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I. Introduction

Purpose
Welcome to the Bowling Green State University (BGSU) Athletic Training (AT) major. The BGSU AT major has been developed to provide a truly exceptional educational, clinical, professional, and personal experience for motivated and committed students in preparation for the Board of Certification (BOC) exam and to assist in providing quality medical care for student-athletes competing for the BGSU Falcons. This Policies and Procedures Manual was developed to help orient newcomers to the profession of athletic training in general and to the BGSU AT major specifically. Furthermore, this document is intended to make clinical and behavioral expectations explicit for BGSU AT major students. As such, each student is expected to read and periodically review this manual in order to ensure compliance. Students will be responsible for the policies and procedures contained within this manual and will be evaluated both formally and informally during the clinical progression. This manual is subject to refinement and will be subject to annual review and alteration. Comments, questions, or concerns regarding the Policies and Procedures Manual should be directed to the Program Director of AT major in the School of Human Movement, Sport & Leisure Studies (HMSLS). Students are also encouraged to visit the AT Community website on Blackboard or the BGSU Athletic Department website at http://www.bgsu.falcons.com and go to the Athletic Training link for further information.

Athletic Training Profession
The Certified Athletic Trainer (ATC®) works with physicians and other medical personnel, employers, patients, parents, guardians, and athletic personnel in the development and coordination of efficient and responsive health care delivery systems. Athletic trainers are integral members of the health care team in secondary schools, colleges and universities, professional sports programs, sports medicine clinics, corporate/industrial, and other health care settings.

The athletic trainer’s professional preparation is based on the development of specified educational competencies and clinical proficiencies. Through a combination of formal classroom and clinical instruction and clinical experience, the athletic trainer is prepared to provide health care within each of the following content areas:

- Risk management and injury prevention
- Pathology of injuries and illnesses
- Clinical examination and diagnosis
- Acute care of injury and illness
- Pharmacology
- Therapeutic modalities
- Therapeutic and rehabilitative exercise
- General medical conditions and disabilities
- Nutritional aspects of injury and illness
- Psychosocial intervention and referral
- Health care administration
- Professional development and responsibilities

Within the state of Ohio, a person must also hold a license to practice athletic training or to represent him/herself as an athletic trainer. National certification alone as an athletic trainer does not authorize a person to practice athletic training in Ohio. Upon successfully gaining licensure as an athletic trainer in Ohio, the initials "LAT," "ATC," and/or "AT" may be used to designate an individual as an athletic trainer. The full practice act may be viewed at http://otptat.ohio.gov/pdfs/atlawsrules.pdf.

Athletic training is recognized by the American Medical Association (AMA) as a health care profession, and the AMA recommends the presence of athletic trainers in every high school to keep America’s youth safe and healthy.

As part of a complete sports medicine team, the athletic trainer works under the direction of a licensed physician and in cooperation with other health care professionals, athletics administrators, coaches, and parents. The athletic trainer typically works closely with each individual athlete and is thereby uniquely situated within the sports medicine team to most effectively care for the injured athlete.

Specifically within the state of Ohio, the term "athletic trainer" refers to a person who meets specific qualifications of the chapter for licensure and who is employed by an educational institution, professional or armature organization, athletic facility, or health care facility to practice athletic training and is licensed by the Athletic Trainers Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers (OTPTAT) Board. The Athletic Trainers Section of the
The OTPTAT Board has defined athletic training as the form of health care that includes the practice of preventing, recognizing, and assessing an athletic injury and the complete management, treatment, disposition, and reconditioning of acute athletic injuries upon the referral of an individual authorized under Chapter 4731. of the Revised Code. Athletic training includes the administration of topical drugs that have been prescribed by a licensed health care professional authorized to prescribe drugs, as defined in section 4729.01 of the Revised Code. Athletic training also includes the organization and administration of educational programs and athletic facilities, and the education of and counseling of the public as it pertains to athletic training under the direction of a physician licensed in the state of Ohio or another qualified, licensed health professional who is authorized to refer for health care services within the scope of the person's license. Furthermore, "athletic injury" refers to any injury sustained by an individual that affects the individuals' participation or performance in sports, games, recreation, exercise, or other activity that requires physical strength, flexibility, speed, stamina, or range of motion.

Nationally, the NATA is a not-for-profit organization dedicated to improving the health and well-being of athletes worldwide. The Association is committed to the advancement, encouragement and improvement of the athletic training profession. Founded in 1950 with a membership of 200 athletic trainers, the NATA today has more than 23,000 members nationwide. Approximately 92 percent of all athletic trainers in the country belong to the Association. The Association sets the standards for athletic trainers through its education programs. Over 100 universities and colleges offer NATA-approved curricula. Based in Dallas, Texas, the organization provides a variety of services to its membership including continuing education, governmental affairs, certification and public relations. The NATA also publishes the Journal of Athletic Training, a quarterly scientific journal; and NATA News, a monthly news magazine. Consult http://www.nata.org/ for more information.

Standards of Ethical Conduct

NATA CODE OF ETHICS

PREAMBLE
The National Athletic Trainers’ Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

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

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient’s care without a release unless required by law.

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

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and abide by all National Athletic Trainers’ Association standards, rules and regulations.

2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

**PRINCIPLE 3:**

Members shall maintain and promote high standards in their provision of services.

3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.

3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.

3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

**PRINCIPLE 4:**

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2 National Athletic Trainers’ Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

September 28, 2005


**Regulation of Athletic Training**

The Athletic Trainers Section of the OTPTAT Board is the licensing and regulatory authority of athletic trainers who work within the state of Ohio. The board's purpose is to protect public health, safety, and welfare by establishing and enforcing qualifications and standards of practice for licensed athletic trainers. For more information and the complete document of laws and rules governing the practice of athletic training in the state of Ohio please refer to [http://otptat.ohio.gov](http://otptat.ohio.gov).

