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Information in this manual is not intended to be fully comprehensive. Students should also refer to policies or procedures that are found up] T] TJ [6(t

**MASTER OF SCIENCE
IN ATHLETIC TRAINING
POLICY & PROCEDURES
2023-2024**

Athletic Training Students:

Welcome to the Troy University Master of Science in Athletic Training program! We are looking forward to providing you with exceptional athletic training and we look forward to seeing you become a quality healthcare provider in your professional athletic training practice.

The following policies and procedures reflect the requirements of the Master of Science in Athletic Training program. It is assumed that all persons enrolled in the athletic training program are cognizant of and accept these policies and procedures. These policies are in addition to those established by Troy University, the College of Health and Human Services, and the Department of Kinesiology & Health Promotion.

Please review this manual. Updated information or additions will be provided as necessary.

Sincerely,

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Welcome to Troy University, College of Health & Human Services

Mission Statement of Troy University

Troy University is a public institution comprised of a network of campuses throughout Alabama and worldwide. International in scope, Troy University provides a variety of educational programs at the undergraduate and graduate levels, to include doctoral programs, for a diverse student body in traditional, non-traditional, and emerging electronic formats. Academic programs are supported by a variety of student services which promote discovery and exploration of knowledge and its application to life-long learning through effective teaching, service, creative partnerships, scholarship, and research.

Mission Statement of the College of Health and Human Services

The College of Health and Human Services was formed in 1994 to provide quality education for professional practice in a variety of areas associated with health and human services. T s [(o)]10(atJ [61(s)] TJ)) T0(v) T

SHS operates on a fee-for-service basis with charges based on “usual and customary charges” approved by the insurance industry. As a benefit to students, an optional Student Health Participation Fee may be paid per term and will result in discounted charges for the participant. These lower charges are available only to those students who pay the optional fee. The deadline to enroll for the health fee is the first week of class in each term. A current student ID card must be paid with the student Trojan Card at SHS or placed on the student account in the Business Office.

Students are strongly urged to have appropriate health insurance coverage. As a service to students, a basic sickle (s) and (c) (p) (e) (n) (t) (i) (d) (a) (c) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)



well as community clubs and organizations. Crisis and intervention counseling are available at no charge to students, faculty, and staff.

The SAVE Project maintains a resource library of video tapes, brochures, books, and research articles on a wide range of topics including dating/domestic violence, sexual assault, alcohol and drugs, and date rape drugs. The SAVE Project is in the Student Health Services office, first floor, Hamil Hall, Troy University, 334 670-3700.

Computer Works

Computer Works makes available to Troy University student and staff personal computers supported by a variety of software programs. The computer lab provides the opportunity for individuals to interact with and understand how to use computer technology. Toward accomplishing this objective, understand how to use computer technology. Toward accomplishing this objective, Computer Works offers individual assistance with computer utilization and supports university classes that use computers as part of the instructional process. Computer Works is in 135 Eldridge Hall. Hours of operation may vary depending on the term.

Writing Center

The Writing Center assists students in improving their writing skills. The Center provides diagnosis of writing skills, individualized writing, preparation for standardized tests, workshops which cover a variety of writing related topics, techniques in writing research paper, vocabulary improvement, speech articulation, and help with critical reading and thinking skills. Resources available to provide these services include peer tutors, helpful handouts, dictionaries, reference books, audio-visual programs, a professional library, and computer programs. The Center also has several computers to assist students in the revision process. The Writing Center is in Eldridge Hall.

Campus Police

In the event any student needs help, support, or has questions pertaining to vehicle registration, parking, ticketing, escorts to and from vehicle, and vehicle unlocking, please contact the Troy University Campus Police at 334670-3215, located at 500 Park Street in the Joint Training Center Room 103.

Welcome to the Master of Science in Athletic Training Program

Mission Statement of the Athletic Training Program

The MSAT Program mission is committed to provide students with evidence-based didactic, clinical, and research experiences that foster leadership, communication, and critical thinking skills. Our goal is to produce practitioners who are knowledgeable, caring, responsive and skilled individuals, and who will enrich the profession and their communities through advocacy and leadership.

