
American Red Cross Certification	<ul style="list-style-type: none"> Mandatory certification/ recertification is completed at yearly @ MSU AT Orientation Fall Semester program. Fees paid for MSU Athletic Training Department.
Tuberculosis (TB) Testing	<ul style="list-style-type: none"> If students choose to observe surgery, proof of verification is needed prior to observation. Students are encouraged to complete yearly. Can be completed on campus through MSU Olin Center, approximately \$10 for test and follow up visit 2-3 days after to further evaluate injected site.
BOC Certification Examination	<ul style="list-style-type: none"> Required, BOC Certification Examination (Spring of Senior Year) = \$325
Professional Organizations	<ul style="list-style-type: none"> You are strongly encouraged to apply and join the National Athletic Trainers' Association (NATA) and/other pertinent medical organizations. Membership dues in the NATA will allow you membership in the NATA, District IV, and the Michigan Athletic Trainers' Society. Membership provides numerous benefits including on-line subscriptions, educational materials, professional communication, and application opportunities to many state, district, and/or national financial scholarships.

FINANCIAL ASSISTANCE

Per CAATE standards, athletic training students are not allowed to receive any type of financial or monetary remuneration for their clinical experiences, excluding academic or educational scholarships. Athletic training students are not allowed to receive work study reimbursement for completion of their clinical experiences.

HEALTH PHYSICAL EXAMINATION AND IMMUNIZATIONS

All athletic training students must have a physical examination with immunization records (must be printed from Olin Health Center immunization records) by a MD/DO prior to starting patient care. Athletic training students accepted as a KIN 228 student in the mid-spring semester, must complete prior to beginning their clinical experience rotations. Information regarding immunization policies at Michigan State University is available at the university health center (Olin Health Center) web site: www.olin.msu.edu. The physical exam includes a medical history (operations, previous illness, current medications, vision, mental screening) and a review of technical standards and immunization records. The same physician completes the physical and reviews the immunization records and technical standards. Athletic training students have an option of completing their physical examination with their family physician or with one of MSU's physicians. If athletic training students choose to have a family physician complete the physical, they must use the medical form provided by the Athletic Training Program.

LIABILITY INSURANCE

For the protection of the student accepted into the Athletic Training Program, all students enrolled in clinical courses will be required to carry medical liability insurance from the start of patient care until the time of graduation. The student's responsibility is to pay for the insurance premium (~\$38.00 @ www.hpsso.com) at the beginning of each academic year. The liability insurance coverage applies to all classroom and clinical education experiences delineated by the Athletic Training Program. This insurance does not cover student activities such as summer camps, transporting an injured or ill athlete, driving an institutional vehicle, or other similar activities.

BLOOD BORNE PATHOGENS

While performing the duties of an athletic training student, there is a potential for exposure to blood and other possibly infectious material. With this possible exposure is a risk of acquiring Hepatitis B Virus (HBV) and Human Immuno-deficiency Virus (HIV) infection. HBV is a serious and potentially life threatening disease and all athletic training students are **STRONGLY** encouraged to become vaccinated against HBV. The vaccination is a series of three shots given over a six month period. There is no cost to the student to receive the shots at the Michigan State University's Olin Health Center, if the student has not already been vaccinated.

All new athletic training students must complete a Blood Borne Pathogen Exposure Control initial seminar for First-Aid Responders presented by the Michigan State University's Environmental Health and Safety Program. This initial seminar is offered at the beginning of each school year for all KIN 227 students and new KIN 427 students who may need a yearly update. Every year after that, a BBP Awareness course must be completed on the web site for the Environmental Health and Safety (SABA) at <http://ora.msu.edu/train> to stay up to date and to keep current certification. This update must be completed prior to beginning your clinical experience rotation.

You are required to complete a BBP site specific checklist for each new clinical facility you attend at the beginning of each clinical rotation or semester. All MSU Athletic Training Room Facilities are equipped with Red Binders which include Environmental Health and Safety Information, Exposure Plans, and Emergency Action Plans (EAP's). These binders are to be reviewed at the beginning of each semester with the preceptor and the athletic training student(s) in regards to location, content, and site specific details exposure plan. The red binder locations are: Duffy Daugherty Football Building, located near the front counter to the right of the computers; Jenison Field House, located on the back counter, 2nd shelf to the left of the printer; Munn Ice Arena, located immediately to the left of the door leading to the locker room hallway and stored on the lowest shelf near the BBP Spill Kit; Breslin Student Events Center, located to the right of the printer to the left of the taping tables; and IM West Athletic Training Room, located on the front counter top to the right and next to the BBP Spill Kit. All other clinical BBP site information is recorded on the BBP Clinical Site Specific Form for athletic training student access to review.

The Environmental Health and Safety Exposure Control Plan can be accessed at http://www.ehs.msu.edu/biological/programs_guidelines/exposure_control_plan/ECP.pdf.

CLINICAL EDUCATION COORDINATOR

Thomas Mackowiak PhD, AT, ATC

The undergraduate athletic training clinical experience is monitored by the Clinical Education Coordinator. The clinical rotation schedule for each athletic training student is established by the Athletic Training Program Director and the Clinical Education Coordinator. It is the Clinical Education Coordinator's responsibility to ensure that the students' clinical experience provides educational learning opportunities while fulfilling requirements established by the NATA, BOC, and CAATE.

PRECEPTORS

The Athletic Training Program incorporates Preceptors to supervise clinical education experiences for athletic training students and assess clinical integrated proficiencies (CIPs) of the student as a requirement of accreditation. Students must be directly supervised by the Preceptor during the delivery of athletic training services. Preceptors provide direct visual and auditory supervision for the students assigned to him/her. The Preceptor must be physically present and have the ability to intervene on behalf of the athletic training students and patient, if needed.

The Preceptor works with a student to develop CIPs in the assigned clinical rotations delineated by the KIN 427 course. The Preceptor will facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training. It is encouraged to provide ongoing feedback in a constructive and positive manner while developing proficiency in clinical skills. These clinical skills relate to the program's didactic educational learning over time concept and current clinical experiential level of the athletic training student.

All Preceptors have completed an initial Michigan State University Athletic Training Preceptor Training with periodic refresher and continued learning seminars. These instructional guidelines may be delivered formally, informally, or through electronic newsletters. The Preceptor will demonstrate an understanding of and compliance with the Michigan State University's and CAATE's program policies and procedures. Establishing clear and realistic objectives for each clinical experience are encouraged. The Clinical Education Coordinator will meet with each preceptor and athletic training student(s) at the beginning of each clinical rotation to review individual and clinical site goals, objectives, and Preceptor expectations.

CLINICAL EXPERIENCE PURPOSE

The purpose of clinical education is to offer each athletic training student with an opportunity to increase proficiency in skills necessary to become a BOC certified athletic trainer. The athletic training student will demonstrate their ability to assess, analyze, synthesize, and integrate these clinical skills into professional practice while demonstrating appropriate professional ethics and behaviors. Clinical education will be directly linked to the Athletic Training education courses and KIN 427 I and KIN 427 II clinical courses. At the start of each academic semester, the athletic training student and Preceptor will meet to discuss and review the Athletic Training Student Self-Evaluation short and long-term goals, clinical site orientation, and Preceptor expectations. The athletic training student and Preceptor will review the EHS Site Specific check list, the BBP locations and plans, and site specific Emergency Action Plans. The athletic training student and Preceptor will review the current academic requirements and the CIP's required for the semester.

The primary settings for clinical experiences include athletic training rooms, athletic practices, and competitive events. The athletic training student will also be exposed to other settings or facilities such as physician offices, medical facilities, emergency rooms, physical therapy clinics, and a variety of medical/clinical professionals. Athletic training students will be provided the opportunity to experience working with athletic practices and competitive events in both men's and women's sports. The clinical experience will expose the athletic training students to sports for upper extremity injuries and lower extremity injuries, equipment intensive sports, and general medical needs of both genders and various populations.

CLINICAL EDUCATION

Clinical education and Preceptor assignments will not discriminate on sex, ethnicity, religious affiliation, or sexual orientation. Once a clinical site has been established, an athletic training student is not allowed to alter their present clinical assignment without communication to the Athletic Training Program Director and the Clinical Education Coordinator. Changes to the clinical rotation site for the athletic training student may be necessary, therefore, prior communication and approval may be necessary from the Athletic Training Program Director, Clinical Education Coordinator, the current Preceptor and the proposed Preceptor.

The Athletic Training Program at MSU utilizes the learning over time model throughout the program. In this program a student will enroll in a didactic course to learn the knowledge and skills of a selected topic. The following semester the same student will enroll in a clinical course to review skills and

develop CIPs and put into use evidence based practice. The learning over time schedule for our Athletic Training Program is:

KIN 125, 126, 127, 227, 228 → KIN 427 1A

KIN 421: Lower Extremity Assessment → KIN 427 1B

KIN 423: Therapeutic Modalities → KIN 427 1B

KIN 426: Upper Extremity Assessment → KIN 427 2A

KIN 422: Therapeutic Rehabilitation → KIN 427 2A

KIN 425: Organization & Administration → KIN 427 2B

In addition to the class meetings, the student attends the clinical education experience, obtaining all of their clinical education hours under the direct auditory and visual supervision of an assigned Preceptor. During the clinical education experience with a Preceptor the student is able to work in the field under the direct supervision of the Preceptor and apply the CIPs learned. The Preceptor is readily available to guide and interact with the student, and be able to intervene on the behalf of the patient, at the same time allowing for progressive autonomy.

Clinical education experiences are directly linked to the knowledge and skills and CIPs of the KIN 427 courses. Athletic training students are assigned to a Preceptor and clinical responsibility/sport assignment that best fulfills the CIPs of the KIN 427 courses. However, due to limited athletic teams, athletic training students may be placed with other sport teams or clinical sites. The outline is:

KIN 427 1A: Taping, Bracing, Splinting, Equipment, Heat(Fall) (Equipment Intensive)

- MSU Football
- MSU Men's/ Women's BB
- MSU Ice Hockey
- MSU Men's/Women's Soccer
- MSU Men's/Women's Cross Country
- MSU Volleyball
- MSU Field Hockey
- MSU Gymnastics
- HS Athletics/Football
- Non-Sport/Non-Ortho

KIN 427 1B: Lower Extremity Evaluation & Modalities (Spring)

- MSU Men's/Women's Soccer
- MSU Ice Hockey
- MSU Gymnastics
- MSU Men's/Women's Track & Field
- MSU Baseball
- MSU Softball
- MSU Wrestling
- MSU Men's/Women's BB
- HS Athletics
- Non-Sport/Non-Ortho

KIN 427 2A: Upper Extremity Evaluation & Rehabilitation (Fall Semester)

- MSU Men's/Women's Tennis
- MSU Men's/Women's Swimming/Diving
- MSU Rowing
- HS Athletics/Football
- MSU Men's/Women's Soccer
- MSU Men's/Women's Track & Field
- MSU Men's/Women's Cross Country
- Non-Sport/Non-Ortho

KIN 427 2B: Organization & Administration (Spring)

- MSU Men's/Women's Tennis
- MSU Men's/Women's Swimming/Diving
- MSU Rowing
- MSU Baseball
- MSU Men's/Women's Track & Field
- MSU Men's/Women's Cross Country
- MSU Softball
- HS Athletics
- Non-Sport/Non-Ortho

**Clinical education sites may be added or removed throughout the year.*

Clinical and Preceptor placements are an educational requirement. The primary objective is to place the athletic training student in various clinical situations in which they can learn and grow as health care clinicians. Input from the athletic training students and preceptors will be encouraged, heard, and considered prior to clinical placements. However, final athletic training student and Preceptor placements are finalized by the Athletic Training Program Director and the Clinical Education Coordinator according to CAATE standards, Michigan State University Athletic Training Program requirements, athletic training student clinical levels, and clinical site/preceptor availability.

Athletic training students must experience clinical rotations involving, but not limited to:

- Individual and Team Experiences
- Sports requiring protective equipment and intensive sports
- Patients of both genders
- Upper and lower body sports
- Non-sport/Non-orthopedic patient populations (i.e., primary care and family medicine, emergency room, neurology, optometry, physical therapy clinics, orthotic and prosthetic clinic, etc.)

During a clinical education experience a student **cannot** perform skills on a patient/athlete until the skill has been taught and assessed by a Preceptor or an athletic training instructor. This does not prevent the student and Preceptor from discussing or learning new material with the student. However, the patient/athlete has a right to receive medical care from an individual trained in the specific skill.

The Pre-Athletic Training Student (KIN 227) participates in direct observation hours, which are different from direct supervision hours. Direct observation hours offer the potential new student an opportunity to **observe** the clinical education environment and become familiar with the responsibilities and roles of the Preceptor and student. The Pre-Athletic Training Student does not perform any direct patient/athlete care.

Athletic training students have a responsibility to provide a copy of the Athletic Training Student Evaluation Form and the Self-Evaluation Form to the Preceptor at the mid-term and end of the semester clinical education experience. This form is completed by the Preceptor and then reviewed and signed by the Preceptor and student together. The student also has the responsibility for submitting this completed and signed form to the Clinical Education Coordinator on the specified due date. ALL KIN 427 athletic training students will receive a clinical score which will be recorded as part of their KIN 427 I and KIN 427 II clinical grade.

CLINICAL EXPERIENCE ROTATION HOURS

During the clinical education experiences, a student must document the number of experience hours directly supervised by a Preceptor on the *Clinical Education Experience Hour Log*. The documentation must occur each day and must be accurate; hours can be rounded to the nearest half hour. The following hours cannot be included when documenting hours on the *Clinical Education Experience Hour Log*:

1. time spent traveling with a team
2. academic hours
3. time spent hanging out in the ATR

A student in the clinical education setting does not replace a full-time employee or medical personnel, is not to be used as a workforce, nor is to be treated as a full time staff or medical personnel in respect to coverage, expectations, or clinical replacement. The students' experiences must be focused on attaining an educational experience and learning component, and not as a substitute replacement in the work force. An athletic training student may complete a minimum of 150 and not to exceed a maximum of

750 clinical experience hours per semester. Clinical education experience hours are obtained in conjunction with a clinical course (KIN 427 001 a/b, KIN 427 002 a/b)). In accordance with CAATE standards, students need to document experience hours in the athletic training room. Per CAATE standards, all athletic training students must be allowed to have a minimum of **one day off for every seven days of clinical experiences**. This will be documented by the clinical experience hour log downloaded from your D2L course and described in detail in your KIN 427 syllabus. Athletic Training students will be required to turn in the clinical experience hour log weekly to the KIN 427 course instructor with the dates, times, and required student and preceptor signatures completed. In order to assist our tracking system, your weekly hour log will begin on a defined **seven day calendar dependent on your KIN 427 course each specific semester**. Each seven day rotation will begin on the day after your required KIN 427 night class and conclude on the day of your KIN 427 required course meeting. Therefore, KIN 427 001a (Monday night class scheduled) will complete a Tuesday to Monday seven day calendar, KIN 427 001b (Tuesday night class scheduled), Wednesday to Tuesday seven day calendar, and KIN 427 002 a/b (Wednesday night class scheduled), Thursday to Wednesday seven day calendar.

Clinical experience hours obtained outside of the clinical courses, such as Winter/Spring breaks, are to be counted towards the clinical experience hours. An athletic training student cannot load clinical education experience hours at the beginning, middle, or end of the experience; this is not conducive to learning over time and developing proficiency in a skill or technique.

CLINICAL EDUCATION GUIDELINES

When the athletic training student is assigned to a Preceptor, it is essential that all personnel understand that the athletic training student is in the clinical education setting to learn under direct supervision, not simply to provide a service to patients/athletes and support personnel or act as a replacement for a full-time employee. The responsibilities of the athletic training student and Preceptor are provided below.

The athletic training student should:

1. Place a priority on academic courses.
2. Communicate with the Preceptor regarding daily clinical experience opportunities.
3. Practice CIPs with Preceptors and peers to develop proficiency.
4. Mentor and teach other students in the program.
5. Apply critical thinking, communication, and problem solving skills.
6. Be prepared for proficiency assessments on a daily basis.
7. Obtain clinical experiences during scheduled direct patient/athlete care supervision by the Preceptor.

8. Perform skills on patients/athletes only once assessed on the skill in the didactic course or by a Preceptor.
9. Be willing to learn about variations in applying the same technique or skill.
10. Provide honest feedback of the clinical experience through the Preceptor Evaluation and the Clinical Site Evaluation, completed at the end of each rotation.

Feedback is vital in the development of an athletic training student's interpretation and acquisition of clinical skills. Athletic training and educational research demonstrates that athletic training student improved confidence and competence shows significant gains when provided with consistent positive feedback, dialogue, and encouragement. Positive mentoring such as professional behaviors, explanation, demonstration, and constructive, thought provoking feedback will assist the learning acquisition process.