**Essential Functions of an Athletic Trainer**

Services provided by an athletic trainer licensed within the state of Ohio may include, but are not limited to: (1) plan and implement a comprehensive athletic injury and illness prevention program; (2) conduct an initial assessment of an athlete's injury or illness and formulate an impression of the injury or illness in order to provide emergency or continued care and refer to a physician for definitive diagnosis and treatment, if appropriate; (3) administer first aid and emergency care for acute athletic injuries and illnesses; (4) coordinate, plan, and implement a comprehensive rehabilitation program
for athletic injuries; (5) coordinate, plan, and supervise all administrative components of an athletic training or sports medicine program; (6) provide health care information and counsel athletes; and (7) conduct research and provide instruction on subject matter related to athletic training or sports medicine.

Before games and sporting events, a licensed athletic trainer carries out injury prevention measures (such as the application of protective devices) to minimize the risk of injury during play. When an athlete is injured, a licensed athletic trainer provides emergency care and/or refers the athlete to a physician or hospital if necessary. When an injured athlete needs rehabilitation before they can return to play, a licensed athletic trainer sets up or carries out the rehabilitation plan.

Athletic training services may be provided in any setting. These settings include, but are not limited to, high schools, colleges or universities, professional or amateur athletic organizations, athletic facilities, and health care facilities. Licensed athletic trainers provide health care services under the direction of a treating physician.

Personnel
The BGSU athletic training staff consists of athletic trainers, certified graduate assistant athletic trainers, team physicians and consulting medical specialists. All of these individuals carry out a unique, integral, and important role in the complete health care of the student-athletes at BGSU. Pre-professional phase athletic training observation students and professional phase athletic training students interact with these professionals and others throughout the clinical and classroom educational process. As a student in the BGSU AT major you are expected to be familiar not only with the individuals that fill each role, but the importance of the unique duties of each individual in the health care of the student-athlete.

Head Athletic Trainer/Director of Sports Medicine
The Head Athletic Trainer/ Director of Sports Medicine reports to the Athletic Director and oversees the medical services provided to all student-athletes. The Head Athletic Trainer directly supervises all athletic training staff and oversees all operations of the athletic training room. The Head Athletic Trainer is also responsible for team medical coverage. Responsibilities: management of the athletic training department operation for intercollegiate athletics including all budgetary, policy and procedures, administrative and patient care as indicated, direction of athletic training operations including sport coverage, emergency procedures, inventory and ordering of expendable goods, coordination of pre-participation physical evaluations, supervision of the clinical student athletic training program, coordination and supervision of all insurance billing, medical records.

Staff Athletic Trainers
Staff athletic trainers are responsible for team medical coverage. They work with and under the supervision of team physicians, and report to the Head Athletic Trainer. They have the following duties and responsibilities:
1. Direct the injury prevention efforts for BGSU intercollegiate athletics.
2. Direct and administer rehabilitation procedures under the direction of the team physician(s).
3. Provide coverage for home and away athletic events and practices.
4. Perform administrative duties associated with the athletic training room/clinical site operations as assigned by the Head Athletic Trainer.
5. Supervise athletic training students at on-site clinical rotations.
6. Participate in the daily operation of the athletic training room/clinical site.
7. Travel with athletic teams as assigned.

Graduate Assistants
Graduate assistants report to an assigned Staff Athletic Trainer. They are responsible for performing the same duties as staff athletic trainers while taking steps to obtain a graduate degree and obtain additional athletic training experience.

Athletic Training Students
Athletic training students (and athletic training observation students) at BGSU have varying responsibilities depending on their skill level and progression through the AT curriculum. The athletic training student is preparing to become certified by the BOC.
Athletic Training Program Director
The AT Program Director oversees and directs the AT major that includes curriculum development, advising, and accreditation. The Program Director communicates with the Head Athletic Trainer regarding athletic training academic policy changes and issues.

Clinical Education Coordinator
Clinical Education Coordinator is responsible for the coordination of clinical education for athletic training students and academic advising. The Clinical Education Coordinator works in conjunction with the Program Director and Head Athletic Trainer in providing and supervising student educational opportunities in the athletic training clinical sites. Occasionally the Clinical Education Coordinator and Program Director may assist in covering practice and events. In situations such as this they function as any other member of the BGSU athletic training staff.

Team Physician/s
The team physician(s) provide the ultimate diagnostic, supervisory, surgical, and prescriptive medical care for all BGSU Intercollegiate student-athletes and provide medical direction for the BGSU AT major. The team physician(s) and the staff athletic trainers will determine the treatment and rehabilitation for all BGSU Intercollegiate student-athletes. The team physician(s) has absolute authority in determining the physical fitness of a student-athlete who wishes to participate in BGSU athletics. He/she also has the responsibility of determining whether a student-athlete can participate because of a physical disability, injury or illness.

Medical Consultant/s
Medical consultant(s) provide specialized diagnostic, surgical, and prescriptive medical care. Medical consultants affiliated with the BGSU AT major have specialty skills necessary to provide the best possible care to the student athletes of BGSU. Medical consultant(s) will work with the team physician(s) and the staff athletic trainers to determine treatment and rehabilitation plans for all BGSU Intercollegiate student-athletes.

II. The AT Major

Mission:
The BGSU AT major is an academic unit providing quality didactic and relevant clinical experiences preparing entry level athletic training student to be skilled, dedicated, caring, and ethical health professionals.

Vision:
The BGSU AT major helps prepare students for careers in athletic training by specifically addressing the aspects of clinical instruction, professionalism, interpersonal communication, and social skills. Classroom instruction is an integral aspect of the overall academic preparation of the athletic training student but is not the primary focus of the clinical educational aspect of this major. It will be briefly discussed.

Information
The Athletic Training major, accredited by The Commission on Accreditation of Athletic Training Education Programs (CAATE), prepares students to enter the athletic training profession. AT students in this undergraduate major are educated in all aspects of the professional practice of an athletic trainer. Through a combination of extensive classroom and clinical experiences in athletic training, this undergraduate major provides students the necessary competencies to challenge the Board of Certification Examination.

Due to the competitive admission criteria of the AT major, students must apply separately for admission. Students are considered pre-professional students as they enroll in the introductory courses and begin their directed observation for the AT major. The pre-professional phase is completed in their first two semesters on campus.