Program History

In 1989, funding for the preliminary development of an athletic training program at Troy University was obtained through Alabama Sports Medicine, HealthSouth Rehabilitation, and gifts. Since that time Troy's Bachelor of Science in Athletic Training has produced athletic training professionals who are effective healthcare providers in schools, clinics, and performance organizations throughout Alabama and the U.S. In response to the mandate for all athletic training programs to be at the master's level before 2022, the MSAT program was approved by Troy University, the Alabama Commission on Higher Education and Southern Association of Colleges and Schools Commission on Colleges in 2019. As the athletic training profession transitions to the masters as the entry level degree, Troy has designed the Master of Science in Athletic Training degree to not only prepare students for entry into the profession, but also for leadership roles in the dynamic field of health care.

Program Student Learning Outcomes

Upon graduation, students will:

1. Demonstrate mastery of the foundations of human movement science in relation to athletic training.
2. Articulate a philosophy of practice that includes ethical leadership goals for professional development, and a commitment to advocacy for the profession of athletic

Course Descriptions

AT6610 Health Care Management & Quality Improvement (2)

This course focuses on fundamental principles of administration and evaluation of the delivery of athletic training services in the context of the larger health care system. Strategies to achieve the best patient outcomes by collecting, analyzing and effecting change using qualitative and quantitative information will be emphasized. Prerequisite: AT 6645 Professional Practice in Athletic Training.

AT 6620 Foundations of Athletic Training (2)

Introduction to basic components of the athletic training profession including the prevention, recognition and evaluation and immediate care of athletic injuries. Medical terminology, emergency procedures, tissue healing, taping procedures, and documentation, and professional considerations will also be covered. Corequisite: AT L620 Foundations Athletic Training Lab.

AT L620 Foundations of Athletic Training Lab (1)

The practice of basic components of the athletic training profession including the prevention, recognition and evaluation and immediate care of athletic injuries. Medical terminology, emergency procedures, tissue healing, taping procedures, and documentation, and professional considerations will be covered. This course contains a clinical experience component.

AT 6645 Professional Practice in Athletic Training (1)

The advanced study, writing, and discussion of specialized topics and contemporary issues related to professional practice. Emphasis will be on professional preparation, leadership, credentialing, governance, ethics, and scope of practice. Initial clinical competencies will be instructed to prepare the student for clinical practice. Prerequisite: Acceptance in the MSAT Program

AT 6650 Pharmacological Considerations in Athletic Training (2)

This course provides a survey of pharmacology and covers key concepts related to the cellular actions, therapeutic uses, and side effects of major drug classes that are relevant to the practice of allied health clinicians

AT 6655 Research & Analysis in Sports Medicine (3)

This course is designed to introduce students' theoretical understanding of the profession, enhance their critical thinking ability, increase their writing skills, and advance the knowledge of the discipline. Students will learn about the design of a research proposal, including the identification of a problem, conducting a literature review, developing a hypothesis, understanding the steps of submitting to an institutional Review Board, designing a study, and analyzing data using statistical software programs.

AT 6660 General Medical Concerns & Special Populations (3)

Examination and discussion of general clinical medicine as well as issues related to nutrition, and behavioral health. Survey of injury and illness risk factors associated with sports participation by the pre-adolescent/adolescent, geriatric, disabled, male, and female athlete.

AT 6661 Clinical Experience I (2)

This clinical experience provides students w

AT 6664 Clinical Experience IV (9)

This fulltime clinical experience is designed for immersion into supervised athletic training practice at an location chosen by the student based off career goals and program requirements. Students will be working with preceptors that closely resemble their own goal of clinical practice while continuing to gaining experience in all aspects of athletic training practice. A web-based didactic component is designed to facilitate critical thinking and reflection on practice while allowing the student to still be fully immersed in their clinical experience. This course is taken Spring Semester, Year Two. Prerequisite: AT 6663 Clinical Experience III

AT 6665 Clinical Experience V (1)

This clinical experience provides students with continued clinical care opportunities. This course continues to emphasize foundations of clinical care including but not limited to the use of evidence-based practice, cultural competence, communication, ethical decision making, documentation, and patient-centered care. Within the didactic portion of this course, students gain proficiency in concepts learned in preceding semesters while gaining competence in skills learned during the current semester. This portion may be delivered in-person, remotely, or hybrid. This course contains the Capstone Project for the MSAT Program. This course is taken Summer Semester, Year Two. Prerequisite: AT 6664 Clinical Experience IV.