CLINICAL EXPERIENCE ROTATION EVALUATIONS

Evaluations are a crucial part of the academic process, both for the program and the student. Students are required to complete the following evaluations, which include but are not limited to:

1. A Preceptor Evaluation Form of each clinical education experience at the end of the year.
2. A Clinical Site Evaluation Form of each clinical education experience at the end of the year.
3. A Self-Evaluation including goals setting plans. The athletic training student will complete at the mid-term and final semester and share with the Preceptor in conjunction with the Mid-Semester and Final Semester Clinical Evaluation.
4. Mid-semester and final Semester Clinical evaluation. Once the athletic training student's Self-Evaluation is completed, it is forwarded to the Preceptor for a mid-semester and final clinical evaluation process. Both forms are reviewed collaboratively in providing an assessment, score, and feedback for their current clinical education experience.

CLINICAL SETTINGS

Michigan State University offers 25 varsity sports teams and an IM/Recreational Sport site. These teams operate out of 5 athletic training rooms. The athletic training rooms are staffed by 12 certified athletic trainers, 2 certified athletic training interns and 6 graduate assistant certified athletic trainers.

Michigan State University offers off-site clinical education sites in combination with on-campus clinical settings. The off-campus sites and their immediate contacts are:

- Dewitt High School: Steve Jenkins, ATC
- East Lansing High School: Marci Abraham Pionk, ATC
- Haslett High School: Travis Kiser, ATC
- Lansing Catholic High School: Ken Hintze ATC
- C Weaver Physical Therapy: Carl Weaver, PT, Josh Paquet, ATC; 1720 Abbey Road, East Lansing, MI
- Michigan State University Physical Therapy Department: Ronit Hoffman, ATC, Mary Thiel , PT; Katie Stephens, PT; Eyde Building, 4660 S. Hagedorn Rd., Suite # 400, East Lansing, MI
- Peak Performance Physical Therapy: Jill Marlan, PT, Kyle Knapp, ATC, 7402 Westshire Drive, Suite 105, Lansing, MI 48917
- Wertz Orthopedic Physical Therapy Clinic: Nate Wertz, PT, Michael Veresh, DPT; 3410 Belle Chase, Suite 700, Lansing, MI 48911

- **Non-Sport/Non-Orthopedic Rotations sites may include, however, are not limited to:**
 - Sparrow Hospital: Department of Family Medicine
 - Sparrow Hospital: Emergency Room
 - Optometry of Lansing
 - Spartan Orthotics and Prosthetics
 - Compass Sports Medicine and Orthopedic Surgery: Physician Assistant
 - Michigan State University Sports Medicine: Physician Assistant
 - Michigan State University Department of Neurology
 - Michigan State University Physical Medicine Rehabilitation, Spine, and Musculoskeletal Clinic
 - Michigan State University Department of Spine and Orthopedic Clinic: including Adult and Pediatric Spine, Orthopedic Spine, Pediatric Orthopedic Spine, Foot and Ankle Podiatry, Physical Medicine Rehabilitation
 - McLaren Hospital

CLINICAL EDUCATION EXPERIENCE ATTENDANCE

Each student enrolled in the Athletic Training Program has the privilege, not the right, to attend the assigned clinical education experience. Students are expected to follow all rules of ethics and conduct so prescribed. If any student is dismissed from the clinical education experience for disciplinary behavior, his/her education in the Athletic Training Education Program may be terminated.

All students accepted or currently enrolled into the Athletic Training Program (KIN 427 001 and 002) will be allowed to complete Michigan State University's early enrollment course registration program. This opportunity allows the athletic training students an opportunity to schedule their required Fall and Spring Semester academic courses earlier than Michigan State University's registration enrollment date. Students are required to complete their academic courses during the morning or early afternoon time periods in order to complete their clinical education requirements between 2:00 pm and 6:00 pm, if possible. The students are encouraged to complete this academic course plan suitable for attaining their clinical experiences in a variety of settings. The Athletic Training Program is aware of the Kinesiology Department's required afternoon courses and the athletic training student's possible interest in pursuing other future medical professions. These students may need to complete additional academic required courses during this clinical time frame and educational plan. This educational plan must be fully communicated to the Athletic Training Program Director and/or Clinical Education Coordinator prior for approval and planning direction. All students must communicate with their preceptor's during these required semesters in order to plan their clinical education experiences.

Athletic training students are to attend the clinical education experience at the time and facility designated by Clinical Education Coordinator and Athletic Training Program Director as it relates to the KIN 427 course number. Athletic training students cannot miss academic courses or KIN 427 classes to attend clinical education experiences unless prior authorization has been completed by the instructor. A schedule of educational hours will be developed between the Preceptor and student at the beginning of the educational experience, with the Clinical Education Coordinator providing assistance as needed. Students are expected to be present at all designated hours. In the event a student needs to miss the assigned clinical experience, the student should present the request in writing and/or verbally to the Preceptor at the beginning of the rotation or all soon as this scenario is tentatively planned. This request must be approved by the Preceptor prior to you missing your clinical experience. This request and acknowledgment must be agreed upon by both parties, and involves all general medical rotations, educational courses, personal issues, professional needs, or travel experiences.

Prior to beginning the clinical education experience, the student is responsible for contacting the Preceptor immediately after being informed of their upcoming clinical experience preceptor and site. The athletic training student is will establish the first day to report. Upon arrival at the clinical site, the student must check in with the Preceptor prior to beginning the clinical education experience. Prior to departing the clinical site each day, the student is responsible to check out with the Preceptor and document the correct number of hours on the *Clinical Education Experience Hours Log* on a

daily basis. Hours are to be rounded to the closest half hour. Punctuality is a high priority, as this is a sign of dependability.

Sudden conflicts, illnesses, or emergencies do occur, albeit rare. In the event that a sudden conflict arises, the athletic training student must notify the Preceptor immediately via phone, email, text, or in person. Only in the most extreme conditions (e.g., death in the immediate family, hospitalization) will this notification be waived.

If an athletic training student fails to attend a clinical education experience at the designated time, the student is subject to a written warning. Multiple written warnings for the same offense can result in a disciplinary action within the program of probation, final probation, or dismissal.

ATHLETIC TRAINING STUDENT CLINICAL GUIDELINES AND ATHLETIC TRAINING FACILITY PROCEDURES

1. Athletic training students are responsible for assisting in the on-going, daily and weekly maintenance of the athletic training room, and for maintaining athletic training room and health care code cleanliness.
2. Athletic training students are expected to report promptly to all clinical experiences. It is expected that they will be present to provide athletic training services for their athletes. They should arrive in time to do all pre-event taping and treatments and stay after the event until all their athletes have been treated and have left the athletic training room.
3. Athletic training students will dress appropriately and professionally at all times when representing the Michigan State University athletic training program (see dress code).
4. Athletic training students are expected to act in a professional manner when representing the Michigan State University athletic training program. Athletic training students will be held accountable for their actions while on or off duty.
5. Athletic training students are responsible for maintaining the academic standards required of them (see evaluation and retention policy).
6. Athletic training students are expected to schedule their classes at appropriate times as to allow for no conflicts with their scheduled athletic training room duties.

7. Athletic training students shall not discuss any confidential information or knowledge about student-athletes with anyone not associated with the athletic training program.
8. Athletic training students are required to abide during travel by the specific team policies and the Michigan State University Department of Athletic code of conduct.
9. Athletic training students are expected to maintain current blood borne pathogen and CPR certifications.
10. Athletic training students are required to maintain the ethical standards of the athletic trainer as set by the National Athletic Trainers Association.
11. Documentation should be kept on all athletes who are treated in the athletic training room. All records should be kept in Sports Injury Management System (SIMS) in the manner of a SOAP note style format. Athlete's records and files should be kept in either the doctor's office or SIMS computer program.
12. Any Michigan State University athletic training student may be sanctioned for inappropriate professional or ethical conduct, or academic deficiencies. Decisions regarding sanctions will be reviewed individually and established by the Director of Undergraduate Athletic Training Program and/or the Advisory Board. Violations may be related to, but are not limited to, the following:
 - a. Academic standard deficiencies
 - b. Inappropriate completion of competency skills testing program requirements
 - c. In-service program attendance
 - d. Unethical professional or personal behavior
 - e. Tardiness or absenteeism
 - f. Improper professional attire
 - g. Improper use of athletic training room facilities
 - h. Improper use of athletic facilities for personal interests
 - i. Improper use of job position for personal opportunities
 - j. In appropriate personal use of keys, computers, telephones, or office supplies
 - k. Use of medical supplies for personal venture
 - l. Theft or selling of medical supplies for personal ventures
 - m. Illegal dispensation of prescription medication
 - n. Sexual harassment or other prohibited discrimination
 - o. Insubordination or disregard for Athletic Training or Department of Intercollegiate Athletics guidelines

- p. Communication of injury or athletic team history with non-medical personnel
 - q. Unreported personal relationship with Michigan State University athletic team members
13. All athletic training room rules and regulations will be monitored by athletic training staff and faculty.
 14. The athletic training room is a medical facility and should be treated as one.
 15. Athletes should not be allowed in the athletic training room without Preceptor supervision and should not be allowed to self-treat.
 16. All reusable supplies given out must be first approved by a staff athletic trainer, signed out, and then returned when finished. Athletes may not help themselves to any supplies or medication.
 17. Only athletes waiting for or receiving treatment should be in the athletic training room.
 18. There shall be no horseplay, shouting, swearing, loitering or any other type of disruptive behavior allowed.
 19. All athletic equipment should be left outside the athletic training room or placed in the designated area.
 20. No cleats, spikes or muddy shoes are allowed in the athletic training room.
 21. Appropriate athlete clothing should be worn at all times.
 22. The athletic training room should be kept clean and neat at all times. All garbage should be placed in the trash can, and all supplies and equipment should be put in their proper place when finished.
 23. No tobacco products are allowed in the athletic training room.
 24. Athletic training student cell phone usage shall be limited to emergency situations or professional issues directed by your Preceptor.
 25. Per CAATE, all athletic training students must be visually supervised and within auditory distance of a Preceptor during all clinical experiences.

Rules, regulations and duties are not limited to those listed above.

Each specific athletic training room will have its own specific rules, policies, and duties. Supervising athletic trainers/Preceptors are responsible for reviewing these rules and regulations with athletic training students at the beginning of each semester.

ATHLETIC TRAINING STUDENTS CLINICAL DRESS CODE

All athletic training students are expected to dress appropriately and professionally at all times when they are in the athletic training room and when representing the Michigan State University Athletic Training Program. Athletic training students should present themselves as a health care professional by being neatly groomed and wearing clothes that are clean and neat. If a student is not properly dressed, he/she will be sent home to change. It is at the discretion of the clinical Preceptor to determine what is and is not appropriate during your clinical education site. The following is a list of what can and cannot be worn in the athletic training room, and when representing the Michigan State University Athletic Training Program.

1. Athletic training students should wear a collared polo shirt (green, white, black, or grey) or sweatshirt. These items should have the Michigan State University Athletic Training logo on them. Name tags are a mandatory part of the athletic training student daily professional uniform.
2. Athletic training students should wear dress shorts or slacks (khaki, green, or black). Shorts must be of an appropriate length and have hemmed edges (denim shorts are prohibited). Pants should be neat and appropriately fitted, preferably with a belt.
3. Outdoor weather gear may be worn when appropriate but must conform to previously described colors and logo. Rain gear will be issued to all newly accepted athletic training students at the initial Athletic Training Program Orientation.
4. Athletic training students should wear sneakers that are closed-toe, clean, and functional to perform their duties in the athletic training room and at practice and games.
5. No hats are allowed to be worn in the athletic training room.
6. Socks should be of an appropriate color and worn at all times.
7. While traveling with a Michigan State University athletic team, the athletic training student should adhere to that team's dress code.

8. Personal hygiene must be adhered to. All hair/facial hair (beards, mustaches, or goatees) should be neatly trimmed, groomed, and proper in length/style, and representative of medical health care standards.
9. Make-up must be worn in the manner representative of a health care professional.
10. No body piercing to areas other than the ear lobe will be allowed. These earrings must be of the stud type or not hang farther than 1/2 inch from the ear lobe. All other piercing may violate OSHA requirements.
11. All forms of advertisements (i.e., logos on hats, words on a shirt) that may be construed as unprofessional are prohibited.
12. The Michigan State University Athletic Training Program staff/faculty/Preceptor reserves the right to address other dress code issues not previously mentioned as they arise.
13. Sanctions may be imposed for violations of the dress code. Decisions regarding appropriate sanctions will be reviewed and established on a case by case basis by the Advisory Board.
14. All athletic training students represent the Michigan State University Athletic Training Education Program, Michigan State University, and the Michigan State University Department of Athletics in dress, professional, and personal actions.

OUTSIDE EMPLOYMENT AND ATHLETIC TRAINING STUDENT CLINICAL EXPERIENCES

The athletic training student has many responsibilities and duties that he/she must perform and balance. An athletic training student should be dedicated to his/her roles as a student and as an athletic training student. The student's clinical experience and academic class work should be given top priority. The Athletic Training Program encourages students to engage in their clinical assignments on a regular basis. If a student wishes to hold a part-time job and/or participate in other activities, these interests should be scheduled secondary to his/her athletic training responsibilities. All athletic training students are encouraged to share information that may cause conflict or detract from the clinical education learning due to outside commitments with the Athletic Training Program Director, Clinical Education Coordinator, and the clinical Preceptor.

CLINICAL EDUCATION RELATED INJURIES AND ILLNESSES

Athletic training students enrolled in Athletic Training Program clinical courses or completing observation experiences are assigned clinical education experiences to a variety of on-campus activities and off-campus affiliate sites. These affiliate sites do **not** usually assume responsibility for or treat students at no charge who become sick or injured during their clinical education experience. Michigan State University is not responsible to provide or pay for treatment for sickness or accident for students. The athletic training student is responsible to provide his/her health insurance either through a family or individual policy. Any student not covered by health insurance assumes total financial responsibility for medical treatment should any accident or illness occur while enrolled as an athletic training student at Michigan State University.

If an injury or illness occurs during the clinical education experience the following procedure should be followed:

1. The student may receive treatment at the affiliate site or elsewhere and is responsible for the cost of the treatment.
2. An incident report form should be completed by the injured or ill student and submitted to the Clinical Education Coordinator and/or Athletic Training Program Director to be retained in the student's permanent file.

Please refer to the list of Communicable Diseases and your responsibility for medical evaluation and treatment before returning to your clinical site.

TRANSPORTATION TO CLINICAL EDUCATION EXPERIENCE SITE

Athletic training students are expected to assume responsibility for their own transportation to the various clinical education experience assignments that are off campus. Please note that the Athletic Training Program Director and Clinical Education Coordinator will attempt to work with those students who do not have their own transportation, but remember that the student has the ultimate responsibility in making sure that s/he arrives to his/her clinical experience assignment on time. Students are encouraged to communicate and coordinate car-pooling and/or sharing transportation to each site.

PRE-SEASON/POST-SEASON/HOLIDAY HOUSING RESPONSIBILITIES

Athletic training students assigned to a fall sport with a pre-season that starts before classes begin may be asked to return to school days or weeks before the practices/school begins. Individuals should attempt to make arrangements for housing during this period. If a problem arises, the supervising staff athletic trainer and Preceptor should be notified and may assist in providing housing. Athletic training students may be able to eat meals with the

team or receive the same amount of per diem meal money as the athletes. All arrangements should be discussed with the student's supervising athletic trainer.

Athletic training students assigned to a sport in-season during a holiday break may be asked to stay at the University with their assigned team. Meals or per diem meal money may be provided, and arrangements should be made for housing. All plans should be discussed with the student's supervising athletic trainer.

CLINICAL EDUCATION CONFLICT RESOLUTION AND GRIEVANCE PROCEDURES

The Athletic Training major recognizes the rights of students enrolled in the Athletic Training Program to express grievances and attempts to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between student, faculty or administration. Whenever a misunderstanding or problem exists, students are expected to address the misunderstanding immediately with the person(s) directly involved.

The Michigan State University athletic training students are encouraged to provide feedback and continual communication of clinical education experiences with the Preceptor, Clinical Education Coordinator, Athletic Training Program Director, or Athletic Training faculty. These formal or informal lines of communication include evaluations, personal journals, informal meetings, classroom discussions, and formal communication with the Athletic Training Program faculty. Michigan State University maintains an open door policy for all opportunities to share future goals, professional issues, conflict resolution, and problem solving issues between other athletic training students, preceptors, Athletic Training faculty, and/or Michigan State University faculty.

It is encouraged for the athletic training student to record in writing all concerns in regards to possible conflict or challenging situations. Issues and conflicts should be written in a detailed and descriptive format. All athletic training students are encouraged to discuss their professional or personal issues and misunderstandings with the directed party involved initially, if appropriate. If conflicts, issues, or misunderstandings persist, an individual meeting should be established as soon as possible with the Athletic Training Program Director and the Clinical Education Coordinator. Incidents of relationship violence, sexual misconduct, harassment, sexual abuse, verbal/emotional/physical abuse, etc. should be reported immediately to the proper Michigan State University authorities. Please refer to the Michigan State University Policy and Athletic Training Handbook for appropriate resources and assistance.