- Directed observation hour requirement
  Freshman spring 6 hours per week ~ 5 weeks Total = 30 hours
As the students complete their pre-professional requirements, students will apply for admission to the professional phase of the curriculum that includes advanced courses, five semesters of clinical education, and a semester-long internship. Admitted students will typically begin the professional phase at the start of their third semester at BGSU. Six semesters are required to complete the professional phase of the AT major.

**Technical Standards:**
Technical standards establish essential qualities considered necessary for students to achieve the knowledge, skills, and competencies of an entry level athletic trainer, as well as meet the expectations of AT education’s accrediting agency - CAATE. Candidates for selection must demonstrate:

- Mental capacity to formulate assessment and therapeutic judgments.
- Postural neuromuscular control to perform tasks and safely use equipment.
- Strong written and verbal communication skills.
- Ability to function in a stressful environment.
- Flexibility and perseverance to adjust to changing situations.
- Affective skills related to professional behaviors in the health care field.

In the event a student is unable to fulfill these technical standards, with or without reasonable accommodations, the student will not be admitted into the major

**Admission Standards**
Students desiring admission to the professional phase of the AT major must meet the following requirements:

1. Completion of all program application forms.
2. Completion of AT 2020: Introduction to Athletic Training and AT 2100: Care and Prevention of Athletic Injuries, with a letter grade of "C" or better.
3. Completion of AT 2120 with a letter grade of "C" or better.
4. Documentation of a minimum ~30 clinical observation hours signed by a Preceptor.
5. Successful completion of required Athletic Training modules.
6. Minimum overall BGSU GPA of 2.50 on a 4.0 scale.
7. Objective evaluations from athletic training staff.
8. Personal interview with program selection committee.
9. Physical examination for health and the ability to perform athletic training duties is required. Required immunizations include measles, mumps, rubella, tetanus, diphtheria, and Hepatitis B. Documentation is required on the health exam of the previous immunizations. Technical standards must be read, understood, and signed.
10. First Aid and CPR for the Professional Rescuer certification.

Candidates for the AT major must meet all ten criteria listed above. The number of appointments may vary each year. Limited admission will ensure that an appropriate student to Preceptor ratio (approximately 8 to 1) is maintained. Approximately 20-24 students are admitted into the professional program each year.

Application material should be returned to the AT Program Director by March 1st. Candidates will be notified of their admission status no later than May 31st.

After the requirements have been met, students will be ranked based upon their GPA, evaluation scores, and interview scores. Top-ranked students will be admitted into the professional phase of the AT major based on available space. It is essential that each student fully realize what is expected if they are admitted into BGSU's AT major. All athletic training students who are formally admitted into the AT major must complete the academic core of AT courses and complete all athletic training proficiencies. These requirements will take a minimum of six semesters to complete.

Other education costs might include transportation to off-campus clinical sites, membership in professional associations, and attendance at professional conferences, clothing, and others.

Students who are not accepted into the AT major may reapply the following year. Due to the extensive clinical component associated with this major, students may reapply only once. Students who are not selected for the professional phase of this major will work with the Program Director to identify alternate academic programs to pursue.
Students who have transferred to BGSU must complete the required pre-professional period at BGSU and apply for admission into the professional phase of the AT major. Transfer students must also complete the pre-professional phase before they can be admitted into the professional phase. Once admitted into the professional phase, transfer students may complete the required coursework in no less than six semesters. All AT prefix courses must be taken at BGSU to ensure competency mastery. The Program Director and College Office will evaluate other courses in the major on an individual basis to determine transfer of credits.

Retention Policy
After official acceptance into the AT Program, the athletic training students should make continued progress toward mastery of all competencies. To achieve this mastery, the following guidelines have been instituted:

1. All students must abide by all policies and procedures that are detailed in the BGSU Athletic Training Handbook.
2. All students must progress through the modules and competency matrix at a satisfactory rate. Each module is to be completed in specific semesters and is outlined in the course syllabi.
3. Once a student is admitted into the professional phase of the AT Major, the student must earn a letter grade of "C" or better in all AT Curriculum courses.
4. All students must complete clinical final exams with an 80% or better after the second attempt.
5. All students must maintain at least an overall grade point average of 2.50.

Failure to complete the above guidelines will result in the following:

1. Clinical Probation—a trial period in which a student is given time to try to redeem poor conduct. A student is placed on clinical probation for failure to abide by policies and procedures of the BGSU Athletic Training Handbook. Clinical probation will occur at the discretion of the supervising Preceptor and Clinical Education Coordinator as well as the Program Director. Probation length will be determined by the Program Director.
2. Clinical Suspension—Failure to maintain a 2.50 cumulative grade point average will result in the student being placed on clinical suspension. Students will not be assigned to clinical sites during this period, and therefore will not be able to enroll in clinical education courses. This will likely delay the students’ projected graduation date. Students on clinical suspension must return their cumulative grade point average to the appropriate 2.50 by the next semester of enrollment at BGSU. If this is not acquired or if the cumulative GPA falls below a 2.50 for a second time, the student will be permanently suspended from the AT major with no allowance for re-entry. At this time the student, in consultation with the student's advisor, will select another major.

Graduation Requirements
In order to complete the Bachelor of Science degree with a major in Athletic Training, the student must meet the following criteria:

1. Achieve a minimum of a letter grade of "C" or higher in all AT required courses and have an accumulative GPA of 2.5.
2. Documented mastery of all athletic training competencies and proficiencies. The Program Director will have final approval of this completion.

Clinical Assignments
Following admission to the professional phase of the AT major, students will be provided with a clinical progression that allows them to gradually develop clinical competence and confidence in a structured manner over time. Additionally, identified clinical proficiencies are specified within each clinical course and are consistent with the expected level of classroom experiences. Students are encouraged to follow the provided sample plans of study as closely as possible because these plans have been designed to allow classroom and clinical experiences to be synthesized within each semester. Although it may be possible to deviate slightly from these suggested plans of study, students are strongly discouraged from deviating significantly due to a loss of continuity between classroom setting and clinical setting learning.