KHP 6623 Biomechanics of Sports Technique (3)

This course is designed to prepare the student for the National Strength and Conditioning Association (NSCA) Certified Strength and Conditioning Specialist (CSCS) certification. The course explores basic biomechanical concepts and their application in the analysis of sport technique. Students will apply scientific knowledge to examine sport-specific testing assessments and interpretation of results and practice the implementation of safe and effective training techniques for the goal of improving athletic performance.

KHP 6635 Kinesiology (3)

This course is a clinically oriented human anatomy course. This course is designed to provide an advanced analysis of human functional anatomy, with primary emphasis being placed on the articular, skeletal, and muscular systems.

KHP 6670 Exercise Physiology (3)

This course examines acute and chronic physiological responses to the respiratory, cardiovascular, and musculoskeletal systems to the demands of exercise. Contributions made by the aerobic and anaerobic metabolism to energy production will be examined. The contribution of various physiological variables will be investigated to facilitate an understanding of the physiological basis of human performance.

KHP 6672 Sport Psychology (3)

The course is designed for the student with a vocational interest in athletic coaching within the educational environment. Psychological theories will be applied to the teaching of sports skills and the development of individuals into efficient team units.

- 2.) AT Program Director and Clinical Education Coordinator will inform student of non-compliance accusation and that they will be suspended from clinical site during an investigation into the matter. The student should remember that this is standard procedure and that their integrity will be protected over the course of the investigation. If non-compliance is NOT found, the student will be cleared to return to their clinical site as usual.
- 3.) To determine legitimacy of the accusation, the AT Program Director and Clinical Education Coordinator will interview Preceptors, Coaches, Athletes, Managers, Students, and anyone else who may have knowledge of behavior practices of the individuals/relationship in question.
- 4.) AT Program Director and Clinical Education Coordinator will inform the Student, Preceptor, Department Chair, Dean and University Title IX officer of the findings of their investigation.
 - a. If the student is found to comply with the MSA program's professional and ethical behavior policy:
 - i. The student will be immediately cleared to return to his/her clinical site.
 - b. If the student is found to be in non-compliance with the MSA program's professional and ethical behavior policy:
 - i. 1st Offense: Student will be moved to another clinical site that offers a similar educational experience, in accordance with CAATE standards;
 - ii. 2nd Offense: Student will be removed from the clinical experience for the remainder of the semester and will receive a grade of F for the associated clinical course. This will require that the student repeat the course with successful completion before they will be able to progress further in the ATP;
 - iii. 3rd Offense: Student will be released from the MSA program.

Cheating and Plagiarism

The Troy University ATP follows a ZERO tolerance policy regarding academic dishonesty. Behavior deemed violation of the STANDARDS OF CONDUCT, if it can be described as the commission of or the attempt to commit any of the following offenses:

“Dishonesty such as cheating, plagiarism or knowingly furnishing false information to the University, faculty or other officers or employees of the University.” (Troy University Student Handbook)

In many cases the disciplinary course of action is left to the discretion of the instructor of record for the course in which the offense was committed. However, the Program Director reserves the right to intervene. TJ [2(ram)] TJ [10(Tj 0.005 Tc -0.005 Tw 0.19 0 Td (fo) Tj m2.1(m)] T] TJ4.71 0 Td () Tj -0.007 Tc

administrative software. A student subscription is \$100 for both years in the program plus 5 years after graduating.

- Emergency Cardiac Care certification: Each student must remain current with an appropriate emergency cardiac care certification throughout the MSAT program. Costs for these vary but expect to pay \$60 or more plus

appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients;

3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. The ability to record the physical examination results and a treatment plan clearly and accurately;
5. The capacity to maintain composure and continue to function well during periods of high stress;
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations; and
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

In the event the student feels like or exhibits the inability to maintain these standards, the student should immediately communicate with the Program Director.

Public Health Concern Response Distance Education

The Troy University Athletic Training Program is dedicated to academic success and overall wellbeing. In the event there is an immediate need for a public health concern response that requires the remainder of learning to be conducted over a virtual platform, the program is committed to ensuring that each course is both accessible, engaging, innovative, and maintains the rigor of the content and program. Once official notification of need to rely on virtual learning has been communicated from Troy University,

College will only be allowed in the event significant additional information and/or extenuating circumstances.

Scholarships

Information regarding Troy University Graduate Scholarships can be found

Practical Exams, OSCEs, and Patient Simulations:

Students will be debriefed on all practical exam, OSCE, and patient simulation applications upon completion. Each student will provide a written report outlining deficiencies specific to their practical exam, OSCE, or patient simulation. The written report will be assessed by the instructor to determine proficiency of material.