Once the joint meeting between the athletic training student, Preceptor, and/or Athletic Training faculty has been completed, specific steps will be identified to resolve the conflict, issue, or misunderstanding. If the Athletic Training Program Director deems the conflict cannot be resolved, the athletic training student is not benefitting from a positive educational clinical experience, and/or the athletic training student expresses to be re-assigned immediately, the athletic training student will be removed immediately and reassigned to another clinical site without any repercussions to the student.

ATHLETIC PRACTICE CLINICAL CONDUCT

The athletic training student should arrive on time and stay the length of the entire practice including the post practice follow-up health care, treatments, record keeping, and/or physician examinations. The proper equipment (athletic training kit, water, ice, emergency equipment, etc.) should be in the proper locations and in working order by the start of practice. An advantageous position should be chosen where the athletic training student will be close to the action, be able to observe all of the athletes, and not be in the way of practice. First aid should be administered as necessary. Athletic training students should always pay attention to the activities going on and always have scissors, band-aids, tape, gloves, gauze pads, etc. in a fanny pack or in their pockets. Emergency action plans are located in each athletic training room. The athletic training student should be aware of the emergency action plan for the facility where the practice is taking place. The athletic training student is always under the supervision of a staff athletic trainer/preceptor and he/she can be called on whenever necessary. The athletic training student is discouraged from cell phone usage during practice activities unless directed by the Preceptor.

ATHLETIC EVENT CLINICAL CONDUCT

The athletic training student should arrive on time and in uniform or proper professional attire. At home contests, the athletic training student should introduce himself/herself to the visiting team's athletic trainer and offer available services. When at away contests, athletic training students should locate the athletic training room and introduce themselves to the athletic trainer. All athletic training equipment, emergency equipment, water, ice and other supplies should be in the proper position by the beginning of the game. Athletic training students should not cheer or make critical comments towards or about any athlete, official, or play during an event. Encouraging or positive comments may be made toward the athletes. The athletic training student should know the emergency action plan for the facility where the event is taking place. The emergency action plan will be located in the athletic training room. Athletic training students should act professionally at all times and be aware and attentive to the event taking place. Please remember your

professional appearance, demeanor, actions, communications, and attentiveness are reflective of the Michigan State University Athletic Training Program.

PERSONAL BELONGINGS AT CLINICAL SITES

Personal belongings (e.g., purse, wallet, phone, back pack, computer, book bag, vehicle parking) are the responsibility of the student **not** the clinical site. Michigan State University and the clinical site assumes **no financial responsibility** for the loss or damage of personal belongings at the clinical site. All athletic training students are encouraged to not store or maintain personal belongings in the clinical athletic training facility site. Athletic training student lockers and locker rooms have been created at various clinical sites for your personal belongings and protection.

UNIVERSITY VAN/CART USE AND TRANSPORTING STUDENT ATHLETES

A Michigan State University van may be needed to transport athletic training equipment and supplies to and from a practice or event, or to transport an injured or ill athlete. Athletic training students may use the vans for these purposes only. The van is the property of Michigan State University and should be kept in the condition that it was found. Permission from a staff athletic trainer and Preceptor is needed before the van may be used. All traffic laws and parking rules of the University should be obeyed at all times while operating the University vehicle. All athletic training students must complete a driver's authorization request through the Michigan State University Department of Risk Management prior to receiving authorization to drive.

The NCAA Rules and Extra Benefits state that a Michigan State University employee may provide a student athlete only reasonable and occasional local (i.e., within a 30 mile radius of campus) transportation. Thus, transportation by a staff or athletic training student of a student-athlete to a medical appointment is permissible. An employee may not utilize a University vehicle for the purposes of assisting a student-athlete move from one residence to another.

All athletic training students and university personnel involved in driving Michigan State University golf carts, Gators, or transportation type cart vehicles, must complete yearly training. An on-line portion (<https://ora.msu.edu/train>) followed by a practical in-service training session must be completed prior to receiving their certificate.

HIPAA, CONFIDENTIALITY, PRIVACY, AND SECURITY

Michigan State University and the athletic training major are committed to safeguarding the confidentiality of protected health information and other confidential information which is or may be contained in the medical records. Michigan State University and the athletic training major is committed to ensuring that protected health information and other confidential information is used and/or disclosed only in accordance with the University's policies and procedures and applicable state and federal law.

All Department of Intercollegiate employees and athletic training students must hold confidential information used or obtained in the course of their educational experience in confidence. All protected health information and other individually identifiable health information must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements.

Everyone with access to protected health information and other confidential information is responsible for safeguarding its confidentiality. Health information and other confidential information may be in paper, electronic, verbal, video, oral, or any other form, and must be protected regardless of form. Access to health information in any format must be limited to those persons who have a valid business or medical need for the information, or otherwise have a right to know the information. Individuals who access clinical records from other organization are expected to follow that organization's requirements.

To abide with this policy one must only:

- Discuss patient/student-athlete information with authorized personnel only and only in a private location where unauthorized persons cannot overhear.
- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records or information.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient/student-athlete's name and other unique identifiers when using case reports or hypothetical situations for educational or training purposes.
- Verify with the patient/student-athlete what information may be given to the patient/student-athlete's family and friends with the patient/student-athlete's knowledge and permission.

- Screen requests for access to all patient/student-athlete and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing or administrative operations.
- Release patient/student-athlete medical records and other confidential information to external sources only upon receipt of written authorization from the patient/student-athlete.
- Use appropriate information security procedures for users of electronic information systems. Medical information should be transmitted electronically.
- All athletic training students will complete a yearly review and viewing of required HIPAA information via power point, quiz, reviewed and signed HIPAA agreements, and Michigan State University confidentiality forms prior to clinical rotations.

Any knowledge of a violation of this confidentiality policy must be reported to an immediate supervisor. The supervisor will present the information to the Clinical Education Coordinator for review, and, if necessary, investigation through the Head Athletic Trainer, Athletic Training Program Director, the Provost, and the University's general counsel.

ATHLETIC TRAINING PROGRAM SEMESTER ORIENTATION/ATEEF MEETINGS

Each athletic training student is required to attend the yearly Athletic Training Program athletic training student orientation held each August and possibly January prior the start of classes. The student may not begin assigned clinical education experiences until the Athletic Training Program athletic training student orientation has been completed. The fall semester Orientation Program will occur the weekend prior to the start of classes, with the official date announced by May 1st. A spring semester Athletic Training Program orientation may occur on the Sunday before classes begin in January. All orientation activities are required.

The Athletic Training Educational Endowment Fund (ATEEF) will sponsor two mandatory continuing education seminars directed at athletic training student and community learning. One ATEEF meeting will be scheduled for the Fall Semester and the second in the Spring Semester. Both educational meetings will focus on special health care medical topics and speakers selected by the ATEEF Advisory Board. Continuing Education Units will be offered to BOC athletic trainers.

ATHLETIC TRAINING STUDENT ORGANIZATION CLUB ACTIVITIES

MISSION STATEMENT

The purpose of this organization is to improve awareness, knowledge, respect, and communication within the local, state, and national levels of athletic training. Formerly known as E-STIM, recently approved as Michigan State University's Athletic Training Club (MSU ATC), the student directed organization offers Michigan State University's athletic training students a powerful voice in educational, clinical, professional, and societal issues pertaining to the Michigan State University athletic training program

It is strongly encouraged for all athletic training students to become actively involved in support of the Michigan State University Athletic Training Program's organizational activities. The Sports Medicine/Athletic Training Student organization is designed to assist educational and clinical learning with local, community, state, and national learning opportunities. Learning opportunities involve individual or group instruction, seminars, practical activities, leadership training, professional network opportunities, and various medical specialist experiences

COMMUNICABLE DISEASE POLICY

If an athletic training student becomes ill with a communicable disease, he/she will report and/or communicate with the Director of Sports Medicine for evaluation as soon as possible. Upon evaluation the medical practitioner will determine the appropriate intervention needed and the amount of time the athletic training student shall remain out of contact with others to prevent transmission.

If the athletic training student acquires a communicable disease, the student will notify their Preceptor and Athletic Training Program Director as soon as possible. A signed release from a medical practitioner may be required with certain illnesses, prior to resuming clinical experiences. The CDC lists the following communicable diseases:

- Blood borne pathogens
- Conjunctivitis
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Measles
- Meningococcal disease

- Mumps
- Parovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcal aureus infection
- Streptococcus infection
- Tuberculosis

DRUG AND ALCOHOL POLICY

Michigan State University's athletic training students are covered by the Michigan State University's Department of Intercollegiate Athletics, Student-Athlete Drug Education and Testing Policy. This is a physician-directed program and as such resides under the guidance of the Director of Sports Medicine, or designee. Although this is primarily a student-athlete program, the policy also includes cheerleaders, student managers and athletic training students. As such, athletic training students are subject to drug testing as defined by the program. This program and its sanctions are independent of the NCAA Drug Testing Program.

The overall priority of the program is to institute an acceptable standard of professionalism for the athletic training student and to protect the health and safety of the Michigan State University student-athlete. The focus of the program is to create a state of awareness, recognition, and acknowledgment of the athletic training student's professional and personal environmental surroundings.

1. The goals of the Student-Athlete Drug Education and Testing Policy in regards to the athletic training students are:
 - A. To promote a safe and healthy environment for the MSU athletic training student.
 - B. To create an awareness and recognition of professional and social dilemmas involving the possible use of drugs and alcohol.
 - C. To assist students to acknowledge a possible substance abuse situation or problem and seek the proper assistance and educational components.
 - D. To create an educated, healthy and safe environment for the present and future careers of the athletic training student.

- E. To create a professional knowledge of alcohol and drug program guidelines.
 - F. To understand all campus, local and state drug and alcohol regulations and bylaws.
2. In addition to the provisions of the Student-Athlete Drug Education and Testing Policy, athletic training students covered by this Handbook are expected to abide by the following standards of conduct:
- A. Athletic training students will adhere to all federal and state laws, as well as University policies and ordinances, pertaining to alcohol and drug use.
 - B. Athletic training students will not consume alcoholic beverages or other illegal substances with any current student-athlete.
 - C. Athletic training students will not publicly consume alcohol in apparel that identifies the individual with the Michigan State University Athletic Training Program or as part of a Michigan State University athletic team.
 - D. Athletic training students will consume alcohol responsibly (if of legal age to do so) and will not be intoxicated in public.
 - E. Students will not use alcohol or drugs in a manner that interferes with the athletic training student's academic success, performance as an athletic training student, or professional relationships.
3. Any athletic training student found to have violated the Student-Athlete Drug Education and Testing Policy or the provisions of this Handbook may be subject to sanctions, including but not limited to, referral for professional counseling, probation, or dismissal from the Athletic Training program.
4. Decisions regarding sanctions will be reviewed on a per case basis by the Advisory Board and will follow the guidelines established by the Student-Athlete Drug Education and Testing Policy.
5. The provisions of this Handbook are in addition to all Federal and State laws, as well as University policies and ordinances, pertaining to alcohol and drugs.

6. Details of the Student-Athlete Drug Education and Testing Policy are available through the DIA Compliance Office.

SOCIAL RELATIONSHIP POLICY

The field of Athletic Training is a medical health care profession which involves caring, concern, discipline, and self-awareness. The athletic training student should be aware of the potential problems with social relationships with an athlete/patient.

1. An amorous or sexual relationship between an athletic training student and an athlete may impair or undermine the ongoing trust needed for effective athletic training skills. Because of the athletic training student or power over the athlete, inherently conflicting interests and perceptions of unfair advantage arise when an athletic training student assumes or maintains medical responsibility for an athlete. It is, therefore, the policy of Michigan State University that each athletic training student who has medical and clinical responsibilities for athletes shall not assume or maintain medical responsibility for an athlete with whom the athletic training student has engaged in amorous or sexual relations, even if such relations were consensual. Whether such amorous or sexual relationships predate the assumption of medical responsibility for the student, or arise out of the medical relationship, the athletic training student shall immediately disclose the amorous or sexual relationship to the Athletic Training Program Director, who shall promptly arrange other oversight for the athletic training student.

If friendships/social relationships have been established prior to acceptance in the Michigan State University Athletic Training Program, the student is encouraged to share this information upon acceptance. Communication, discussion, and awareness on the handling of this situation will be discussed and planned appropriately for future clinical site placements.

2. Violating this policy must be reported to the Director of Undergraduate Athletic Training Program and the Advisory Board. The Advisory Board will review alleged violations of this policy. Violations of the policy may result in sanctions, including but not limited to:
 - A. Advisory Board mandatory discussion ;
 - B. Possible suspension from the Athletic Training Program;
 - C. Possible dismissal from the Athletic Training Program;

In addition to any action taken by the Advisory Board, alleged violations of this policy that also constitute a possible violation of criminal law will be forwarded to the appropriate law enforcement agency.

NCAA/MICHIGAN STATE UNIVERSITY GAMBLING POLICY

NCAA rules prohibit all athletics department staff members, student-athletes and non-athletics department staff members who have responsibilities within or over the athletics department from participating in sports wagering activities involving any intercollegiate, amateur or professional team or contest. An athletics department staff member is defined as any individual who performs work for the athletics department, even if the individual is a student (e.g., athletic training student, student manager, graduate assistant coach) and/or does not receive compensation from the institution (e.g., volunteer coach). Staff members found to be in violation of NCAA gambling provisions could be subject to termination while student-athletes risk becoming permanently ineligible for intercollegiate competition.

Please keep the following in mind:

- A. The NCAA opposes all forms of legal and illegal sports wagering.
- B. Sports wagering includes placing, accepting or soliciting a wager of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.
- C. NCAA rules strictly prohibit sports wagering on ANY institutional practice or any intercollegiate, amateur or professional sporting event.
- D. Wagering/betting includes receiving or offering any item that has value (e.g., cash, clothes, dinner) based on the outcome of an athletics event.
- E. Internet gambling is impermissible. This includes fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.
- F. Participation in betting "pools" including office pools and pools organized by family, friends, neighbors, etc., for cash or other prizes is impermissible.
- G. Participating in any gambling activity that involves intercollegiate, amateur or professional competition through a bookmaker, a parlay card or any other method employed by organized gambling is prohibited.

**MICHIGAN STATE UNIVERSITY/
DEPARTMENT OF KINESIOLOGY**

Academic Hearing Procedures for the Department of Kinesiology

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of other which are equally essential to the purposes and processes of the University. (AFR Article 1.)

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The *Academic Freedom for Students at MSU (AFR)* and the *Graduate Student Rights and Responsibilities (GSRR)* documents establish the rights and responsibilities of Michigan State University students and prescribe procedures for resolving allegations of violations of those rights through formal grievance hearings. In accordance with the AFR and the GSRR, the Department of Kinesiology has established the following Hearing Board procedures for adjudicating academic grievances and complaints. (See AFR Article 6 and 7; GSRR 5.4.1.)

I. JURISDICTION OF THE DEPARTMENT OF KINESIOLOGY HEARING BOARD:

- A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate and undergraduate students who allege violations of academic rights and graduate students seeking to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See AFR 6.1.A and 7.1.B; GSRR 2.3.9 and 5.1.1.)
- B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (AFR 2.II.A-D; GSRR 2.2.2 and 2.2.4.)

II. COMPOSITION OF THE HEARING BOARD:

- A. The Department shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester. The faculty pool consists of all regular faculty members from the Department of Kinesiology, the undergraduate pool includes 8 persons identified by the Undergraduate Studies Committee and the

graduate pool includes 8 members identified by the Graduate Studies Committee.

- B. The Hearing Board members will be selected by the Department Chair based on recommendations identified within the appropriate member pools by the FAC.
- C. For hearings involving graduate students, the Chair of the Hearing Board shall be the faculty member with rank, who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty, including the unit administrator, or designee. (See GSRR 5.1.2, and 5.1.5.)
- D. For hearings involving undergraduate students, the Chair of the Hearing Board shall be the member with rank, who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting undergraduate students and faculty. (See AFR 6.I.B.C)
- E. The Department will train hearing board members about these procedures and the applicable sections of the AFR and GSRR. (See AFR 7.IV.C; GSRR 5.1.3.)

III. REFERRAL TO HEARING BOARD:

- A. After consulting with the instructor and appropriate unit administrator, undergraduate or graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for a hearing to the College Hearing Board. At any time in the grievance process, students may consult with the University Ombudsperson. (See AFR 7.III.A, 7.IV.H; GSRR 5.3.)
- B. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for a hearing to the College Hearing Board. At any time in the grievance process, students may consult with the University Ombudsperson. (See AFR 7.III.A, 7.IV.H; GSRR 5.3.)

- C. In cases of ambiguous jurisdiction, the Associate Provost for Undergraduate Education will select the appropriate Hearing Board for hearings involving undergraduate students, and the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See AFR 7.III.B; GSRR 5.3.)
- D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including summer). If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may still proceed. (See AFR 7.III.C; GSRR 5.3.6.1.)
- E. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s) of the AFR or GSRR, (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See AFR 7.III.B and C, AFR footnote 35.)