Clinical experience is an essential component of any accredited athletic training education program. In order to be an effective athletic trainer, a student must not only master pertinent content knowledge but also learn to use that knowledge in the clinical setting. Just as students are expected to learn more advanced concepts, skills, and techniques in the classroom over time, AT students are also provided with clinical experiences that encourage the application of that knowledge and the assumption of increased professional responsibilities. Each athletic training student admitted to the professional phase of BGSU AT major will work closely with BGSU Preceptors on campus in caring for Falcon student-athletes through a series of clinical assignments. By rotating clinical assignments among BGSU Preceptors, AT students
gain exposure to different approaches to professional practice, and a wide variety of intercollegiate sports with their unique demands and requirements, and the personalities of athletes from those different sports. In addition, students will have off-campus clinical assignments with Preceptors, who may be working in medical clinics, rehabilitation clinics, high schools, etc.

Protocol for Progression
To enhance the athletic training students’ clinical education, every attempt is made to place students in a variety of athletic training situations. All students accepted into the professional phase of the AT major are assigned to Preceptors, and clinical experiences based on their individual needs, skill level, maturity, and level of responsibility. The student will be exposed to a mixture of high and low risk sports, an equipment intensive sport, male and female teams, as well as one sport that may include travel to away games. While in the AT program, each student will have experiences with female and male physically active patients, and general medical experiences. Students can expect to return to campus approximately two weeks before fall semester classes begin to participate in preseason football camp.

All clinical assignments will be determined on an individual basis by the Clinical Education Coordinator upon consultation with the Program Director and Preceptors. Clinical assignments following admission to the professional phase typically follow this progression:

Level 2 – Fall Semester - Athletic training students will be assigned one clinical rotation at BGSU under the direct supervision of a Preceptor. Students will be exposed to the clinical and administrative responsibilities of an athletic trainer and will be expected to assist their Preceptor in those duties. All students are encouraged to return for preseason. Required time at the clinical site does not exceed 20 hours on average per week.

Level 2 – Spring Semester - Athletic training students will be assigned one clinical rotation at BGSU with a Preceptor. Students will be exposed to the general medical duties of an athletic trainer. This may include working with team physicians, dentist and other members of the health care team and may include observation. Required time at the clinical site does not exceed 20 hours on average per week.

Level 3 – Fall Semester - Students will be assigned one rotation under the supervision of a Preceptor at an off-campus health care facility. This rotation will likely include experience with a lower extremity high-risk sport that will coincide with their academic class work. Students will attend practices and home events. Travel opportunity as available. All students are encouraged to return for preseason. Required time at the clinical site does not exceed 20 hours per week.

Level 3 – Spring Semester - Each athletic training student will be assigned one rotation that will likely include experience with an upper extremity high-risk sport under the supervision of a Preceptor. This includes attendance at practices, home events and may include travel. The upper extremity rotation coincides with their academic class work. Students will also have clinical assignments at area physician offices or medical facilities. Required time at the clinical site does not exceed 20 hours per week.

Level 4 – Fall Semester - Athletic training students will be assigned one clinical rotations at BGSU with a Preceptor. This will include practices, home events, and the availability for travel. The Level 4 student will be directly involved in contact with physicians/doctors. All students are encouraged to return for preseason. Required time at the clinical site does not exceed 20 hours per week.

Level 4 – Spring Semester - Each athletic training student will complete a 15 week 600 hour Academic internship at a sports medicine clinic or related health care setting where an ATC is employed. Interns receive advanced exposure to the sports medicine team. Academic interns experience first-hand the full scope of sports medicine, and benefit from this culminating capstone event. Academic internships are typically completed in the fall, spring or summer semester of the final year. Prior to the beginning of an academic internship, all designated clinical proficiencies must be mastered and verified by a Preceptor and approved by the Program Director.

As stated in the CAATE Standards for athletic training education programs, all student clinical experiences must be directly supervised by a health care professional. The AT major does not require students to perform or accept unsupervised clinical experiences. Students should not be offered these opportunities as a replacement for qualified staff. If unsupervised opportunities are presented to students, the following restrictions must apply:

- it must be clearly delineated and enforced that those unsupervised opportunities are non-compulsory and voluntary,
- students cannot identify themselves as athletic training students,
- students cannot perform athletic training skills, and
students can only function as first responders (with appropriate certification).

In addition, as full-time students, athletic training students are not assigned to or expected to exceed 20 hours on average of clinical experience per week, and must have a day off each week. Athletic training students may choose to participate in more hours, but do so voluntarily and must be mindful of their individual needs to ensure their academic success.

Athletic Training Curriculum: 81-83 hours

- AT 2020, 2030, 2100, 2120, 3120, 3140, 3170, 3180, 4100, 4120, 4150, 4160, 4200, 4880
- BIOL 3310, 3320
- F&N 2070
- EXSC 2300, 3600, 3700, 4290
- SM 2140, 3660, 3870, 4890

Components of the Major

1. Classroom Instruction

Athletic training relies heavily upon the content knowledge of its practitioners. The BGSU AT strives for excellence in the classroom through the use of contemporary models of teaching, peer-led discussions, group projects, and student-driven research. Each member of the teaching faculty is committed to teaching at the highest level as evidenced by a commitment to research of teaching and learning, attendance at professional development workshops or conferences concerning teaching and learning, and/or other means. Students are considered active participants in the learning process and encouraged to interact meaningfully in the assembly of knowledge. Through the use of peer teaching, students are encouraged to hold themselves and one another accountable for mastery of content knowledge. Students may be afforded the opportunity to conduct scientific research and/or assist in data collection and analysis procedures. Students are also introduced to and required to utilize contemporary instructional technology. It is imperative that these same teaching concepts be extended into the clinical setting. The knowledge learned by formal instruction must be integrated into the clinical setting and utilized in a practical manner.