Assignments:

Students will be remediated on an individual basis for any assignments found to not meet benchmark for competence with any associated curricular standards. The remediation may occur through the remediation coordinator or the instructor of the corresponding course.

Student Advising

Students are assigned to an AT program faculty member for assistance and advising throughout their academic careers. Students who feel that a different advisor will improve their advising situation may ask the Program Director or Department Chair for change.

Faculty Advisor responsibilities are to:

- be available by appointment and during office hours;
- provide professional and academic guidance

If coursework remains incomplete on the assigned date or 6 weeks after the I grade has been awarded, whichever comes first, the I grade will be changed automatically and permanently to an F grade.

Medical Leave of Absence

In the event a student gets injured, seriously ill, or suffers mental or emotional distress that warrants them unable to finish out the remainder of the semester or the program, the student should notify the Program Director of their need to take a medical leave of absence. The student will be given an incomplete for the corresponding courses at that time. Appropriate documentation will need to be provided from the supervising healthcare provider. If further time is needed after the 6 weeks after the incomplete grade(s) are claimed, the Program Director and Departmental Chair will communicate with the Dean of the College in order to find the best course of action to satisfy the student's needs.

Disputing a Grade/Grade Appeal Policy

A student who questions the final grade in a professional course must first bring any concerns to the course's instructor of record. If the situation is not satisfied at that time, the student must then follow the Troy University Grade Appeal Process.

Grading Scale

The MSAT program follows the below Troy University grading policy:

- 100-90 A (4.0)
- 89-80 B(3.0)
- 79-70 C(2.0)
- 69-60 D(1.0)
- 59 or below F (0)

All grades associated with program courses will be kept on Canvas. It is recommended that students always know the calculations of each course grade and compare to their Canvas grade to keep up with their GPA for program matriculation.

Continuing Education (CE) Requirements

During each semester, additional activities that a student voluntarily participates in can be counted towards their Continuing Education Units or CEU's. The athletic training student will be required to obtain a predetermined category & number of CEU's based on their classification in Athletic Training Program. Some opportunities will be provided to the students, but the student is encouraged to find and complete opportunities on their own accord. All opportunities must be approved by program administration prior to awarding of CEUs. Completion of the predetermined category and number of CEUs are a requirement for each clinically based course. Please see Appendix B for more detail of the number needed for each classification, number needed for each CE category, and how CE should be documented.