IV. PRE-HEARING PROCEDURES

- A. After receiving a student's written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See AFR 7.IV.D.1; GSRR 5.3.2, 5.4.3.)
- B. Within **5** class days, the Chair of the Hearing Board will:
 - 1. forward the request for a hearing to the respondent;
 - 2. send the names of the pool of Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within **3** class days of this notification;
 - 3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Chair of the Department (see AFR 7.IV.D; GSRR 5.1.7.); and
 - 4. send the Hearing Board members a copy of the request for a hearing and the written response, and send all parties a copy of these procedures.

- C. Within **5** class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
1. accept the request, in full or in part, and promptly schedule a hearing.
 2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
 3. invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. (Such a meeting does not preclude a later hearing.) (See AFR 7.IV.D.4 and AFR footnote 35; GSRR 5.4.6.)
- D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.
- E. At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See AFR 7.IV.D.5; GSRR 5.4.7.)
- F. At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See AFR 7.IV.D.6; GSRR 5.4.7.1.)
- G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See AFR 7.IV.D.10.)
- H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See AFR 7.IV.D.9; GSRR 5.4.9c.)

- I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See AFR 7.IV.D.8; GSRR 5.4.8.)
- J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.
- K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See AFR 7.IV.D.13; GSRR 5.4.10.4.)
- L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (AFR 7.IV.D.13, 7.IV.F.)

IV. HEARING PROCEDURES:

- A. The Hearing will proceed as follows:
 1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:
 - In academic grievance hearings in which a student alleges a violation of academic rights, the student bears the burden of proof.
 - In hearings involving graduate students seeking to contest allegations of academic misconduct, the instructor bears the burden of proof.
 - All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "preponderance of the evidence."(See AFR 7.IV.D.14, Footnote 37; GSRR 5.4.10.1. For various definitions, see AFR Article 11 and GSRR Article 8.)
 2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See AFR 7.IV.D.11; GSRR 5.4.9a.)

3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing, hear the case in the respondent's absence, or dismiss the case. (See AFR 7.IV.D.11; GSRR 5.4.9-b.)
4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See AFR 7.III.C; GSRR 5.3.6.1.)
5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See AFR 7.IV.D.16; GSRR 5.4.10.2.)
6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.
7. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.
8. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.
9. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.
10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the

respondent's witnesses and advisor, if any, and presents a final summary statement.

11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.
12. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

VI. POST-HEARING PROCEDURES

A. Deliberation:

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

B. Decision:

1. In grievance (non-disciplinary) hearings involving undergraduate and graduate students in which a majority of the Hearing Board finds, based on a "preponderance of the evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair. Upon receiving the Hearing Board's recommendation, the Director shall implement an appropriate remedy, in consultation with the Hearing Board, within **3** class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsman. (See AFR 7.IV.D and E; GSRR 5.4.11.)
2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a "preponderance of the evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Chair of the Department that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the

Hearing Board finds for the complainant (instructor), the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within **5** class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the complainant, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within **5** class days. (See GSRR 5.4.12.3 and 5.5.2.2.)

C. Written Report:

The Chair of the Hearing Board shall prepare a written report of the Hearing Board's findings, including redress for the complainant, if applicable, or sanctions, if applicable, and forward a copy of the decision to the appropriate unit administrator within **3** class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The report also should inform the parties of the right to appeal within **5** class days following notice of the decision. The Chair shall forward copies to the parties involved, the responsible administrators, the University Ombudsperson and, in hearings involving graduate students, the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See AFR 7.IV.E & F; GSRR 5.4.11.)

VII. APPEAL OF THE HEARING BOARD DECISION:

- A. In hearings involving undergraduate students, either party may appeal the decision of the Hearing Board to the University Academic Appeal Board in cases involving academic grievances alleging violations of student rights. (See AFR 6.IV.A and 7.VII.)
- B. In hearings involving graduate students, either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights heard initially by the Hearing Board and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records). (See GSRR 5.4.12.)
- C. All appeals must be in writing, signed and submitted to the Chair of either the University Academic Appeal Board or the College Hearing Board within **5** class days following notification of the Hearing Board's decision. While under appeal, the original

decision of the Hearing Board will be held in abeyance. (See AFR 7.VII.A; GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)

- D. A request for an appeal of a Hearing Board decision to either the University Academic Appeal Board or the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by the "preponderance of the evidence." The request also must include the redress sought. The appellate board normally will not allow the presentation of new evidence.. (See AFR 7.VII.A and B; GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION:

If new evidence should arise, either party to a hearing may request the Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See AFR 7.IV.G; GSRR 5.4.13.)

IX. FILE COPY:

The Chair of the Department will file copies of these procedures with the Office of the Ombudsperson and the Dean of The Graduate School. (See AFR 7.IV.A; GSRR 5.4.1.)

CRIMINAL BACKGROUND CHECK POLICY

I. LiveScan Fingerprinting Criminal Background Check

All athletic training students are required to complete a LiveScan Fingerprinting Criminal Background check. The LiveScan background check is to be completed once prior to starting the athletic training program. All students will be provided the LiveScan RI-030 once admitted formally into the program. Students must take the MSU LiveScan RI-030 form to a LiveScan place in the state of Michigan. Once the student has completed the LiveScan fingerprinting forms, he/she will return the LiveScan RI-030 consent form to the Athletic Training Program Director or Clinical Education Coordinator.

II. LiveScan Results

Once your LiveScan background check is complete the Program Director will receive a report of your criminal results. If no criminal record is found, you will be allowed to proceed in the athletic training program. As per MSU rules, the following types of convictions will render an athletic training student to be ineligible to complete the program.

- a) Drug distribution activity or felony drug possession
- b) Sexual offenses
- c) Crime of violence involving physical injury to another child endangerment
- d) Child abuse, molestation or other crimes involving child endangerment
- e) Murder
- f) Kidnapping
- g) Any other felony or crime involving moral turpitude

III. MSU Youth Criminal Background Check

MSU has required the following policy when working with minors under the age of 18 years.

- a) Every person who has unsupervised access to minors at a youth program must have a criminal background check within the last 12 months.
- b) New provisions are in place regarding the transportation of minors at youth programs. All employees and volunteers who transport minors must have been subject to a Michigan driver records check within the last 12 months. Additionally, the policy prohibits an employee or volunteer from being alone with a minor in a vehicle.
- c) The full MSU youth policy can be found on the following website.
- d) https://www.hr.msu.edu/policies-procedures/university-wide/youth_program_operation.html
- e) MSU's athletic training program requires that all athletic training students complete the Youth Program Criminal Background Check Authorization Form (Volunteer: PL105-251) prior to starting their second year in the program.

I. Security, Confidentiality and Management of Criminal Background Check Forms

All LiveScan forms and MSU Youth Background Forms are kept in each student's file. All athletic training student files are kept in the Program Directors' office under lock and key until the student has completed the program (i.e., two years). Once the student has completed the program, their athletic training file will remain under lock and key in office area 105 IM Sport Circle for two years. After two years, the athletic training student files are moved to a

confidential MSU bin store in IM Sport Circle until the university picks it up for shredding.

If we have a security breach and one of the MSU student files are taken from my office then I contact MSU police immediately and report the theft. In addition, the student will be notified that their file has been stolen. All stolen criminal background forms will be track yearly.

II. Appeal Process

If a student's criminal background check comes back positive for one of the aforementioned convictions, the athletic training student can complete the LiveScan RI-030 form one more time if he/she believes it was an error. The athletic training student will be responsible for paying the fee to have this completed a second time. If the results come back positive again for a conviction, the athletic training student will not be allowed into MSU's athletic training program. The criminal record will be kept for two years then disposed of in the MSU confidentiality bin and then shredded.

HARASSMENT POLICIES

Michigan State University and the Department of Kinesiology respects and encourages the dignity and professionalism of its staff and students and is firmly committed to maintaining a learning and working environment that is free from any form of discrimination and harassment. Discrimination and harassment in any form based on gender, race, color, age, national origin, disability, religion, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation. In keeping with this commitment, this department follows the Michigan State University no tolerance policy and will not tolerate any unlawful harassment of its staff or students. Harassment that interferes with an individual's work, or academic performance, or that creates an intimidating, hostile, or offensive working environment will not be tolerated.

All members of the Athletic Training major are expected to follow and enforce this policy, and as such, are responsible for addressing all forms of harassment, and shall notify immediately the appropriate supervisor of any alleged infractions. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted.

Definitions:

Harassment – consists of unwelcome conduct, whether verbal, physical, or visual which is based on a person's race, color, religion, gender, age or disability. Types of harassment behavior which may be deemed inappropriate

or offensive include but are not limited to: derogatory remarks, epithets, off color jokes, comments or actions that reinforce male/female stereotypes, devaluation of males or females, advising males and females differently regarding major, career goals, course selection, or job expectations, the display or circulation of offensive printed or visual material, or offensive physical or verbal actions, conduct, or contact.

Sexual Harassment – is defined as unwelcome sexual advances, requests for sexual favors, and other physical and verbal conduct of a sexual nature, where (1) submission to such conduct is made wither explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or education environment.

Quid-pro-quo Sexual Harassment – involves (1) making submission to sexual demands an implicit or explicit term or condition of a student's academic performance or condition of employment; or (2) making decisions affecting someone's employment or compensation on the basis of whether the person submits to or rejects sexual demands.

Complaint Procedures:

If a student believes s/he has been subjected to harassment (including sexual harassment) or discrimination or has witnessed any act of harassment or discrimination, a complaint can be filed with the Office of Judicial Affairs, Division of Student Affairs and Services.

UNIVERSITY REPORTING PROTOCOLS: CHILD ABUSE, SEXUAL ASSAULT, AND CHILD PORNOGRAPHY

I. Background

The University strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the University has established reporting protocols for its employees and volunteers with respect to child abuse, sexual assault, and child pornography.

II. Applicability

These protocols apply to all employees and volunteers who are performing services for the University. This may include individuals who fall within one or more of the following classifications: executive management, faculty,

academic staff, adjunct faculty, clinical faculty, support staff (including regular, temporary, and on-call), student employee, graduate teaching assistant, graduate research assistant, post-doctoral fellow, leased employee, contract employee, or volunteer.

III. Definitions

A. Child: An individual under 18 years of age.

B. Child Abuse: Harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment, by a parent, legal guardian, or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, or a member of the clergy.

C. Child Neglect: Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

- Negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care.
- Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

D. Child Pornography: Any depiction which is of a child or appears to include a child engaging in sexual intercourse, erotic fondling, sadomasochistic abuse, masturbation, passive sexual involvement, sexual excitement, or erotic nudity.

E. Mandated Reporters: Certain professionals who are required by Michigan law to report suspected child abuse or neglect. An individual employed in any of the following professions is considered a mandated reporter:

- Athletic Trainer
- Physician
- Dentist
- Physician's assistant
- Registered dental hygienist
- Medical examiner
- Nurse
- Licensed emergency medical care provider
- Audiologist
- Psychologist

- Marriage and family therapist
- Licensed professional counselor
- Social worker
- Licensed master's social worker
- Licensed bachelor's social worker
- Registered social service technician
- Social service technician
- A person employed in a professional capacity in any office of the Friend of the Court
- Law enforcement officer
- Member of the clergy
- Regulated child care provider
- School administrator
- School teacher
- School counselor

F. Sexual Assault: Actual, attempted, or threatened sexual contact with another person without that person's consent.

IV. Reporting Protocols

A. Child Abuse or Child Neglect:

1. Mandated Reporters: Employees or volunteers who are defined as mandated reporters and who suspect child abuse or neglect must make an immediate verbal report to Child Protective Services ("CPS") by calling 855-444-3911. Mandated reporters are also required to file a written report with CPS within 72 hours.

Information about reporting abuse and neglect can be found under the Abuse & Neglect section of the Department of Human Services website at www.michigan.gov/dhs.

2. Other Individuals: Employees or volunteers who are not defined as mandated reporters and who suspect a child may be abused or neglected must contact the MSU Police Department immediately. The MSU Police will file a report with CPS regarding the suspected child abuse or neglect.

3. Employees or volunteers who file a report directly with CPS involving suspected child abuse or neglect occurring on campus or involving a member of the University community must notify the MSU Police Department of that report.

4. Physicians and other health professionals should continue to follow their current, established reporting protocols for child abuse/neglect.

B. Sexual Assault:

1. Employees or volunteers who receive an allegation of sexual assault related to a member of the University community (faculty, staff or student) must report the alleged sexual assault to the Michigan State University Police Department and the Office of Institutional Equity. The Michigan State University Police Department will process the matter criminally and Office of Institutional Equity will process the matter under University policy. This would include an allegation that a Michigan State University community member (employee or volunteer) has sexually assaulted a child.

2. The only employees who may honor a request for confidentiality from an adult victim of sexual assault are the University Ombudsperson and those whose conversations are protected by a legally recognized privilege.

C. Child Pornography:

Employees or volunteers who become aware of suspected child pornography on Michigan State University IT Resources must contact the Michigan State University Police Department immediately, unless such information is protected by a legally recognized privilege.

V. Violations

Employees or volunteers who knowingly fail to report suspected child abuse, child neglect, sexual assault, or child pornography may be subject to disciplinary action, up to and including dismissal. Employees or volunteers who are considered “mandated reporters” under State law may also be subject to civil and criminal penalties for failure to report suspected child abuse or neglect.

VI. Resources

A. Employees and volunteers who work with children are encouraged to review the Michigan Department of Human Resources website (www.michigan.gov/dhs) for information about recognizing and reporting child abuse and neglect.

B. Employees and volunteers are encouraged to review the Sexual Assault Resource Guide and other materials related to sexual assault at the website www.sexualassault.msu.edu.

C. Employees and volunteers should read and become familiar with the University's Sexual Harassment Policy at <http://www.inclusion.msu.edu/Equity/Sexual%20Harassment%20Policy.pdf>.

D. Employees and volunteers are encouraged to review the on-line *Resources on the Safety of Minors at MSU* guide edited by the MSU Libraries at <http://libguides.lib.msu.edu/safetyofminors>.

VII. Contact Information

A. Michigan State University Police Department
1120 Red Cedar Road
East Lansing, MI 48824
(517) 355-2221
Emergencies: 911
www.police.msu.edu

B. Office of Institutional Equity
4 Olds Hall
(517) 353-3922
Oie.msu.edu

C. Michigan State University Sexual Assault Program
Endrape.msu.edu
517-355-3551 (program)
517-372-6666 (crisis line)

APPENDIX A

NATIONAL ATHLETIC TRAINERS' ASSOCIATION

Background

The National Athletic Trainers' Association (NATA) was organized in 1950 to secure a position for athletic trainers in the allied health care profession. The NATA has worked to raise professional standards, to encourage ethical conduct of its members, and to advance the profession of athletic training. The NATA provides a certification examination to become a certified athletic trainer. A quarterly journal is published by the NATA and an annual convention is held by the NATA to inform members of the profession of new developments in the field of athletic training. The main purpose of the NATA is to improve the quality and status of the athletic training profession.

Membership

Athletic training students are strongly encouraged to become members of the NATA as early in their undergraduate education as possible. Benefits of becoming a member include: discounted fees to state, district and national athletic training conventions, a subscription to the Athletic Training Journal, the NATA NEWS, and eligibility for NATA scholarship.

The application process of becoming a member of the NATA consists of completing the application form for student membership, and returning the form, with the accompanying fee, to the NATA. Student membership applications may be obtained by writing to the NATA or visiting the NATA website at www.nata.org. Memberships run from January 1 to December 31 of each year, and renewal applications are sent out each year.

Certification

The Board of Certification (BOC) Inc. was formed to provide a certification program for entry-level athletic trainers and continuing education standards for certified athletic trainers. The purpose of the BOC Inc. and its program is to establish standards for entry into the profession of athletic training and to require all certified athletic trainers to complete continuing education credits to maintain their status in the profession.

Individuals wishing to become a certified athletic trainer must satisfy the basic requirements, the section requirements used to meet eligibility requirements, and pass a three part national certification examination. There is an application process to obtain a spot to sit for the certification examination.

To acquire credentialing information, look on the BOC website or write to the BOC Inc. Make sure you meet all of the requirements to sit for the examination and then choose the closest date to graduation or a date post-graduation. You should submit your application at least 3 months before the testing date to assure yourself a spot.

BOC Practice Standards of Professional Practice

Preamble

The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of holding the ATC credential. Compliance with the Practice Standards is mandatory.

The BOC does not express an opinion on the competency or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Practice Standards at all times.

Standard 1: Direction

The Athletic Trainer renders service or treatment under the direction of, or in collaboration with a physician, in accordance with their training and the state's statutes, rules, and regulations.

Standard 2: Prevention

The Athletic Trainer implements measures to prevent and/or mitigate injury, illness and long term disability.

Standard 3: Immediate Care

The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.

Standard 4: Examination, Assessment and Diagnosis

The Athletic Trainer utilizes patient history and appropriate physical examination procedures to determine the patient's impairments, diagnosis, level of function and disposition.

Standard 5: Therapeutic Intervention

The Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Intervention program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Appropriate patient-centered outcomes assessments are utilized to document efficacy of interventions.