2. Clinical Instruction

Clinical experiences provided through the BGSU AT major ensure that students within the major are broadly exposed to clinical athletic training and afforded many opportunities to develop competence and confidence across a wide range of possible clinical settings. In addition to gaining valuable hands-on experience, the clinical competencies instituted within the major help students to effectively evaluate their learning over time. Furthermore, the use of peer evaluation also requires students to remain accountable for skills previously demonstrated in addition to learning new skills not yet attained. Students serve to assist the BGSU clinical education staff in providing the highest level of medical care to the student-athletes of BGSU. In addition to the BGSU athletic trainers who serve as Preceptors, other Preceptors throughout Bowling Green, the state of Ohio, and the surrounding area working with patients, athletes and the physically active in rehabilitation clinics, high schools, and professional and semi-professional sports teams serve to diversify the clinical experiences provided by the BGSU AT major. Furthermore, physicians, surgeons, physical therapists, strength and conditioning specialists, nutritionists, counselors, emergency medical technicians, equipment managers, athletic coaches, and administrators all serve to further enrich the clinical experiences provided by the BGSU AT major.

3. Professionalism

In addition to providing the content knowledge and clinical techniques necessary to succeed, the BGSU AT major also serves to develop the professional skills needed to excel in the field of athletic training. Students are actively encouraged to join and participate in local, regional, state, and national professional organizations including the Ohio Athletic Trainers’ Association (OATA), The Great Lakes Athletic Trainers’ Association (GLATA), and the NATA. Students are required to comply with the NATA Code of Ethics and with the BGSU AT major policies and procedures manual concerning dress code, professional conduct, medical ethics, and confidentiality.

4. Interpersonal Communication

Athletic training is a field that relies heavily upon the communication skills of the practitioner. The BGSU AT major recognizes the importance of interpersonal skills in the practice of athletic training as evidenced by interactions with athletes, coaches, parents, support staff, and media personnel. In order to fully develop interpersonal skills and ensure adequate and appropriate communicative development, the BGSU AT major incorporates skill-building assignments within both the classroom and clinical settings in order to explicitly teach students to be effective communicators with others. This focus is embodied through the promotion of concise and accurate written and verbal communication with other healthcare professionals. Additionally, students also learn the skills necessary to explain pertinent information and concepts to peers and provide appropriate counsel to athletes or physically active patients and their families.
5. Social Skills
Lastly, the BGSU AT major seeks to prepare individuals who are fully developed in all aspects of their lives for careers in athletic training. In order to support this goal, the BGSU AT major provides opportunities for students to develop the social skills necessary to succeed within the field. Students are provided the opportunity to interact with peers both within the BGSU AT major as well as those from other institutions through conventions, symposiums, and meetings. Students are also encouraged to participate in the more informal functions hosted by the instructional faculty and clinical staff. Typically developed to serve BGSU and the communities of Bowling Green, BGSU AT major social events and in-services provide students with opportunities to contribute meaningfully to their community while fostering interpersonal relationships with peers, instructional faculty, and clinical staff.

III. AT Student Policies

Introduction
The policies and procedures within this document were developed to encourage students within the major to mature into poised, competent, and confident professionals in the field of athletic training. As such, these policies and procedures are unique to the BGSU AT major and in many instances are not reflective of University-wide student policies. In instances where a student violates a BGSU AT major policy that is not considered a global BGSU student policy (i.e. - a policy that applies to all BGSU students, not just students within the BGSU AT major), appropriate disposition will be determined by the BGSU AT major Program Director. Disposition of clinical education matters will occur at the discretion of the supervising Preceptor, Clinical Education Coordinator, and Program Director. Such offenses may result in the following: a verbal warning, a written reprimand, academic or clinical probation from the BGSU AT major, or dismissal from the BGSU AT major. Written reprimands, probation notices, and dismissal notices will be signed by the student, the faculty or staff member involved, and the BGSU AT Program Director. The BGSU AT Program Director will maintain this documentation.

Violations of global BGSU student policies require student referral to the BGSU Associate Dean of Student Discipline for disposition. The Assistant Dean of Student Discipline has the authority to levy any number of penalties ranging from a verbal warning to expulsion from the University based upon the nature and severity of the infraction. For further information, consult the BGSU website at www.bgsu.edu click on the link for current students, student services, other administrative offices, and student life.

Appeal Process
The appeal process for matters concerning clinical education is as follows:
1. The student must submit a written statement to the AT major Program Director within 24 hours of reviewing a clinical evaluation or within 72 hours following another incident of concern.
2. The written statement will be reviewed by the AT major Program Director, who will seek consultation with relevant parties including the Clinical Education Coordinator, Head Athletic Trainer, and Preceptor.
3. If the student continues to disagree with the review decision, then the student would take his/her concerns to the Director of the School of HMSLS.

Academic concerns or interpretations of academic policy need to be addressed with the AT major Program Director and then, if necessary, taken to the Chair of the SMRT Division of the School of HMSLS.

Accountability
In keeping with the Mission and Vision of the BGSU AT major, the policies and procedures outlined in this section are intended to encourage the overall development of competent and qualified athletic training professionals. Although the Program Director—with support of the Clinical Education Coordinator, and Preceptor—is ultimately responsible for enforcing the policies and procedures outlined here, students are also responsible for holding one another accountable for the behaviors and actions of other students within the BGSU AT major.

Any student currently enrolled in the BGSU AT major is responsible for adhering to the policies and procedures set forth in this document and in AT course syllabi. In the event that a student violates a described policy or policies, that student may be issued a verbal warning followed by a written reprimand. Repeated or more serious infractions may result in removing a student from a clinical site on a temporary or permanent basis. Such removal may negatively impact a student’s ability to complete the requirements of the AT major.
However, unique to the BGSU AT major is the notion of student-to-student accountability. In situations in which a student of greater academic classification is provided with the opportunity to prevent or alter the inappropriate behaviors or actions of any student or students of a lesser academic classification than him/herself but fails to intervene, the upper-level student may also be held responsible for such actions. In addition to the previously described sanctions imposed upon the lower-level student, the responsible upper-level student may be penalized, as well. These “accountability infractions” result when students who are empowered to enforce the described policies and procedures fail to do so.