Clinical Education

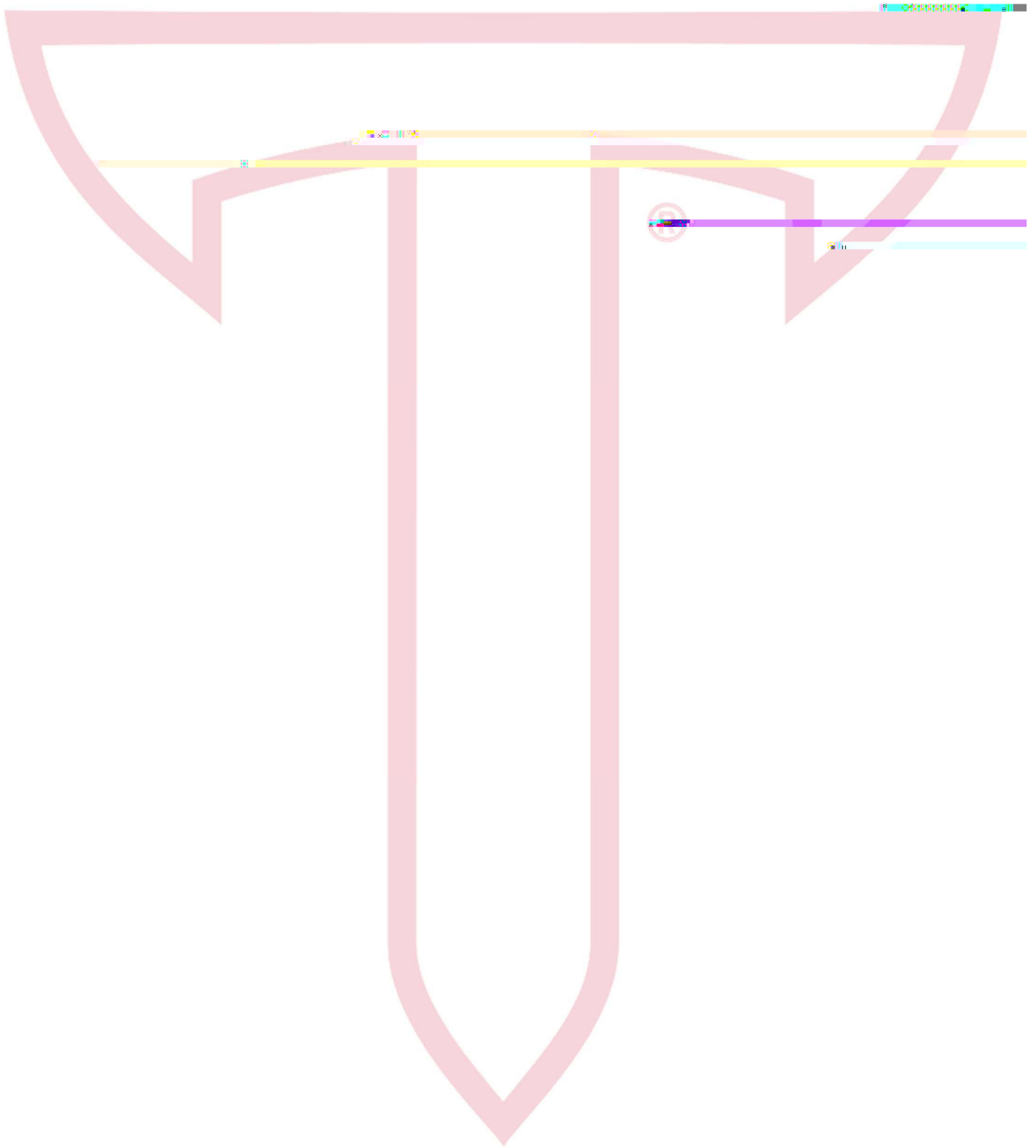
Clinical education courses include simulations and clinical experiences with real patients designed to prepare athletic training students for clinical practice. Simulations include low stakes (exposure) and high stakes (evaluated) scenarios developed to replicate patient care scenarios with varied degrees of authenticity (low fidelity - high-fidelity). Simulations are integrated throughout the program. Clinical experiences provide opportunities for students to demonstrate competence of curricular content in actual patient care settings, supervised and guided by a preceptor. Clinical experiences are arranged by the Clinical Education Coordinator.

their Preceptor (assuming the Preceptor involved is someone else), Clinical Coordinator, or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-compliance will go into effect.

B. To Other ATs

It is necessary to have a good working relationship with everyone in the athletic training facility, including your fellow ATs. As with other staff, DO NOT

information regarding the playing status and/or injuries of an athlete. Under **no** circumstances are you to discuss these matters with any representative of the news media. Such information is highly confidential and private and is protected by the Federal Right to Privacy Act. An athlete must sign a waiver before even the head athletic trainer or the coach can distribute such information. Refer any such questions to your preceptor or the sports information director. Be very careful about what you say concerning injuries to players, as you do not know who will overhear what you say. **No** **CIRCUMSTANCES** are students permitted to conduct personal interviews with the news media regarding a patient's medical care. If this situation arises, this is a HIPAA/FERPA violation, and the student will be **RELEASED** from the **ATP** **IMMEDIATELY** dir



2. Inform the Facility about the clinical education goals and objectives and evaluation forms.
3. Inform the Facility of the level of training of the student.
4. Cover the student with Student Professional Liability Insurance while participating in a university sanctioned curricular activity.
5. Coordinate the clinical experience with academic aspects of the educational program.
6. Notify the Facility immediately in the event of a cancellation or change in student assignment.
7. Withdraw the student if progress achievement or adjustment does not justify continuation.