Standard 6: Program Discontinuation

The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patient's status is included in the discharge note.

Standard 7: Organization and Administration

The Athletic Trainer documents all procedures and services in accordance with local, state and federal laws, rules and regulations.

II. Code of Professional Responsibility

Preamble

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The *Professional Practice and Discipline Guidelines and Procedures* may be accessed via the BOC website, www.bocatc.org.

Code 1: Patient Care Responsibility

The Athletic Trainer or applicant:

1.1 Renders quality patient care regardless of the patient's age, gender, race, religion, disability, sexual orientation or any other characteristic protected by law.

1.2 Protects the patient from undue harm and acts always in the patient's best interests and is an advocate for the patient's welfare, including taking appropriate action to protect patients from healthcare providers or athletic training students who are, impaired or engaged in illegal or unethical practice.

1.3 Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines, and the thoughtful and safe application of resources, treatments and therapies.

1.4 Communicates effectively and truthfully with patients and other persons involved in the patient's program, while maintaining privacy and confidentiality of patient information in accordance with applicable law.

1.4.1 Demonstrates respect of cultural diversity and understanding of the impact of cultural and religious values.

1.5 Develops and maintains a relationship of trust and confidence with the patient and/or the parent/guardian of a minor patient and does not exploit the relationship for personal or financial gain.

1.6 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient.

1.7 Informs the patient and/or the parent/guardian of a minor patient of any risks involved in the treatment plan.

1.7.1 Does not make unsupported claims about the safety or efficacy of treatment.

Code 2: Competency

The Athletic Trainer or applicant:

2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence.

2.2 Complies with the most current BOC recertification policies and requirements.

Code 3: Professional Responsibility

The Athletic Trainer or applicant:

3.1 Practices in accordance with the most current BOC Practice Standards.

3.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.

3.3 Practices in collaboration and cooperation with others involved in a patient's care providers when warranted; respecting the expertise and medico-legal responsibility of all parties.

3.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services.

3.5 Does not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services or the skills, training, credentials, identity, or services of athletic training.

3.5.1 Provides only those services for which they are prepared and permitted to perform by applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.

- 3.6 Does not guarantee the results of any athletic training service.
- 3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful.
- 3.8 Does not possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization.
- 3.9 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute controlled substances; or improper influence of the outcome or score of an athletic contest or event.
- 3.10 Reports any suspected or known violation of applicable local, state, and/or federal rules, requirements, regulations, and/or laws by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training.
- 3.11 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline, or sanction received by him/herself or by another Athletic Trainer that is related to athletic training.
- 3.12 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to , providing candid, honest, and timely responses to requests for information.
- 3.13 Complies with all confidentiality and disclosure requirements of the BOC and the existing law.
- 3.14 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization.

Code 4: Research

The Athletic Trainer or applicant who engages in research:

- 2.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions.
- 2.2 Protects the human rights and well-being of research participants.

- 2.3 Conducts research activities intended to improve knowledge, practice, education, outcomes, and/or public policy relative to the organization and administration of health systems and/or healthcare delivery.

Code 5: Social Responsibility

The Athletic Trainer or applicant:

- 5.1 Strives to serve the profession and the community in a manner that benefits society at large.
- 5.2 Advocates for the appropriate health care to address societal health needs and goals.

Code 6: Business Practices

The Athletic Trainer or applicant:

- 6.1 Does not participate in deceptive or fraudulent business practices.
- 6.2 Maintains adequate and customary professional liability insurance.
- 6.3 Acknowledges and mitigates conflicts of interest.

APPENDIX B

ATHLETIC TRAINING STUDENT PROGRAM MATERIALS

MICHIGAN STATE UNIVERSITY
Undergraduate Athletic Training Major
Admissions Application



MICHIGAN STATE
UNIVERSITY

Date: _____

Full Name: _____

PID#: _____

E-Mail: _____

Permanent Address: _____

Cell Phone Number: () _____ - _____

Local Address: _____

Cell Phone Number: () _____ - _____

Education:

High School: _____ Years: _____ G.P.A. _____

College: _____ Years: _____ G.P.A. _____

College: _____ Years: _____ G.P.A. _____

College: _____ Years: _____ G.P.A. _____

UNDERGRADUATE APPLICANTS:

Present Rank: () Freshman () Sophomore () Junior () Senior

Expected Date of Graduation: _____ Current Major: _____

Cumulative GPA: _____

Previous Experience in Athletic Training

1. Summer Sports Medicine/Athletic Training Workshops/ESTIM: _____

2. High School Athletic Training Experience: _____

3. Other Related Experiences: _____

4. Clinical experiences (KIN 227): _____

5. Athletic Training Education (Courses Completed and Grade Received): _____

6. List your hobbies: _____

7. List honors and extra-curricular activities in H.S/college: _____

8. Are you a student member of the NATA? Y N Member #: _____

9. Attach to this application a written essay describing why you want to become an athletic training student at M.S.U. and pursue a career as a Certified Athletic Trainer.

10. Please have transcript(s) of your university record(s) and 3 letters of recommendation sent to:

**Dr. Tracey Covassin
Undergraduate Athletic Training Program
Michigan State University
105 IM Circle
East Lansing, MI 48824**

11. List 3 references we can contact:

Name: _____

Address: _____

Phone Number: () _____ - _____

Name: _____

Address: _____

Phone Number: () _____ - _____

Name: _____

Address: _____

Phone Number: () _____ - _____

Signature of Applicant: _____ **Date:** _____

For further information or questions, please contact:

Director, Athletic Training Program
Tracey Covassin Ph.D., ATC.,FNATA
Department of Kinesiology
105 IM Sport Circle
East Lansing MI 48824
517-353-2010
covassin@msu.edu

Clinical Education Coordinator, Athletic Training Program
Thomas J. Mackowiak Ph.D., ATC
Department of Kinesiology
105 IM Sports Circle
East Lansing MI 48824
517-884-1398
Mackowi1@ath.msu.edu

MICHIGAN STATE UNIVERSITY



**ATHLETIC TRAINING PROGRAM
PHYSICAL EXAMINATION**

MEDICAL HISTORY AND EXAMINATION FORM

I. MEDICAL HISTORY

MEDICAL HISTORY MUST BE COMPLETED BY THE APPLICANT AND SIGNED BEFORE VISITING THE EXAMINING PHYSICIAN

PLEASE TYPE OR PRINT IN INK

1. NAME: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <i>Last</i> <i>First</i> </div>	
2. DATE OF BIRTH: _____ <div style="text-align: center;"><i>Month/Day/Year</i></div>	3. SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female

4. Indicate "YES" or "NO". "YES" answers MUST be explained in the space provided (If you need more room please continue below).

	YES	NO	EXPLANATION
(a) Have you ever had any significant or serious illness(es) or injuries? (State nature of problems/places/dates.)			
(b) Have you ever had any operations or been advised by a physician to have an operation? (Describe and give places/dates.)			
(c) Have you ever been a patient in a mental hospital or treated by a psychiatrist? (Give places/dates.)			
(d) Do you currently take medication for treatment of a medical condition (list name/dose) or do you require the use of a medical device?			

5. Additional space for question 4.

6. Do you now have or have you ever had any of the conditions listed below?
(Check "YES" or "NO" for each Item.)

	YES	NO	CHECK EACH ITEM	YES	NO
(a) Epilepsy, convulsions, fits.			(m) Tropical diseases (malaria, bilharzia, amoebiasis, leprosy, filariasis, yaws, etc.).		
(b) Eye disease, vision defect in one or both eyes.					
(c) Tooth or gum disease (periodontal disease).			(n) Depression, anxiety, attempted suicide or other psychological symptoms.		
(d) Asthma, emphysema, or other lung conditions.					
(e) Tuberculosis or exposure to tuberculosis.			(o) Drug or narcotic habit such as marijuana, cocaine, heroin, LSD, or any derivatives.		
(f) High/low blood pressure, heart disease.					
(g) Stomach, liver (hepatitis), gallbladder disease.			(p) Substance abuse.		
(h) Hernia.			(q) Bleeding disorder. blood disease, sickle cell anemia.		
(i) Kidney or bladder condition, stone or blood.			(r) Tumor, abnormal growth, cyst, or cancer.		
(j) Diabetes, sugar in the urine.			(s) Skin disorder growths psoriasis.		
(k) Joint disease or injury, swollen or painful joints.			(t) Gynecological disease/abnormal menses.		
(l) Back pain, or spinal condition, use of back brace.			(u) Hearing impairment.		

7. If you answered "YES" to any item in Question 6, please explain in detail (include dates of occurrence, treatment, and outcome):

I certify that I have reviewed the foregoing information supplied by me, and that it is true and complete to the best of my knowledge.

I understand that if any of this information is found to be substantially inaccurate or incomplete, it may be grounds for termination in the Athletic Training Program.

SIGNATURE _____ DATE: _____

MEDICAL HISTORY AND EXAMINATION FORM

II. PHYSICAL EXAMINATION FORM

THIS PHYSICAL EXAMINATION FORM MUST BE COMPLETED IN ENGLISH BY A DESIGNATED AND QUALIFIED PHYSICIAN AFTER REVIEWING THE EXAMINEE'S MEDICAL HISTORY (PART I), CONDUCTING A PHYSICAL EXAMINATION, AND REVIEWING THE TECHNICAL STANDARDS FORM AND IMMUNIZATION RECORDS. THE EXAMINING PHYSICIAN MUST COMMENT ON ALL POSITIVE AND/OR SIGNIFICANT FINDINGS AND SIGN WHERE INDICATED.

PLEASE TYPE OR PRINT IN INK

1. HEIGHT: _____ <i>in</i>	2. WEIGHT: _____ <i>lb</i>	3. BLOOD PRESSURE: _____	
4. PULSE RATE: _____			
5. CLINICAL EVALUATION: (Please provide an answer to each item. Abnormal findings must be fully explained in the space provided.)			
	NORMA L	ABNOR MAL	DESCRIBE ABNORMAL FINDINGS
(a) Head, Nose, Mouth.			
(b) Ears, Hearing Acuity.			
(c) Eyes, Visual Acuity.			
(d) Lungs			
(e) Heart, Rhythm and sounds.			
(f) Abdomen, Hernia, etc.			
(g) Spine and Extremities.			
(h) Skin, Lymph Nodes, Scars.			
(i) Neurological System/Reflexes.			
(j) Emotional Stability.			
6. I have reviewed the technical standards: <input type="checkbox"/> Yes <input type="checkbox"/> No			
7. I have reviewed the immunization records: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please check one of the boxes below:			
<input type="checkbox"/> I certify that I have examined the student and find no obvious condition(s) that would prevent him/her from meeting the physical portion of the <i>Technical Standards for Admission</i> to the ATP Program at Michigan State University.			
<input type="checkbox"/> I certify that I have examined the student and find an obvious condition(s) that would prevent him/her from meeting the physical portion of the <i>Technical Standards for Admission</i> to the ATP Program at Michigan State University. I recommend that the student contact the University's Learning Support Services to discuss accommodation options.			

SIGNATURE: _____ Date: _____

Michigan State University Athletic Training Program



VOLUNTEER BACKGROUND CHECK **Acknowledgment Form**

Non-employment Background Checks Only

Service to provide _____ Date to Provide Service: _____

In order to ensure the protection of children in the care of MSU's Athletic Training Program, school policy requires, prior to any and all persons providing a volunteer service at the school or for any function conducted by the school; all potential volunteers complete a fingerprint background check. Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered.

POTENTIAL VOLUNTEER INFORMATION

Full Printed Name: _____

Maiden name or other name(s) previously used: _____

DOB: _____ Sex: _____ Eye Color: _____ Hair Color: _____ Height: _____

[mm/dd/yyyy]

HISTORY INFORMATION

1) Have you volunteered at MSU Athletic Training Program before?
 Yes No

2) Have you ever pled guilty, or been convicted of a felony in a state or federal court?
 Yes No

Date and state offense/conviction occurred: _____

If yes, provide a detailed description of the conviction: _____

3) Have you ever pled guilty, or been convicted of a misdemeanor in a state or federal court?
 Yes No

Date and state offense/misdemeanor occurred: _____

If yes, provide a detailed description of the conviction: _____

4) Are you the subject of a current criminal investigation or have pending charges against you?
 Yes No

Date and state the investigation is ongoing: _____

If yes, provide a detailed description of the investigation or pending charges: _____

MSU's Athletic Training program reserves the right to "approve" or "deny" any volunteer service upon review of the background check returned. The determination will be based upon the individual's fitness to have responsibility for the safety and wellbeing of children. Providing false information, or information contradicting to the background check information, is grounds for immediate volunteer denial.

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete the requested background check.

Signature: _____

Date Signed: _____

Please return completed form to MSU's Athletic Training Program Director. Questions or concerns, please contact Dr. Tracey Covassin at covassin@msu.edu.

MICHIGAN STATE POLICE

LIVESCAN FINGERPRINT BACKGROUND CHECK REQUEST



RI-030 Livescan FP
BC Req-2015.pdf

(Please download PDF File)

AUTHORITY: MCL 28.162, MCL 28.214, MCL 28.248, & MCL 28.273; **COMPLIANCE:** Voluntary. However failure to complete this form will result in denial of request.

Purpose: To conduct a fingerprint based background check for employment, to volunteer, or for licensing purposes as authorized by law.

I. Authorizing Information: Please ensure the correct fingerprinting reason code and agency ID are used. The Michigan State Police (MSP) will charge second requests due to incorrect codes.												
1. Fingerprint Code CPV- NCPA/VCA/Volunteer PLA 105				2. Requestor/Agency ID 90452J				3. Agency Name MSU Athletic Training				
II. Applicant Information: Type or clearly print answers in all fields before going to be fingerprinted.												
1a. Last Name				1b. First Name				1c. Middle Initial		1d. Suffix		
2. Any Alternative Names, Last Names, or Aliases								3. Social Security Number (Optional)				
4. Place of Birth (State or Country)			5. Date of Birth		6. Phone Number		7. Driver's License / State Identification Number			8. Issuing State		
9. Home Address					10. City					11. State	12. Zip	
13. Sex		14. Race			15. Height		16. Weight		17. Eye Color		18. Hair Color	
III. Livescan: Must be completed by the Livescan operator at the time of fingerprinting. *After fingerprinting, the applicant shall return this signed and completed document to the requesting agency. The Livescan operator must return a completed copy of the form to the applicant.												
1. Date Printed			Picture ID Type Presented				3. Transaction Control Number (TCN)			4. Livescan Operator		
IV. Consent												

I understand that my personal information, and biometric data being submitted by Livescan, will be used to search against identification records from both the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI) for the purpose above. I hereby authorize the release of my personal information for such purposes and release of any records found to the authorized requesting agency listed above.

During the processing of this application, and for as long as my fingerprints and associated information/biometrics are retained by the State and/or FBI, they may be disclosed without my consent as permitted by MCL 28.248 and the Federal Privacy Act of 1974, 5 USC § 552a, for all applicable routine uses published by the FBI, including the Federal Register and for the routine uses for the FBI's Next Generation Identification.

Routine use includes, but is not limited to, disclosure to: governmental or authorized nongovernmental agencies responsible for employment, contracting, licensing, security clearances, and other suitable determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Signature: _____ **Date:** _____

Procedure to obtain a change, correction, or update of identification records:

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections, or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. (28 CFR § 16.34)

***Michigan State University Athletic Training Students:
Please open PDF attachment and document below for complete viewing,
download, and printing.**



RI-030 Livescan FP
BC Req-2015.pdf

ATHLETIC TRAINING STUDENT LIABILITY INSURANCE



All students enrolled in the Athletic Training Major at Michigan State University are required to participate in the blanket liability insurance policy maintained through the HPSO (Healthcare Providers Service Organization). The cost of this policy for 2017 - 2018 is **\$38 per student** and **must be paid no later than the 1st week prior to the beginning of clinical education experiences**. The policy provides \$1 million per incident / \$3 million lifetime coverage for all **assigned** clinical activities that are part of your educational program. (www.hpso.com).

The athletic training student major will enroll at the beginning of each academic school year.

Professional Liability Insurance

To apply for professional liability insurance, [click here](#). You'll go through our simple Quick Quote process to find your annual rate, then you can either apply online or by fax or mail.

To read more about the professional liability insurance offered through HPSO, [click here](#).

*Note: If you don't see your profession listed here, please email us at service@hpso.com or call us at 1-800-982-9491. We might be able to provide coverage for you.

- Acupuncturist
- Art Therapist
- Athletic Trainer
- Audiologist
- Blood Bank Tech
- Bio-Medical Tech
- Cardiographic Tech
- Cardiology Tech Case Manager
(Please call 1-800-982-9491 or email service@hpso.com for a quote)
- Certified Lab Tech
- Certified Medical Assistant
- Certified Occupational Therapy Assistant
- Chiropractic Assistant

**Athletic Training Program
Department of Kinesiology
College of Education
Michigan State University**



Athletic Training Student Clinical Practice Agreement

- I. In their experiences, Athletic Training Students (ATS) are assigned to a preceptor who designs, directs, and supervises the clinical experience. As such, students are not assigned to sports. Therefore, clinical experiences are not specifically limited to the activities of a specific team, sport, or population and may include any activities or events designated and supervised by the preceptor. Clinical Experiences are to be implemented as educational in nature and not implemented to replace full time staff or other medical personnel. ATS are not an addition to the work force philosophy.