As an example, in the fall, a senior-level athletic training student at football notices that a sophomore-level student is wearing an inappropriate shirt and shorts that do not meet established dress code guidelines. If the supervising athletic trainer issues a reprimand to the sophomore-level student, the senior-level student may be issued a reprimand, as well. The senior-level student is responsible not only for adhering to all established policies and procedures him/herself, but also for ensuring adherence by his/her subordinate(s) as well as any other student within the major of a lower academic classification. In this way, students within the BGSU AT major are responsible for ensuring not just personal but also collective adherence to the established policies and procedures. Accountability sanctions for students involved can be similar to those imposed on the offending student.

The intent of the accountability policy is not to encourage dissention, division, or “tattling” among students within the major. Instead, it is a means of helping students develop professional behaviors, including effective mentoring, collaborative, and interpersonal skills. Additionally, it is intended to help students gain ownership in the major; cultivate the skills necessary to effectively function within an organizational hierarchy, and to develop a sense of pride in the AT major.

Learning Outcomes for the Athletic Training Major:
The Athletic Training major, accredited by the Commission on Accreditation of Health Education Programs (CAATE; www.CAATE.net), prepares students to enter the athletic training profession. Athletic Training students in this undergraduate major are educated in all aspects of the professional practice of a Certified Athletic Trainer. Through a combination of extensive classroom and clinical experiences in athletic training, this undergraduate major provides students the necessary competencies to challenge the Board of Certification (BOC; www.bocatc.org) Examination.

1. Enter the athletic training profession within one year of graduation.
2. Develop effective critical thinking and problem solving skills compatible with being an effective athletic trainer.
3. Develop effective communication skills compatible with being an effective athletic trainer as shown by proficiency in writing and in making presentations.
4. Develop entry-level competencies and proficiencies of an athletic trainer.
5. Engage others in actions as shown by proficiencies in participating and leading.

Student Health Policy
In order to protect the health of student-athletes/patients, students with actively contagious, infective illnesses (e.g., respiratory infections with uncontrolled sneezing and coughing, strep throat, infectious conjunctivitis) are not allowed at clinical sites. It is the student’s responsibility to see a physician and contact the supervising Preceptor as soon as possible about any absences. Students will need to make up their hours to fulfill the semester hour requirement. Each student’s illness will be handled on an individual basis with the health of the student, the student-athletes, and other program participants all being considered.

Professional Behavior and Dress Code
The NATA states: “Certified athletic trainers are health care professionals who specialize in preventing, recognizing, managing and rehabilitating injuries that result from physical activity. As part of a complete health care team, the certified athletic trainer works under the direction of a licensed physician and in cooperation with other health care professionals, athletics administrators, coaches and parents.”

As noted in the NATA Code of Ethics, athletic trainers must “respect the rights, welfare and dignity of all”.

In addition, the Ohio Athletic Training Practice Act (revised 5-1-2006) states that:
• A student shall be supervised by an Ohio licensed athletic trainer. The supervising athletic trainer is responsible for planning, directing, and evaluating the student's athletic training experience. Supervision involves daily visual and audible contact at all sites at which the student provides services.
Any documentation written by a student must be countersigned by the supervising athletic trainer. Documentation shall include the student's signature and must be followed by a title which indicates student status.

Students are designated by titles which clearly indicate their status as a student or trainee.

We therefore have standards for behavior and dress that reflect professional norms and regulations, respect physical or cultural sensitivities of others, minimize risk of injury, and accommodate physical activity that is likely to include kneeling, running and lifting. This listing highlights key points, but is not complete. Also see the current BGSU Athletic Training Handbook/Policy and Procedure Manual. Students will learn more about professional conduct and the culture of athletic training as they progress through the AT major.

For pre-professional phase athletic training observation students (athletic training observation students):

1. Students must maintain confidentiality of all medical information.
2. Students must identify themselves to athletes/patients and others as athletic training observation students.
3. During practices and contests, students must have a neat, clean, and professional personal appearance that reflects positively on the athletic training profession.
   a. Here's the key guideline: students should look like they are preparing to enter a health care profession (which they are—athletic training).
   b. Jeans and basketball-style shorts are not acceptable.
   c. Pants and shorts should be khaki or casual dress style.
   d. Sweats and athletic shorts are discouraged unless:
      i. provided by the athletic training/clinical staff or
      ii. specifically approved by the Preceptor and documented in student's hours log.
   e. Where t-shirts are acceptable (e.g., BGSU athletic training sites), students should wear t-shirts provided by the athletic training staff; shirt tails must be tucked in.
   f. Otherwise, shirts should have collars and must be tucked in.
   g. Pants/shorts and shirts must cover undergarments.
   h. Pant cuffs must not drag on the ground.
   i. Shorts need to come to mid-thigh and be above the knee joint line.
   j. Pants, shorts and shirts must cover and minimize exposure of buttock and breast folds and midriff when standing, raising arms, squattting or bending over.
   k. Similar guidelines of professionalism, functionality, safety, and modesty apply if students wear dresses or skirts at competitive events or clinical sites outside the athletic training rooms.
   l. Shoes must have closed toes; laces must be tied, or other closures must be secured; heels should be low.
   m. Do not wear hats or clothing that:
      i. Advertise other universities and colleges,
      ii. Promote substance use/abuse including alcohol,
      iii. Have vulgar, derogatory, demeaning or discriminatory language or images.
   n. Hats are fine while outdoors; do not wear hats in the athletic training rooms or other indoor clinical sites.
      i. Unless required by your religion, do not wear other head coverings.
   o. Jewelry should be minimal and visible piercing must be discrete.
   p. Avoid wearing perfume, cologne, or other scents.
   q. Students who will be observing during athletic events must check with the Preceptor and comply with the dress code for those events.
   r. Dress accordingly for practices and contests that are held outdoors or at the ice arena (cold, wet, wind, heat, sun, etc).
4. Students must communicate appropriately with athletic training clinical and academic staff, student-athletes, and related personnel. Also see Course Policies.
   a. Be sure to communicate with your Preceptor on a regular basis.
   b. Check your BGSU email account and MyBGSU on a daily basis.
   c. Inform your Preceptor/Clinical Education Coordinator of attendance/absence issues in a timely manner.
   d. Avoid distracting conversation or behavior.
      i. Coaching staff should know that athletic trainers and AT students are readily available, but should not find their presence disruptive.
      ii. Other medical and health care professionals should find that the behavior of BGSU athletic training students reflects positively on the athletic training profession, the university, and the students.
e. Do not use vulgar, derogatory, demeaning or discriminatory language.