The Facility will:

1. Provide a supervised program of clinical education compatible with the goals and objectives of the University.
2. Submit names, resumes and professional credentials of all clinical supervisors and information regarding the Facility.
3. Orient the student regarding policies and procedures of the facility.
4. Utilize an infectious disease policy that conforms to the most recent CDC recommendation for health care settings.
5. Retain full responsibility for care and welfare of patients.
6. Determine the number of students to be accepted and inform the University of any changes in staffing or service that might affect these numbers.
7. Evaluate the student and inform the university of the student's abilities.
8. Suspend or request withdrawal of any student whose performance is detrimental.
9. Permit inspection of its facilities, records, or other items that pertain to the student program.
10. Maintain a comprehensive general liability policy for all staff.
11. Provide the same information, training, and protection to the students in matters of health and safety as it provides to its employees in compliance with the standards set by OSHA and applicable

The Student will:

1. Respect and guard the confidentiality of information regarding patients.
2. Adhere to the policies and procedures of the University and the Facility.
3. Be under the Facility's supervisor and control.
4. Provide appropriate uniforms when necessary.
5. Arrange transportation when necessary.
6. Obtain meals and housing when not arranged by the Facility.
7. Provide to the Facility evidence of a physical examination, criminal background check, drug screen, and other medical tests, if required.
8. Obtain prior written permission from the University and the Facility before publishing any material relating to the clinical experience.
9. Obtain medical care at own expense as needed.

Travel Policy

Travel is not required, but if the opportunity presents itself during a clinical experience, students should take advantage of it.

other instructor. Once approved, the student is required to adhere to the following policies while traveling with a university team:

1. Always represent yourself as a professional.
2. Maintain time management skills and be in attendance to all university sponsored events where the preceptor is available (games, practices, team meals, team meetings),
3. No consumption of alcohol is permitted, no matter the age of the student.
4. Eating with family is permitted if permission is granted by the supervising preceptor prior to leaving.
5. The MSAT program appearance policy must be always followed.
6. Any hotel incidentals will be covered by the student.
7. The MSAT program Clinical Supervisor Policy must be always followed.

Appendices

Appendix A: Clinical Hour Requirements

Clinical education will provide a logical progression of increasingly complex and autonomous patient experiences that will include a semester long immersive experience that aligns with the student's own professional goals. Students will be exposed to varied patient populations and different practice settings as time, need, and resources allow. In the event there are real world clinical education skills that have been identified as not seen in a singular rotation, the student will gain the education through supplemental clinical experience such as simulation or telehealth scenarios.

Students will be assigned to a Preceptor in charge of a clinical site during this semester to gain the required clinical hours for that semester. The student's professionalism, communication, quality of work, initiative, & attitude will be reflected on the semester's clinical course grade Clinical Experience Evaluations. Students are required to fully participate in all events; this includes pre and postpractice responsibilities under the guidance of their assigned Preceptor.

All clinical hours will be conducted based on the corresponding clinical site calendar/schedule. In the event the student is assigned a rotation that has sponsored events outside of the Troy University academic calendar, it is **STRONGLY RECOMMENDED** to make accommodations to participate in those events. This includes, but not limited to, pre or post-season activities, fall break, winter break, or spring