- II. All ATS must abide by the following rules during each of their clinical experiences.
 - Students must abide by the dress code and professional behavior requirements outlined in the Athletic Training Student Handbook given to them at their acceptance into the program. The handbook may be viewed online at www.athletictraining.msu.edu.
 - Students must uphold patient privacy and confidentiality and must conduct themselves in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
 - Students must have completed official training in Bloodborne Pathogen treatment and prevention through the Office of Radiation, Chemical, and Biological Safety (ORCBS) at MSU.
 - Students must have an up to date CPR/AED certification. A copy of the card will be kept in the student's file in Dr. Covassin's office.

- Students must have proof of current liability insurance. A copy of that will be held in the student's file in Dr. Covassin's office.
- Student clinical education of athletic training skills shall not exceed the student's level of educational knowledge (e.g., students may work with a preceptor to set parameters of electrical modalities until properly trained to do so).

III. Supervision is defined as a situation that (1) affords the preceptor an opportunity to intervene on behalf of the patient and (2) offers the preceptor an opportunity to provide the ATS with daily feedback regarding his/her performance. Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and within auditory opportunities and have the ability to intervene on behalf of the athletic training student and patient. The ATS clinical education guidelines per CAATE standards include:

- Clinical education must follow a logical progression that allows increasing amounts of clinically supervised responsibility leading to autonomous practice upon graduation. The clinical education plan must reinforce the sequence of formal instruction of athletic training knowledge, skills, and clinical abilities including clinical decision making.
- Students must gain clinical education experiences that address a continuum of care in a variety of settings. Examples of clinical experiences must include, but not limited to: individual and team sports; sports requiring protective equipment; patients of different sexes; non-sport/non-orthopedic patient populations (outpatient clinic, emergency room, primary care office, industrial, military, performing arts); a variety of conditions other than orthopedics (primary care, internal medicine, dermatology).
- Athletic training students must have a minimum of **one day off in every seven-day period**. The clinical program has a written policy that states you must complete **a minimum of 150 and not exceed a maximum of 750 clinical experience hours per semester** with a logical learning over time progression component.

I understand the above rules and will adhere to these policies during my clinical education course and rotation.

Athletic Training Student (Signature)

Date

Athletic Training Student (Printed)

Date

Athletic Training Program Director

Date

Clinical Education Program Director

Date

**Michigan State University
Athletic Training Program**



HIPAA Confidentiality and Patient Privacy Agreement

As an athletic training undergraduate/graduate student of Michigan State University's Athletic Training Program (hereinafter "the Program"), and as a condition of my acceptance into the Program, I agree to the following:

1. I understand that I am responsible for complying with the federal Health Insurance Portability and Accountability Act (HIPAA) policies, which were provided to me (summary of HIPAA Privacy Rules and power point information).
2. I will treat all information received in the course of my undergraduate/graduate degree with the Program, as confidential and privileged information. This includes verbal or written disclosure of patient information.
3. I will not access patient information unless I have a need to know this information in order to perform my duties.
4. I will not disclose information unless I have a need regarding the Program's patients to any person or entity, other than as necessary to perform my duties, and as permitted under the Program's HIPAA policies.
5. I will not log onto any of the Program's computer medical systems that currently exist or may exist in the future using a password other than my own.
6. I will safeguard my computer, portal or any other passwords provided to me by the Program to perform my duties and will not post these passwords in public places.
7. I will not allow anyone, including other employees or students, to use my passwords to log on to the computer systems.
8. I will log off of the computer as soon as I leave my workstation.
9. I will not use my email to transmit patient information unless I am instructed to do so by the Privacy Officer.
10. I will not take patient information from the premises of the Facility unless in secured electronic format in compliance with HIPAA.
11. As an observer or student in general medical facilities (MSU Intercollegiate Athletics, Sparrow Health Systems, MSU Health Systems,

Sparrow/McLaren Hospital , Olin Health Center, various medical or clinical based settings), you may have access to confidential medical information. The fact that a patient/client is at one of these medical facilities is even confidential information.

12. Federal and State laws and Sparrow Health System policies protect this confidential medical information.
13. I acknowledge that I have reviewed the Power point presentation named Sparrow Privacy-HIPAA Information.pdf and understand the information regarding Protected Health Information and Business Information.
14. Upon cessation of my employment with the Program, I agree to continue to maintain the confidentiality of any information I learned while an employee or student and agree to turn over any keys, access cards, passwords, or any other device that would provide access to the Program or the Program's information.

Understand that violation of this agreement could result in disciplinary actions.

I have read and understand the information in the Sparrow Privacy HIPAA power point and post quiz orientation in the presentation. I realize that there are civil and criminal penalties for the unauthorized use and disclosure of protected health information. I will abide by the guidelines when performing my clinical/educational/shadowing/observing activities.

Name (print)

Date

Name (signature)

Date

I acknowledge that I have received and reviewed the federal Health Insurance Portability and Accountability Act (HIPAA) policies and procedures of the Program. I understand that I am responsible for complying with the policies and procedures and that I am required to seek guidance from the Privacy Officer if I have any questions or concerns regarding patient confidentiality.

Signature_____

Date_____

Michigan State University
Athletic Training Program



Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students."

Athletic training students are not allowed to release or state student education records or CGPA to anyone including coaches, athletes, athletic trainers, athletic training students, or media. Violation of this policy could result in immediate dismissal from the athletic training program.

I acknowledge that I have received and reviewed the Family Educational Rights and Privacy Act (FERPA) policies and procedures of the Program. I understand that I am responsible for complying with the policies and procedures and if I violate them I could be dismissed from the athletic training program.

Signature: _____ **Date:** _____

Print Name _____

Program Director: _____ **Date:** _____

**ATHLETIC TRAINING PROGRAM
MICHIGAN STATE UNIVERSITY**



CONSISTENT AND PHYSICAL INTERACTION POLICY

I, _____, agree to abide by the Standards and Guidelines while acting as an Athletic Training Student in the Athletic Training Program at Michigan State University. As stated and directed by CAATE, I agree to be consistently and physically observed and interactive with my Preceptor during my clinical experience.

I understand and agree to comply with the policy that states that a lack of consistent observable and physical interaction with my Preceptor during my clinical education experiences are in violation of CAATE Standards, Athletic Training Program policy, and are not permitted. I understand that a violation in this policy may result in my dismissal from the Michigan State University Athletic Training Program.

**Athletic Training Student (signature)
Date**

**Athletic Training Student (printed)
Date**

**Athletic Training Program Director (signature)
Date**

**MICHIGAN STATE UNIVERSITY
ATHLETIC TRAINING PROGRAM**



COMMUNICABLE DISEASE POLICY

If an athletic training student becomes ill with a communicable disease, he/she will report to the Director of Sports Medicine for evaluation **as soon as possible**. Upon evaluation the medical practitioner will determine the appropriate intervention needed and the amount of time the athletic training student shall remain out of contact with others to prevent transmission.

If the athletic training student acquires a communicable disease, the student will notify their Preceptor and Athletic Training Program Director **as soon as possible**. A signed release from a medical practitioner may be required with certain illnesses, prior to resuming clinical experiences. The CDC lists the following communicable diseases:

- Blood borne pathogens
- Conjunctivitis
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Measles
- Meningococcal disease
- Mumps
- Parovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcal aureus infection
- Streptococcus infection
- Tuberculosis

I have been informed and read Michigan State University's communicable disease policy.

Print Name _____

Date _____

Signature _____

**Michigan State University
Athletic Training Program**



CONFIDENTIALITY AGREEMENT POLICY

The Michigan State University Athletic Training Program maintains records and computer systems that contain confidential information pertaining to patients. This health information is required by law to be protected. Individuals who have access to this patient information must be aware of their responsibilities and agree to abide by MSU Athletic Training policy and procedures protecting the confidentiality of this information.

I, _____
(Printed Name) (Date)

Accept responsibility for maintaining the confidentiality of all patient information. I acknowledge that during the course of my clinical experience and work I may have access to confidential patient, business, and financial information that should only be viewed as necessary for the performance of my job and only disclosed according to Michigan State University Athletic Training policies and procedures.

I will maintain and store documents and computer media in such a way as to insure there is no intentional or inadvertent access by others (lock information to desks, file cabinets, or other secure areas).

I will assure that work areas are arranged such that paper documents, computer monitor screens, and documents in printers, faxes, and photocopiers are not viewable to the general public, patients, or unauthorized staff.

I acknowledge that oral conversations may be overheard and, thereby, violate the privacy of patients. Conversations in patient care areas, hallways, stairwells, elevators, eating areas, and other places of public gathering should be kept to a minimum in order to insure confidentiality is not violated. Conversations regarding patients should not occur with others in order to insure confidentiality is not violated.

I acknowledge that documents containing patient information shall not be recycled or thrown in the trash. Destruction of patient information contained on computers hard drives or diskettes shall be done in consultation with MSU Athletic Training staff members.

I will not release my user identification code and password to anyone or allow anyone to access or alter information under my identity; nor will I attempt to access

information by using a user identification code or password other than my own. I also acknowledge that my user identification code and password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them.

I understand and acknowledge that intentional or unintentional disclosure of patient information, unless provided for by State or Federal Law, may result in disciplinary action including termination from the program.

I acknowledge to not engage in usage of any type of electronic media or oral conversations with others to share observed medical situations, physician involvement, athletic events, practice events, coaches conversations or interactions, athlete physical injuries, and/or athlete interactions, conversations, observations, or personal issues. Electronic and digital media may involve, however, are not limited to cell phones, emails, photos, Instagram, snap chat, video's, pictures, face-book, or other means to share information gained during your KIN 427 clinical observation class experiences. All posting or sharing of observed physical injuries, personal communications, or observed interactions will be subject to possible reprimands with the Athletic Training Preceptor, Clinical Education Coordinator, and/or Athletic Training Program Director.

I further acknowledge that under this agreement my obligation will continue after my termination from the Michigan State University Athletic Training Program and that my privileges are subject to periodic review, revision, and renewal.

I have read and will comply with this agreement.

Signature

Date

Printed Name

Athletic Training Program Director

Clinical Education Coordinator

**Michigan State University
Athletic Training Program**



CONTRACTUAL AGREEMENT

I, _____ accept the position of athletic training student at the Michigan State University. I have been read the **Michigan State University Undergraduate Athletic Training Handbook** and understand all of the information contained in it.

I accept this contract with the understanding that I am representing the Michigan State University Undergraduate Athletic Training Program at all times. In accepting the terms of this contractual agreement, I understand that being an athletic training student is a commitment which is preparing me to be a certified athletic trainer. I understand that I will be closely supervised by the Michigan State University Athletic Training Staff and that my progress will be evaluated according to the criteria in the syllabus of clinical education courses and the Academic and Clinical Policies section of the Undergraduate Athletic Training Handbook. I furthermore understand that my evaluation will become part of my personal records and my performance will partially determine my continuance in the program.

Student's Name: _____
(Print)

Student's Signature: _____ Date: _____

**Michigan State University
Athletic Training Program**



EMERGENCY ACTION PLAN (EAP) AGREEMENT

All Athletic Training clinical facilities, medical-based clinics, hospitals, etc. (clinical sites) are expected to review their Emergency Action Plans with the athletic training student prior to the beginning of patient care and clinical site experiences. All EAP reviews should be periodically discussed with athletic training students throughout the clinical experience. All clinical sites must have a venue-specific written EAP that is based on well-established national standards or institutional office protocols charged with institution-wide safety (e.g., position statements, occupational/environmental safety office). The athletic training students must have immediate access to the EAP in an emergency situation.

I acknowledge that the clinical site Preceptor and the athletic training student (s) have reviewed, discussed, and acknowledge an understanding of the clinical site EAP and its location for immediate access.

**I understand the above rules and policies have been reviewed and discussed.
I acknowledge that I will adhere to these EAP policies.**

Athletic Training Student (Signature)

Date

Athletic Training Student (Printed)

Date

Preceptor (Signature)

Date

Preceptor (Printed)

Date

**MICHIGAN STATE UNIVERSITY
ATHLETIC TRAINING PROGRAM
TECHNICAL STANDARDS**



All applicants and matriculants for the Athletic Training Program at Michigan State University must meet the following Technical Standards for admission and participation in the program. The Technical Standards are consistent with the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The Technical Standards can be broken in to five categories of required skills: 1) observation; 2) intellectual; 3) motor; 4) communication; and 5) behavioral and social attributes. All applicants and matriculants are held to the same academic and Technical Standards. These Technical Standards can be met with or without accommodations. If you believe that you may need accommodations, please consult the MSU Resource Center for Personal with Disabilities (www.rcpd.msu.edu). Compliance with the program's Technical Standards does not guarantee a student's eligibility for the BOC certification exam. Students are responsible for updating their signature if their health status changes, and reporting this change to the Program Director and Clinical Education Coordinator.

Candidates for selection to the Athletic Training Program must demonstrate:

1. **Observation:** Candidates must be able to observe and interpret the physical and emotional status of a patient accurately at a distance and close at hand; acquire information from written and electronic sources; visualize information as presented in images from paper, films, slides or video; interpret x-ray and other graphic images as well as digital or analog representations of physiologic phenomenon (such as electrocardiograms). Observation necessitates the functional use of the visual, auditory, and somatic senses, enhanced by the functional use of the sense of smell and other sensory modalities. The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.
2. **Intellectual:** Candidates must have the intellectual ability 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. Candidates must be able to perform these problem-solving skills in a timely fashion. The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

3. **Motor:** Candidates must have sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. A candidate must be able to execute motor movements reasonably required to provide general care to patients. The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.
4. **Communication:** Candidates must be able to communicate effectively and sensitively with patients and colleagues. Candidates must be able to elicit information from patients, perceive nonverbal communications, record results of physical examinations, articulate treatment options, and explain and document treatment plans clearly and effectively. Communication includes verbal communication as well as reading, writing, and the use of electronic communication devices. Candidates must be able to communicate effectively and efficiently in oral, written, and electronic form with patients and colleagues.

Such communication requires the functional use of visual, auditory, and somatic senses enhanced by the functional use of other sensory modalities. When a candidate's ability to communicate through these sensory modalities is compromised, the candidate must demonstrate alternative means and/or abilities to meet communication standards. If the alternatives are acceptable, it is expected that obtaining and using such alternate means and/or abilities will be the responsibility of the candidate. The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

5. **Behavioral and Social Attributes:** The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgement, the prompt completion of all responsibilities, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admission and education process.

Candidates must be able to communicate with and care of, in a nonjudgmental way, all persons including those whose culture, spiritual

beliefs, race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, and/or age are different from their own. A candidate must also be able to examine the entire patient, regardless of gender, and regardless of the social, cultural, or religious beliefs of the patient or of the medical student.

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. The Athletic Training Program will consider for admission and participation in its program any candidate who demonstrates the ability to acquire knowledge necessary for the program, as well as the ability to perform or to learn to perform the Technical Standards as described in this document. Candidates will be evaluated not only on their scholastic accomplishments, but also on these Technical Standards which are necessary to meet the full requirements of the school's curriculum and to graduate as skilled and effective practitioners. I have read and understand the technical standards.

Print Name

Date

Signature

Michigan State University Athletic Training



Clinical Education Experiences and Clinical Sites

Upper Extremity – High-risk sport to the upper extremity based upon injury statistics. Traditionally, however not restricted to, would primarily include throwing sports, swimming, gymnastics, upper body stresses, etc. which require extensive stresses of the upper extremity of both genders.

- **Michigan State University** offers: Baseball, Softball, Football, Varsity and Novice Rowing, W. Tennis, M. Tennis, W. Gymnastics, M. Swimming, W. Swimming, Wrestling, Volleyball, M. & W. Track & Field Throwing Events, M. Ice Hockey, High School Athletics, MSU Intramural and Recreational Sports.

Lower Extremity – High-risk sport to the lower extremity based upon injury statistics. Traditionally, however not restricted to, would primarily include soccer, long distance cross-country running, Track & Field (sprinting and field events), wrestling, basketball, etc. that require extensive stresses of the lower extremity of both genders.

- **Michigan State University** offers: W. Cross Country, M. Cross Country, Football, W. Field Hockey, W. Track, M. Track, W. Soccer, M. Soccer, W. Basketball, M. Basketball, Wrestling, M. Ice Hockey, Volleyball, Cheerleading/Dance, Field Hockey, High School Athletics, MSU Intramural and Recreational Sports

Team and Individual Experiences – Sport or clinical experiences offering team and/or individual championships or competition.