5. The athletic training rooms are health care facilities; act accordingly while in them.
   a. Display appropriate behavior at all times that reflects positively on yourself, BGSU, and the athletic training health care profession.
   b. Follow procedures for the prevention of disease transmission.
   c. Maintain cleanliness of these areas.
   d. Do not put your shoes or backpacks on the treatment tables.
   e. Remind athletes and others about this policy.
   f. Avoid eating in treatment/patient care areas or on treatment tables. If you must, clean the area afterwards.

For professional phase athletic training students:
1. Students must maintain confidentiality of all medical information.

2. Students admitted to the AT major must identify themselves to athletes/patients and others as athletic training students.
   a. Students must write/type athletic training student after their signatures on all health care documents.

3. At all clinical sites, students must have neat, clean, and professional personal appearances that reflect positively on the athletic training profession.
   a. Here’s the key guideline: students should look like they are preparing to enter a health care profession (which they are—athletic training).
   b. Jeans and basketball-style shorts are not acceptable.
   c. Pants and shorts should be khaki or casual dress style.
   d. Sweatshirts and athletic shorts are discouraged unless:
      i. provided by the athletic training/clinical staff or
      ii. specifically approved by the Preceptor and documented in student’s hours log.
   e. Where t-shirts are acceptable (e.g., BGSU athletic training sites), students should wear t-shirts provided by the athletic training staff; shirt tails must be tucked in.
   f. Otherwise, shirts should have collars and must be tucked in.
   g. Pants/shorts and shirts must cover undergarments.
   h. Pant cuffs must not drag on the ground.
   i. Shorts need to come to mid-thigh and be above the knee joint line.
   j. Pants, shorts and shirts must cover and minimize exposure of buttock and breast folds and midriff when standing, raising arms, squatting or bending over.
   k. Similar guidelines of professionalism, functionality, safety, and modesty apply if students wear dresses or skirts at competitive events or clinical sites outside the athletic training rooms.
   l. Shoes must have closed toes, laces must be tied, or other closures must be secured; heels should be low.
   m. Do not wear hats or clothing that:
      i. Advertise other universities and colleges,
      ii. Promote substance use/abuse including alcohol,
      iii. Have vulgar, derogatory, demeaning or discriminatory language or images.
   n. Hats are fine while outdoors; do not wear hats in the athletic training rooms or other indoor clinical sites.
      i. Unless required by your religion, do not wear other head coverings.
   o. Jewelry should be minimal and visible piercings must be discrete.
   p. Avoid wearing perfume, cologne, or other scents.
   q. Athletic training students that will be at BGSU athletic events must check with their Preceptor and comply with the dress code for those events.
   r. Athletic training students that will be at off-campus clinical sites must check with their Preceptor and comply with the dress code for that setting.
   s. Dress accordingly for practices and contests that are held outdoors or at the ice arena (cold, wet, wind, heat, sun, etc).

4. Students must communicate appropriately with athletic training clinical and academic staff, student-athletes, patients, and related personnel. Also see Course Policies.
   a. Be sure to communicate with your Preceptor on a regular basis.
   b. Check your BGSU email account and MyBGSU on a daily basis.
   c. Inform your Preceptor/Clinical Education Coordinator of attendance/absence issues in a timely manner.
      i. In particular, express concerns about balancing clinical experience hours and other academic issues to your Approved Preceptor and the Clinical Education Coordinator in a timely manner.
d. Advise and consult with all faculty (including AT) well in advance of any absences related to travel with athletic teams or other special clinical experiences.

e. Avoid distracting conversation or behavior.
   
   ii. Coaching staff should know that athletic trainers and AT students are readily available, but should not find their presence disruptive.
   
   iii. Other medical and health care professionals should find that the behavior of BGSU athletic training students reflects positively on the athletic training profession, the university, and the students.

f. Do not use vulgar, derogatory, demeaning or discriminatory language.

5. The athletic training rooms and other clinical sites are health care facilities; act accordingly while in them.

a. Display appropriate behavior at all times that reflects positively on yourself, BGSU, and the athletic training health care profession.

b. Follow procedures for the prevention of disease transmission.

c. Maintain cleanliness of these areas.

d. Do not put your shoes or backpacks on the treatment tables.

e. Remind athletes and others about this policy.

f. Avoid eating in treatment/patient care areas or on treatment tables. If you must, clean the area afterwards.

6. If an athletic training student is ever unsupervised during a clinical experience, that student must only function as a first responder, does so voluntarily, and can refuse to serve this role.

7. Students must communicate appropriately with athletic training clinical and academic staff, student-athletes, patients, and related personnel.

   g. Be sure to communicate with your Preceptor on a regular basis.

   h. Check your BGSU email account and MyBGSU on a daily basis.

   i. Inform your Preceptor/Clinical Education Coordinator of attendance/absence issues in a timely manner.
      
      i. In particular, express concerns about balancing clinical experience hours and other academic issues to your Preceptor and the Clinical Education Coordinator in a timely manner.

   j. Advise and consult with other faculty well in advance of any absences related to travel with athletic teams or other special clinical experiences.

   k. Avoid distracting conversation or behavior.
      
      ii. Coaching staff should know that athletic trainers and AT students are readily available, but should not find their presence disruptive.

      iii. Other medical and health care professionals should find that the behavior of BGSU athletic training students reflects positively on the athletic training profession, the university, and the students.

   l. Do not use vulgar, derogatory, demeaning or discriminatory language.