Appendix B: Continuing Education Requirements

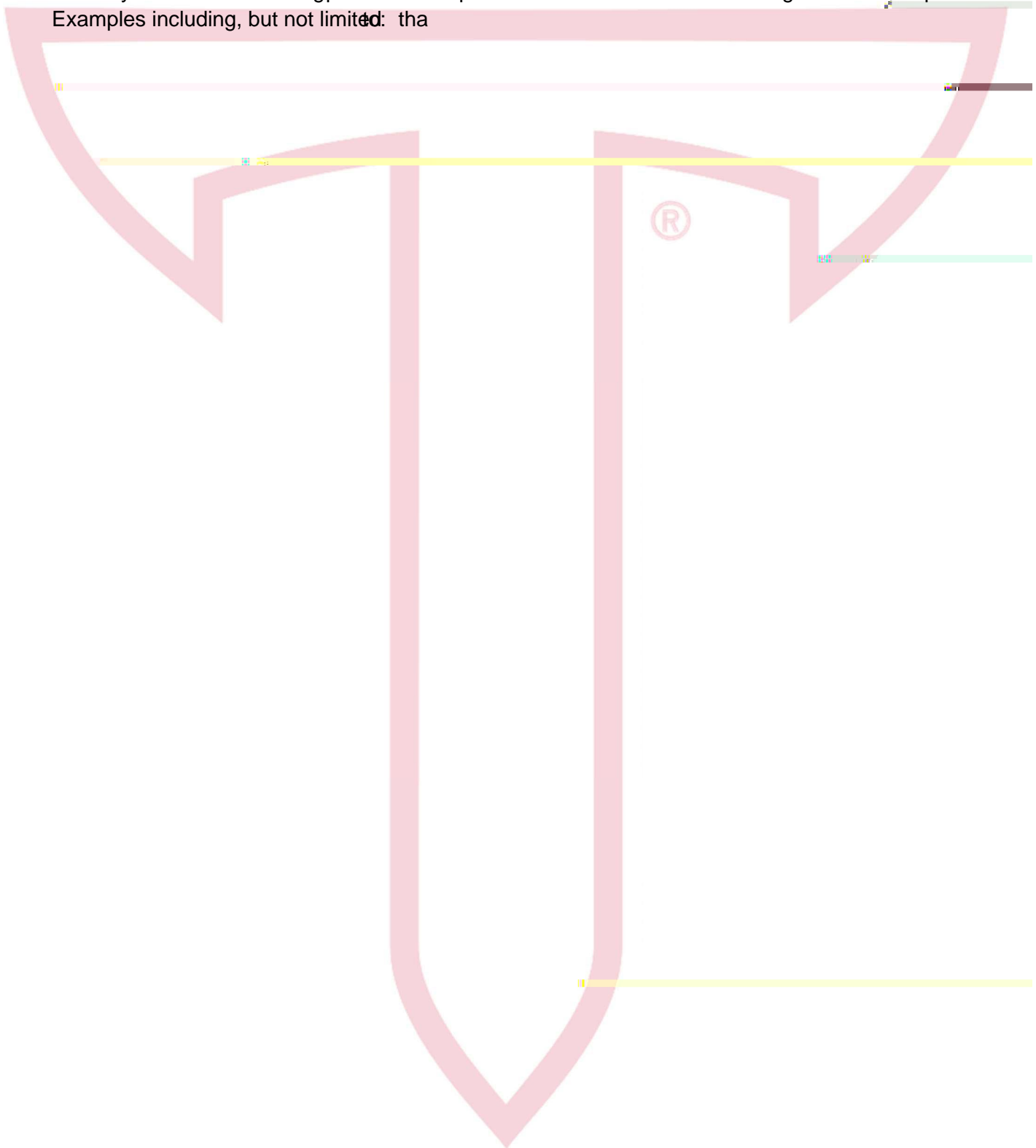
During each semester, additional activities that a student voluntarily participates in can be counted towards their Continuing Education Units or CEU's. The athletic training student will be required to obtain a predetermined category & number of CEU's based on their classification in Athletic Training Program. Some opportunities will be provided to the students but the student is encouraged to find and complete opportunities on their own accord. All opportunities must be approved by program administration prior to awarding of CEUs. Completion of the predetermined category and number of CEUs are a requirement for each clinically based course. At the end of each semester or when completed, the athletic training student must fill out the Continuing Education Reporting Sheet via ATrack. They should be submitted by the end of business on that semester's Dead Day. In the event does not submit the requirements by Dead Day, the student's clinical course grade will be deducted. Definition and number requirement of each category can be found below.

REQUIRED CONTINUING EDUCATION HOURS PER SEMESTER		
First Year		
Fall	Spring	Summer
20	20	10

To be considered complete, each first-year student must submit: 3-6 CEUs from Category A, 4

Category C: Additional Professional Experience

- Any opportunity that is approved by the program's administration that is consider additional, volunteer, and clinicallybasedathletictrainingprofessionalexperienceoutsideof the student'sassignedotation requirements. Examples including, but not limited: tha



Appendix C: Acknowledgement of Receipt and Understanding of the Master of Science in Athletic Training Program Academic Handbook, Policies & Procedures Manual

I acknowledge receipt of the Troy University Master of Science in Athletic Training Program Academic Handbook and Policies & Procedures Manual.

By signing this statement, I agree to abide by all guidelines contained herein. I understand the MSAT Program has the right to periodically review and update its procedures and guidelines to serve the needs of the institution, college, department, or program.

I understand that the Master of Science in Athletic Training Program Academic Handbook and Policies & Procedures Manual is not all inclusive of all Troy University, College of Health and Human Services, Department of Kinesiology & Health Promotion, and the Master of Science in Athletic Training guidelines, policies, procedures, and regulations. The MSAT Program reserves the right to change, rescind, or include additional procedures and guidelines in this handbook. I understand that such changes may occur without notice. I also understand this page will be kept in my student file in the office of the MSAT Program Director's office until graduation. A copy can be made available for my records, upon request.

Print Name

Signature

Date