- **Michigan State University** offers: Team sports may include, however not limited to, football, field hockey, M. & W. soccer, volleyball, baseball, softball, rowing, M. ice hockey, M. & W. basketball, cheerleading/dance, MSU recreational and club sports, and boys and girls high school sports.
- **Michigan State University** offers: Individual sports may include, however, not limited to, M. & W. tennis, M. & W. swimming, W. gymnastics, wrestling, M. & W. cross country, M. & W. track and field, M. & W. golf, Physical Therapy Clinics, MSU recreational and club sports, non-sport/non-orthopedic general medical experiences, and boys and girls high school sports.

Equipment Intensive – High risk sports where all participants are required to wear protective equipment for the head (helmet and the shoulders (shoulder pads). Traditionally this would include football, ice hockey, and women's/men's lacrosse.

- **Michigan State University offers:** Football (Fall and Spring seasons), Ice Hockey, East Lansing High School (Football, Lacrosse, Ice Hockey), DeWitt High School (Football, Ice Hockey), Lansing Catholic High School (Football), Haslett High School (Football, Ice Hockey, Lacrosse), MSU Intramural and Recreational Sports

General Medical/Non-Orthopedic – General medical experiences focusing on the majority of non-sport related issues including various genders, age groups, and various patient populations, are those associated, however not restricted to, hospital, clinic, or medical based settings, physicians, physician assistants, physical therapists, occupational therapists, and/or nurse or medical practitioners.

- **Michigan State University offers:** MSU/Sparrow Hospital Family Medicine, Sparrow Hospital Emergency Room, Michigan State University Department of Neurology, Michigan State University Spine and Orthopedic Center, Michigan State University Physical Medicine and Rehabilitation Clinic, Pediatric Orthopedics, Podiatry, Optometry of Lansing, C. Weaver PT, Peak Performance Physical Therapy, Michigan State University Physical Therapy and Rehabilitation Clinic, Spartan Orthotics and Prosthetics, Compass Sports Medicine and Orthopedics.

**MICHIGAN STATE UNIVERSITY
ATHLETIC TRAINING PROGRAM**



Athletic Training Student Individual Clinical Experience Rotations

Athletic Training Student: _____

Acceptance Date: _____

Graduation Date: _____

Term Date							
Male							
Female							
Upper Extremity							
Lower Extremity							
Individual							
Team							
In-Season							
Out of Season							
Equipment Intensive							
Preceptor							
Clinical Assignment							
Comments							
Term Date							
General Medical Rotation/Preceptor							
General Medical Rotation/Preceptor							
General Medical Rotation/Preceptor							

General Medical Rotation/Preceptor							

ATS Long Term Goals: _____
 _____.

ATS Clinical Rotation Interests: _____
 _____.

I signify that the above athletic training student has completed all the required clinical rotation experiences according to CAATE.

Clinical Education Coordinator: _____

Date: _____

Michigan State University Athletic Training Program



KIN 427 CLINICAL EDUCATION SITE INCIDENT REPORT FORM

Date: _____

ATS Name: _____

Preceptor Name: _____

This Clinical Site *Incident Report Form* is to be completed and submitted to the Clinical Education Coordinator in the event a Preceptor observes/interprets/acknowledges an athletic training student completing a non-compliant act as stated within the Michigan State University Undergraduate Athletic Training Policies and Procedures Handbook within the assigned clinical affiliation site.

- To be completed by the Preceptor and submitted to the Clinical Education Coordinator:

The Preceptor observed or was made aware of the athletic training student being in non-compliance with the observed issue/behavior/policy/procedure. The athletic training student was reprimanded for the following issue(s):

- _____ Tardiness
- _____ Violation of Confidentiality (Record Keeping, HIPAA, Medication, Etc.)
- _____ Violation of Dress Code
- _____ Unsafe or Unethical Athletic Training Practice
- _____ Unsafe/illegal social/non-Athletic Training Practice
- _____ Inappropriate comments, discriminatory policies, or non-professional social media comments
- _____ ATS Handbook Violations
- _____ Clinical experience hour violation (7 days of clinical experiences without a day off)
- _____ Other

Preceptor: Please describe and comment in specific detail:

- In order for the athletic training student to return to the clinical education experience, the athletic training student must (check all that apply):

- _____ Demonstrate immediate compliance and understanding to the Preceptor with the policies and procedures following discussion and return to the clinical education experience on the same day of the incident.

- _____ Meet with the Preceptor in the future to discuss compliance regarding the issue and review the policies and procedures prior to returning to the clinical education experience.

- _____ Meet with Clinical Education Coordinator to discuss issue or non-compliant behavior. Athletic training student will be informed of the violation and policy for issues.

- _____ Meet with Athletic Training Program Director to discuss issue or non-compliant behavior.

Clinical Education Coordinator/Athletic Training Program Director
Comments:

- _____ First Violation (Date:_____)
- _____ Second Violation (Date:_____)
- _____ Third Violation (Date:_____)
- _____ Fourth Violation (Date:_____)

Athletic Training Student: I have been informed and understand the specific reasons with the clinical education experience incident.
 YES/ NO

Preceptor: I have discussed my specific reasons with the athletic training student on the specified clinical education experience.
 YES/ NO

Clinical Education Coordinator: I have discussed my reasons with the athletic training student on the specified clinical education experience.
YES/ NO

Athletic Training Program Director: I have discussed my reasons with the athletic training student on the specified clinical education experience.
YES/ NO

- Students will be advised by the Clinical Preceptor(s)/Clinical Education Coordinator that they must comply with the law, rules, and guidelines specified in MSU Athletic Training Handbook and that failure to comply may result in the following:

1st Offense: Minimum of an initial verbal warning to the student and notification to the Clinical Education Coordinator and Preceptor.

2nd Offense: Minimum of a second verbal warning: a written reprimand for the athletic training student's personal file with possible clinical site experience restrictions for the student and notification to the Clinical Education Coordinator, Preceptor, and Athletic Training Program Director. Subject to a minimum loss of 1.0 grade per KIN 427 course.

3rd Offense: A written warning to the student (cc: to Clinical Education Coordinator and Athletic Training Program Director) specifying behavior to be corrected and restricted clinical site experiences. Subject to a minimum loss of 1.5 grade per KIN 427 course.

4th Offense: Removal from Clinical Affiliation Site*
* A student may be removed immediately for an extended period of time with a written statement from the Clinical Preceptor in circumstances set forth. Subject to a minimum loss of 2.0 per KIN 427 course.

Preceptor Signature _____ Date: _____

Athletic Training Student Signature _____ Date: _____

Athletic Training Student Printed Name _____

Clinical Education Coordinator Signature _____ Date: _____

Athletic Training Program Director Signature _____ Date: _____

BBP EXPOSURE RESPONSE PROCEDURE



- A potentially infectious material or biological toxin exposure incident occurs when these materials:
- Potentially Infectious Materials and Toxins
- Come into contact with a worker's mucous membranes (eye, nose, or mouth)

Example: Cell culture waste splash into the eye

Enter the body through breaks in the skin (cut, rash, hangnail)

Example: human blood contaminated piece of glass puncturing a finger

Are accidentally ingested

Example: Eating with toxin contaminated hands

WHAT TO DO IN THE EVENT OF AN EXPOSURE: Please refer to “Red” Binder at AT Clinical Site for protocols and necessary forms

Immediate response will reduce your risk of getting a laboratory acquired infection.

1. Flush the exposed area with water: flush eyes, nose, or mouth for 15 minutes. If skin was exposed, wash thoroughly with soap and water. Bandage area if needed to control bleeding.

2. Notify your supervisor if he or she is available. If you can let someone responsible know what has occurred and where you will be.

3. Print and take an “Authorization to Invoice MSU” form with you. Available at www.hr.msu.edu

4. Report to Lansing Urgent Care (Frandor location is open 24 hrs) for post-exposure follow-up as soon as possible or immediately if exposed to human derived materials like blood.

5. Follow-up by completing the “Report of Claimed Occupational Injury or Illness” form with your supervisor. Available at www.hr.msu.edu.

Potentially infectious materials and biological toxins in the lab include items such as: Cell culture, serum, environmental specimens that may contain pathogens or biological toxins, or any items contaminated with the material.

BLOOD BORNE PATHOGEN EXPOSURE RESPONSE



A bloodborne pathogens exposure incident occurs when human blood or other potentially infectious materials:

Come into contact with a worker's mucous membranes (eye, nose, or mouth).

Example: blood splash into the eye

Enter the body through parenteral contact (piercing mucous membrane or the skin barrier).

Examples: needlestick, human bite

Enter the body through breaks in the skin (cut, rash, hangnail). **Example: blood gets on skin with a rash**

1. WASH / FLUSH AREA FOR 15 MINUTES!

If contact with blood or other potentially infectious material occurs on skin with openings (cuts, rashes, acne, dermatitis), wash the area for **15 minutes** with soap and water.

If blood or other potentially infectious material splashes in the eyes or mucous membranes, flush the area for **15 minutes** with water or normal saline.

2. Notify your supervisor if he or she is available. If you can, let someone responsible know what has occurred and where you will be.

3. Report immediately for medical follow-up to:

Note: If working outside the Lansing area, go to the closest emergency room. Take with you: An "Authorization to Invoice MSU" form.

Follow-up:

Complete "Report of Claimed Occupational Injury or Illness" form with your supervisor.

Complete all follow-up as directed by Lansing Urgent Care.

Note: Forms available at www.hr.msu.edu

Immediate response will reduce your risk of getting an infection.

EHS Biosafety Rev. October/2016

Bloodborne Pathogens

LANSING URGENT CARE

(517) 999-2273

www.lansingurgentcare.com

Blood Borne Pathogens Source Protocol



Preparation Guide: MSU EHS Biosafety Revised March/2017

A source protocol is required when you have an identifiable source for an employee/student bloodborne pathogens exposure. Every reasonable effort should be made to identify the source if possible. The person whose blood or body fluid is the source of an occupational exposure should be evaluated for HBV, HCV, and HIV infection as soon as possible. The source person should be informed of the incident and be asked to be tested for evidence of bloodborne virus infection. The protocol should be followed in an urgent manner that would include obtaining informed consent, in accordance with applicable state and local laws.

Know where your protocol is and how to access it in a timely matter. The source is not required to consent to testing. The goal of the protocol is to make the process as easy as possible for the source if consent is given.

- All these questions in regards to the Blood Borne Pathogen Protocols are located in each athletic AT clinical site in a "**Red Source Binder**" and should be answered in your protocol:

1. Who will speak with the source person and who would be available when this person is absent?
2. What paperwork/forms need to be completed? (i.e. Information and consent for lab tests including a consent for HIV testing, source patient lab worksheet for the source blood draw)
3. Where will the source be sent for blood testing?
4. Who is billed for the source's lab work (ensure that the source identity is documented on the "Report of Claimed Occupational Injury or Illness" form) The form is available through MSU Human Resources. The source will not be billed.
5. How will the consent and release of information be delivered to the exposed and their provider? • It is easier to obtain consent from the source for a blood sample to be drawn if the request is made at the time of the incident (i.e. before the patient leaves the clinic)

Resources: • For information on the contents of a source protocol including forms needed, go to the

Olin Health Center website at:

<http://www.olin.msu.edu/workrelatedillnessandinjuries.php>

or call: 4-OLIN (884-6546) • Important Health Information booklet including HIV consent form:

http://www.michigan.gov/documents/DCH-0675electronicversion_163

MSU Bloodborne Pathogens Exposure Control Plan: (includes all the necessary forms necessary for exposure plan)

http://www.ehs.msu.edu/biological/programs_guidelines/exposure_control_plan/ECP.pdf

**Michigan State University
Athletic Training Program
ORCBS Blood Borne
Pathogen Exposure Form**



MICHIGAN STATE UNIVERSITY HEALTH PROFESSIONS STUDENTS EXPOSURE REPORT
for Tuberculosis, Blood Borne Pathogens and Zoonotic Disease

NAME		<input type="checkbox"/> MALE	PID _____
		<input type="checkbox"/> FEMALE	-or- ZPED _____
ADDRESS			DOB MONTH DAY YEAR
PHONE w: () h: ()	EMAIL	COLLEGE/DEPARTMENT/PROGRAM CLINICAL ROTATION SITE	

EXPOSURE DATE month day year	EXPOSURE TIME _____ A.M. or P.M.	FACILITY & CITY OF EXPOSURE _____ CLINICAL CONTACT/ SITE SUPERVISOR _____ PHONE _____
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TYPE OF EXPOSURE

MUCOUS MEMBRANE ____ Eye ____ Mouth ____ Nose	PERCUTANEOUS ____ Blood Draw / Type of Needle _____ ____ IV Start / Type of Needle _____ ____ During Surgery / Type of Needle, Instrument _____ ____ IV Piggyback – Visible Blood In Tubing _____ ____ Other Needle Stick / Type of Needle _____ ____ Other (laceration, abrasion, etc.) _____	RESPIRATORY ____ Resp	SKIN ____ Open Sore, Wound, Scratch, Lesions ____ Hangnail ____ Eczema
---	---	---------------------------------	---

DURATION OF EXPOSURE _____ Seconds / Minutes / Hours EXTENT / DEPTH OF EXPOSURE _____

IN DETAIL, DESCRIBE HOW EXPOSURE OCCURRED (route, circumstances, precautions in place, specific injury, extent of exposure, etc.)

(GO TO PAGE 2 TO COMPLETE FORM)

SOURCE PATIENT RISK ASSESSMENT

<p>SOURCE PATIENT KNOWN POSITIVE: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN</p> <p>If yes, please specify: _____ _____ _____</p> <p>HIV Viral Load If known _____</p>	<p>OTHER KNOWN RISK FACTORS FROM SOURCE</p> <p>_____ Blood Transfusions (prior to 1992) _____ History of High Risk Sexual Behavior _____ Previous or Current Injectable Drug Use _____ Other (SPECIFY)</p>
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ACTIONS TAKEN AS A RESULT OF EXPOSURE

GUIDELINES REVIEWED YES NO

SITE OF INITIAL ASSESSMENT AND CARE NONE

SELF CARE ADMINISTERED (specify) NONE

POST-EXPOSURE TREATMENT

NO TREATMENT RECOMMENDED

TREATMENT RECOMMENDED (specify) _____

TREATMENT RECEIVED (specify) _____ DATE TREATMENT INITIATED _____

FOLLOW UP NEEDED?
 NO

YES (specify) _____

FOLLOW UP DATE _____ FOLLOW UP LOCATION _____

BY SIGNING BELOW, I INDICATE THAT I UNDERSTAND THIS FORM WILL BE KEPT CONFIDENTIAL. I ALSO UNDERSTAND THAT ADMINISTRATORS (OR THEIR DESIGNEES) FROM MY COLLEGE/DEPARTMENT OR PROGRAM, THE OFFICE OF THE UNIVERSITY PHYSICIAN, AND THE OCCUPATIONAL HEALTH SERVICE WILL ALSO REVIEW THIS FORM.

STUDENT SIGNATURE _____ | _____ DATE: _____
(print) (signature)

PREPARER'S SIGNATURE _____ | _____ DATE: _____
(print) (signature)

COLLEGE / DEPT / PROGRAM ADMINISTRATOR: _____ | _____ DATE: _____
(print) (signature)

RETURN COMPLETED FORM TO THE ADDRESS OR FAX NUMBER BELOW

Occupational Health Nurse • MSU Occupational Health Svc • Olin Health Center • East Lansing, MI 48824-1037 • 517.355.0332

DO NOT COPY THIS FORM

**Michigan State University Athletic Training Program
Blood Borne Pathogen (BBP) Clinical Site Locations**



Clinical Site	Location	Sports/ Population	BBP Site Location
Breslin Student Events Center ATR	Michigan State University 534 Birch Road, East Lansing 48824	*Men's Basketball *Women's Basketball	<ul style="list-style-type: none"> • Located in Red binder stored to left of printer in AT Room • Posted in ATR
Duffy Daugherty Football Building ATR	Michigan State University 771 Chestnut Rd, East Lansing, MI 48824	*Football *Field Hockey *Men's and Women's Tennis	<ul style="list-style-type: none"> • Located in Red Binder stored to right on front counter. • Posted in Physician Exam Rooms/ATR
IM West ATR	Michigan State University 393Chestnut Rd, East Lansing 48824	*Wrestling *Men's and Women's Swimming & Dive *MSU IM & Recreational Sports	<ul style="list-style-type: none"> • Located in Red Binder located on front counter and stored to right counter top region. • Posted in ATR
Jenison Field House ATR	Michigan State University 223 Kalamazoo Street East Lansing, MI 48824	*Volleyball *Men's & Women's Cross Country *Men's & Women's Track & Field *Softball *Baseball *Men's & Women's Soccer *Women's Gymnastics *Cheerleading & Dance *Women's Rowing *Wrestling (competitions)	<ul style="list-style-type: none"> • Located in Red Binder stored to the right on 2nd shelf behind counter • Posted in ATR wound care region located in back and to left counter top • Posted in Physician Exam Room #106 F.

Munn Ice Arena ATR	Michigan State University 501 Birch Road, East Lansing 48824	*Men's Ice Hockey	<ul style="list-style-type: none"> • Located in Red Binder stored to the left of doorway on bottom shelf of cabinet • Posted in Hockey Hallway bulletin board across from Locker rooms
Spartan Football Stadium ATR	Michigan State University 771 Chestnut Rd, East Lansing, MI 48824	*Football	<ul style="list-style-type: none"> • Posted in Physician Exam Room
Michigan State University Indoor Tennis Facility	MSU Tennis Indoor Facility 3571 East Mount Hope, Lansing, MI 48910	*Men's and Women's Tennis	<ul style="list-style-type: none"> • Located in Red Binder stored in back of facilities portable athletic training room area
Michigan State University Forest Akers Golf East/West Course	MSU Golf Facility: 2231 S. Harrison Road East Lansing, MI 48823 Lasch Team Center (West Akers)	*Men's and Women's Golf, Men's and Women's Cross Country	<ul style="list-style-type: none"> • Located in Red Binder stored in ATC's back locker by coaches offices • Maintained in ATC medical kits during competition
Michigan State University Lansing Boat Club	Lansing Boat Club, 2901 W. Main St., Lansing 48917	*Women's Rowing	<ul style="list-style-type: none"> • Located in Red Binder stored in athletic training room off of locker room facilities at Boat House
Michigan State University Recreational Sports	Michigan State University 393Chestnut Rd, East Lansing 48824	Intramural & Recreational Sports	<ul style="list-style-type: none"> • Located in Red Binder stored to right on front counter. • Posted in ATR
Dewitt High School	2957 W. Herbison Road, Dewitt, MI 48820	Variety of sports and levels	<ul style="list-style-type: none"> • Posted in ATC's main office and filed in office front desk
East Lansing High School	509 Burcham Dr., East Lansing, MI 48823	Variety of sports and levels	<ul style="list-style-type: none"> • Posted in ATC's desk office area and on bulletin board behind desk • ORCBS posting over back sink

Haslett High School	5450 Marsh Road, Haslett, MI 48840	Variety of sports and levels	<ul style="list-style-type: none"> • Posted in ATC's main AT office and bulletin board off main counter to the left
Lansing Catholic High School	501 Marshall Road, Lansing, MI 48912	Variety of sports and levels	<ul style="list-style-type: none"> • Posted in ATC's wall to left in ATR
C. Weaver Physical Therapy Clinic	1720 Abbey Road, #A, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located at check-in office to the right and in office file cabinets • Located in back break room and laundry area
Michigan State University Physical Therapy and Rehabilitation Clinic	Michigan State University, 4660 South Hagedorn, Suite 400, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff in front check-in area • Located over counter region above sink area to the left in PT clinic, between Room # 2 and # 3 • Located on-line with MSU Health Team Policies and Procedures
Wertz Orthopedic Physical Therapy Clinic	3410 Belle Chase Way, Suite # 700, Lansing, MI 48911	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff (Shelley) at front check-in area
Peak Performance Physical Therapy Clinic	7402 Westshire Dr., Suite # 195, Lansing, MI 48917	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area • Posted in individual treatment rooms
Sparrow Hospital Emergency Room	1215 E. Michigan Ave., Lansing, MI 48912	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area • Located within individual patient rooms
Sparrow Hospital Department of Family Medicine	Sparrow Professional Building, 1200 E. Michigan, Suite # 325, Lansing, MI 48912	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff and back nurses station area • Located within individual patient rooms

Sparrow Hospital Department of Family Medicine	230 Temple Street, Mason, MI 48854	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff and nurses station in mid-clinic region • Located within individual patient rooms
Compass Sports Medicine and Orthopedic Surgery Clinic	2900 Hannah Blvd., Suite # 212, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area • Located within individual patient rooms
Michigan State University Department of Neurology	Michigan State University 804 Service Road, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area • ORCBS materials located in back nurses station room, # A- 205 • Located within individual patient rooms
Michigan State University Spine and Orthopedic Clinic	Michigan State University 4660 South Hagedorn, Suite # 500, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office manager # 226 (Patty Seehase) behind and to the right of front check-in desk • Located within individual patient rooms • ORCBS materials located in NE corner of patient room hallway, # 223,
Michigan State University Physical Medicine & Rehabilitation	Michigan State University 4660 South Hagedorn, Suite # 520, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area • Room # 523, ORCBS materials • Located within individual patient rooms
Michigan State University Sports Medicine	Michigan State University 4660 South Hagedorn, Suite # 420, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located in office clinic manager's (Sandy Tran) office • Located within individual patient rooms • Room # 111 , ORCBS location and eye washing region across for office manager • Located on-line with MSU Health Team Policies and Procedures

Optometry of Lansing	2117 E. Grand River Ave., Lansing, MI 48912	General Populations and Genders	<ul style="list-style-type: none"> • Located and posted in the back staff's Break Room area
Spartan Orthotics and Prosthetics	2947 Eyde Parkway, Suite # 100, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area • ORCBS materials located in far back right room and Lab area
Lansing Community College	309 N. Washington Square, Gannon Building, Lansing, MI 48933	Variety of sports and levels	<ul style="list-style-type: none"> • Located in ATR and ATC main office desk

**Michigan State University Athletic Training Program
Emergency Action Plans (EAP) Clinical Site Locations**



Clinical Site	Location	Sports/ Population	EAP Site Location
Breslin Student Events Center ATR	Michigan State University 534 Birch Road, East Lansing 48824	*Men's Basketball *Women's Basketball	<ul style="list-style-type: none"> • Located in Red binder stored to left of printer in AT Room • Posted in Physician Exam offices, and in Auxiliary Gym ATR • Stored ATC medical kits • Search Offices, "J" Drive, located on Athletic Training (Athtrain) hard drive, search EAP folder
Duffy Daugherty Football Building ATR	Michigan State University 771 Chestnut Rd, East Lansing, MI 48824	*Football *Field Hockey *Men's and Women's Tennis	<ul style="list-style-type: none"> • Located in Red Binder stored to right on front counter. • Posted in Indoor Facility on East Wall, Weight Room, on Practice FB Fields • Stored ATC medical kits • Search Offices, "J" Drive, located on Athletic Training (Athtrain) hard drive, search EAP folder
IM West ATR	Michigan State University 393 Chestnut Rd, East Lansing 48824	*Wrestling *Men's and Women's Swimming & Dive *MSU IM & Recreational Sports	<ul style="list-style-type: none"> • Located in Red Binder stored to right on front counter. • Posted in ATR, Pool Deck, Wrestling Rooms • Stored in ATC medical kits • Search Offices, "J" Drive, located on Athletic Training (Athtrain) hard drive, search EAP folder •

Jenison Field House ATR	Michigan State University 223 Kalamazoo Street East Lansing, MI 48824	*Volleyball *Men's & Women's Cross Country *Men's & Women's Track & Field *Softball *Baseball *Men's & Women's Soccer *Women's Gymnastics *Cheerleading & Dance *Women's Rowing *Wrestling (competitions)	<ul style="list-style-type: none"> • Located in Red Binder stored to the right on 2nd shelf behind counter • Posted in Rowing Room (4th Floor), Weight Room (4th floor), Gymnastics Room (3rd Floor), Indoor Track (1st Floor), ATR in front counter area • Stored ATC medical kits • Search Offices, "J" Drive, located on Athletic Training (Athtrain) hard drive, search EAP folder
Michigan State University Boat House	Lansing Boat Club , 2901 W. Main St., Lansing 48917	Women's Rowing	<ul style="list-style-type: none"> • Located and posted at on-site athletic training room wall
Munn Ice Arena ATR	Michigan State University 501 Birch Road, East Lansing 48824	*Men's Ice Hockey	<ul style="list-style-type: none"> • Located in Red Binder stored to the left of doorway on bottom shelf • Posted in Hockey Hallway across from Locker rooms • Stored ATC medical kits • Search Offices, "J" Drive, located on Athletic Training (Athtrain) hard drive, search EAP folder
Spartan Football Stadium ATR	Michigan State University 771 Chestnut Rd, East Lansing, MI 48824	*Football	<ul style="list-style-type: none"> • Search Offices, "J" Drive, located on Athletic Training (Athtrain) hard drive, search EAP folder • Stored ATC medical kits • Posted in Physician Exam Rooms
Michigan State University Indoor Tennis Facility	MSU Tennis Indoor Facility 3571 East Mount Hope, Lansing, MI 48910	*Men's and Women's Tennis	<ul style="list-style-type: none"> • Located in Red Binder stored on the shelf in the back portable athletic training room area • Posted on the wall in the back AT area • Search Offices, "J" Drive, located on Athletic Training (Athtrain) hard drive, search EAP folder

Michigan State University East/West Forest Akers Golf Course	MSU Golf Facility: 2231 S. Harrison Road East Lansing, MI 48823 Lasch Team Center (West Akers)	Men's and Women's Golf, M/W Cross Country Invitational	<ul style="list-style-type: none"> • Posted on wall in kitchenette area next to AED in Lasch Facility • Search Offices, "J" Drive, located on Athletic Training (Athtrain) hard drive, search EAP folder • Stored ATC medical kits, if event on-site and at East/West Forest Akers Course
Michigan State University Recreational Sports	Michigan State University 393 Chestnut Rd, East Lansing 48824	Intramural & Recreational Sports	<ul style="list-style-type: none"> • Located in Red Binder stored to right on front counter. • Posted in ATR, Pool Deck, Wrestling Rooms • Stored in ATC medical kits • Search Offices, "J" Drive, located on Athletic Training (Athtrain) hard drive, search EAP folder
Dewitt High School	2957 W. Herbison Road, Dewitt, MI 48820	Variety of sports and levels	<ul style="list-style-type: none"> • Stored ATC medical kits • Posted in AT's main office and front desk
East Lansing High School	509 Burcham Dr., East Lansing, MI 48823	Variety of sports and levels	<ul style="list-style-type: none"> • Stored ATC medical kits • Posted in AT's desk office area and on bulletin board behind desk
Haslett High School	5450 Marsh Road, Haslett, MI 48840	Variety of sports and levels	<ul style="list-style-type: none"> • Stored ATC medical kits • Posted in AT's main office and bulletin board off main counter to the left
Lansing Catholic High School	501 Marshall Road, Lansing, MI 48912	Variety of sports and levels	<ul style="list-style-type: none"> • Stored ATC medical kits • Posted in AT's wall to left in ATR
C. Weaver Physical Therapy Clinic	1720 Abbey Road, #A, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located at check-in office (Maggie) to the right and in back file cabinets
Michigan State University Physical Therapy and Rehabilitation Clinic	Michigan State University, 4660 South Hagedorn, Suite 400, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff in front check-in area • Located in Mary Thiel (PT Clinician) office file cabinet in back staff room. • Located under MSU Health Team Policies and Procedures on-line files.

Wertz Orthopedic Physical Therapy Clinic	3410 Belle Chase Way, Suite # 700, Lansing, MI 48911	General Populations and Genders	<ul style="list-style-type: none"> • Located with office manager (Shelley McGee) at front check-in area
Peak Performance Physical Therapy Clinic	7402 Westshire Dr., Suite # 195, Lansing, MI 48917	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area • Located in back staff office area
Sparrow Hospital Emergency Room	1215 E. Michigan Ave., Lansing, MI 48912	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area • Located on-line at Sparrow Hospital Services at www.sparrow.org
Sparrow Hospital Department of Family Medicine	Sparrow Professional Building, 1200 E. Michigan, Suite # 325, Lansing, MI 48912	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area • Located in back area nurses station • Located on-line at Sparrow Hospital Services at www.sparrow.org
Sparrow Hospital Department of Family Medicine	230 Temple Street, Mason, MI 48854	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff manager at behind front check-in area (Liz Foster) • Located in nurses station in mid-clinic region behind the check-in desk area and on-line www.sparrow.org
Compass Sports Medicine and Orthopedic Surgery Clinic	2900 Hannah Blvd., Suite # 212, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office manager staff (Cathey Levi) behind front check-in area
Michigan State University Department of Neurology	Michigan State University 804 Service Road, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area and in MSU Health Team Policies and Procedures on-line files

Michigan State University Spine and Orthopedic Clinic	Michigan State University 4660 South Hagedorn, Suite # 500, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office manager (Patty Seehase) Room # 226 behind front check-in area and MSU Health Team Policies and Procedures on-line files.
Michigan State University Physical Medicine & Rehabilitation	Michigan State University 4660 South Hagedorn, Suite # 520, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office clinical coordinator (Elizabeth Leipprandt) staff in office behind front check-in area and in MSU Health Team Policies and Procedures on-line files
Michigan State University Sports Medicine	Michigan State University 4660 South Hagedorn, Suite # 420, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office manager (Sandy Tran) in Room # 113, back hallway from patient rooms • Located in MSU Health Team Policies and Procedures on-line files
Optometry of Lansing	2117 E. Grand River Ave., Lansing, MI 48912	General Populations and Genders	<ul style="list-style-type: none"> • Located and posted in the back staff's Break Room area
Spartan Orthotics and Prosthetics	2947 Eyde Parkway, Suite # 100, East Lansing, MI 48823	General Populations and Genders	<ul style="list-style-type: none"> • Located with office staff at front check-in area
Lansing Community College	309 N. Washington Square, Gannon Building, Lansing, MI 48933	Variety of sports levels, and locations *Baseball *Softball *Soccer *M/W Basketball *M/W Cross Country	<ul style="list-style-type: none"> • EAP posted at individual sites • Located in binder in main ATR office of ATC • Stored ATC medical kits

Appendix C

Michigan State University Athletic Training Program

Athletic Training Student Awards



- **Ronnie P. Barnes Athletic Training Student Service and Leadership Award**

Description

The Ronnie P. Barnes Award was established in 2002 and is presented to the undergraduate athletic training student who has demonstrated outstanding achievements in student service and leadership in support of undergraduate athletic training at Michigan State University. Criteria involve community and campus leadership opportunities, Michigan State University athletic training student club involvement, campus, community and state leadership experiences, and MSU athletic training clinical communication and leadership skills. All undergraduate athletic training students are considered for this award.

- **David O. Hough Memorial Athletic Training Student Award**

Description

This award is presented in memory of Dr. David O. Hough, a longtime friend, team physician, visionary, and former Director of Sports Medicine at Michigan State University.

The Hough Memorial Award was established in 1998 and is presented to an athletic training student who displays excellence in both the *academic and clinical* athletic training settings while maintaining a strong combination of educational achievement, moral character, passion, and professional fortitude. All undergraduate athletic training students are considered for this award.

- **Ray J. Saltzman Outstanding Athletic Training Student Award**

Description

This award is presented in memory of Ray J. Saltzman, a former Michigan State University athletic training student. This award is presented to those athletic training students who have demonstrated outstanding achievement and dedication in their clinical experiences and support of Michigan State University athletics and sports medicine. The Saltzman Award was presented by the MSU Alumni Club of Oakland County. All undergraduate athletic training students are considered for this award.

- **Michael W. Straus Athletic Training Student Academic Excellence and Achievement Award**

Description

These awards are presented to athletic training students who have demonstrated outstanding *academic excellence and achievement* at Michigan State University. The awards, initiated in 2002, are presented by former Michigan State University athletic training student Michael W. Straus.

The Straus Excellence Award is awarded to senior athletic training students who have achieved a grade point average of 3.75 or higher at the conclusion of their Fall Semester. The Straus Achievement Award is awarded to senior athletic training students who have achieved between a 3.50 and 3.74 grade point average at the conclusion of their Fall Semester.

- **Jack and Mary Ann Heppinstall Memorial Award**
Michigan State University Athletic Training

Description

Jack Heppinstall worked at Michigan State University as the head athletic trainer for 45 years before retiring in 1959. He was inducted into the National Athletic Trainers Association in 1962 as one of its 26 NATA charter members. This award is intended to encourage athletic training students who have demonstrated the capacity to achieve educational and professional goals,

the motivation to achieve these goals, and the leadership and initiative to seek opportunities to further their progress in the profession of athletic training.

Selection will be based on the athletic training student's pursuit of an *Athletic Training professional* career choice while incorporating Jack Heppinstall's criteria of focusing on a consistent and balanced combination of academic, professional, motivation, leadership, athletic training club involvement, and clinical initiative characteristics. The award is available to any current athletic training student enrolled in KIN 427 I at the conclusion of their first year.

MICHIGAN STATE UNIVERSITY "FIGHT SONG"

The Michigan State Fight Song is the official fight song of MSU. The song was created in 1915 by Francis Irving Lankey, a Michigan State Spartan cheerleader. Lyricist Arthur Sayles helped create the song, by combining original lyrics with the melody from an early 20th Century hymn called "Stand Up, Stand Up for Jesus." Here is the Michigan State University Spartans fight song:

On the banks of the Red Cedar;
There's a school that's known to all;
Its specialty is winning,
And those Spartans play good ball
Spartan teams are never beaten,
All through the game they fight;
Fight for the only colors:
Green and White.

Go right through for MSU,
Watch the points keep growing,
Spartan teams are bound to win,
They're fighting with a vim!
Rah! Rah! Rah!
See their team is weakening,
We're going to win this game,
Fight! Fight! Rah! Team, Fight!
Victory for MSU!