8. The athletic training rooms and other clinical sites are health care facilities; act accordingly while in them.

   m. Display appropriate behavior at all times that reflects positively on yourself, BGSU, and the athletic training health care profession.

   n. Follow procedures for the prevention of disease transmission.

   o. Maintain cleanliness of these areas.

   p. Do not put your shoes or backpacks on the treatment tables.

   q. Remind athletes and others about this policy.

   r. Avoid eating in treatment/patient care areas or on treatment tables. If you must, clean the area afterwards.

9. If an athletic training student is ever unsupervised during a clinical experience, that student must only function as a first responder, does so voluntarily, and can refuse to serve this role.

In addition, all AT students need to be attentive, alert and awake (seriously!) at your clinical experiences. Do not allow social activities or their aftermath to interfere with your readiness and ability to participate in clinical education. Do not read the newspaper or other materials unrelated to what is occurring at clinical sites. Also refrain from doing other activities not specific to athletic training, including unrelated conversation. If you need to do any of these, please leave the area or do not come that day. Your Preceptor, Program Director, and Clinical Education Coordinator reserve the right to ask you to leave if you are engaging in these or other behaviors that are disruptive, reflect poorly on the AT major or the athletic training profession, or place you or others at risk.

Note that repeated or more serious infractions of these policies may result in removing a student from a clinical site on a temporary or permanent basis. Such removal may negatively impact a student’s ability to complete the requirements of the AT major.
CLINICAL EXPECTATIONS & PROFESSIONAL BEHAVIOR POLICY

As an active paraprofessional in a rigorous academic program requiring special admittance and as representatives of the profession of athletic training certain professional behaviors are expected of our athletic training students. You are directly representing BGSU Athletic Training, BGSU athletics, and indirectly the profession of athletic training and the NATA. Failure to maintain professional behaviors are unacceptable and have professional and educational consequences. Professional behaviors and standards of practice for athletic trainers can be found on the BOC’s website (www.bocatc.org); the NATA code of Ethics (www.nata.org), and Standards of Practice (www.oata.org). Central documents include:

1. Standards of Professional Practice
2. Ohio Statutes
3. NATA Code of Ethics
4. NATA Educational Competencies
5. BOC Role Delineation Study
6. BGSU Student Handbook

Infractions of professional conduct witnessed by any supervisor (ATC, Preceptor, coach, faculty, or administrator) must document the infraction in writing within 48 hours of the infraction. Infractions are assigned points based on level of severity. This policy is based upon the following point system: Mild = 1 point; Moderate = 2 points; Severe = 4 points

Upon accruing a total of five (5) points during any single academic year, the Athletic Training student will be placed on probation from their assigned clinical experience for a time period that is determined by the Head Athletic Trainer and the Clinical Education Director. During this probation time period the Athletic Training student will no longer have the privilege of

- counting clinical hours towards the practicum classes,
- negatively impact your clinical education grade,
- entering the Athletic Training room,
- traveling with athletic teams,
- furthermore, retribution for their actions may be required.

Any points will remain on the ATS’ permanent record. If at any time a student reaches a grand total of ten (10) infraction points the Athletic Training student will be permanently dismissed from the professional athletic training clinical education program and required to change majors.

Athletic Training student shall be notified of his/her infraction in writing within 48 hours of the infraction. If a meeting is desired by the student for clarification the Athletic Training student will be responsible for scheduling a meeting with the certified Athletic Trainer that wrote the infraction and the director of clinical education. This meeting must take place within one week of notification of infraction. The original infraction notice and all correspondence will be kept in the Athletic Training student’s file.

SAMPLE INFRACTIONS

Select box Infractions (this list is not exhaustive) Consequence
- Report late for clinical assignment or meeting (without calling ~2 hours in advance) Mild
  - Less than 15 minutes
  - More than 15 minutes Moderate
- Report for clinical assignment in inappropriate attire/unprofessional appearance Mild
- Miss a required meeting Moderate
- Failure to report for clinical assignment, event, hosting Moderate
- Inappropriate behavior during clinical assignment Mild
- Complaints from a coach or administrator Mild or Moderate
- Talking back to an ATC, coach, administrator, or other authority Mild or Moderate
- Failing asleep in class Mild or Moderate
- Behaviors constituting a conflict of interest (e.g., gambling, dating student athletes) Severe +1 (immediate probation)
- Violations of policies as stated in the Athletic Training Student Handbook Depends on situation
- Convicted of DUJ Severe +1 (immediate probation)
- Drinking or other inappropriate behavior at an athletic event or athletic training function Severe +1 (immediate probation)
- Any violation of team rules Moderate to Severe
- Reporting to ANY school sponsored event or Athletic Training function under the influence of drugs or alcohol Severe +1 (immediate probation)
- Unprofessional or unbecoming conduct as determined by ATC, Preceptor Depends on situation
- Other: _______________________________________________________ Depends on situation
Interpersonal Relationship Issues

Interpersonal relationships of students enrolled in the AT major pertaining to dating, socializing, or living with other athletic training students or student-athletes may have a negative effect on the athletic training students’ professional advancement and delivery of health care to student-athletes. Even where negative consequences to the participants do not result, such romantic liaisons create an environment charged with potential conflict of interest. Amorous relationships that the parties may view as mutual may still raise questions of favoritism or an exploitative abuse of trust and power (refer to the BGSU Discrimination and Sexual Harassment Policies). As a result, amorous relationships between athletic training students or athletic training students and student-athletes/patients are therefore strongly discouraged.

Although you are a student with individual rights and freedoms outside the clinical experience, common sense and professionalism are important to any major or business. You are an extension of the health care delivery system for student-athletes at BGSU. Therefore, conducting yourself in a professional manner within the clinical setting, on or off campus, and during your personal time is of the utmost importance. As a student, you need to understand our concerns and accept responsibility for any consequences that may occur as a result of choosing to live with, socialize with, or date other athletic training students, student-athletes, or patients.

Student-Athletes/Patients

Athletic training students are expected to refrain from partying with, dating or otherwise developing intimate relationships with athletes, and particularly those athletes or patients to whom the student is directly required to provide athletic training services. As a student in a health care profession, it will be necessary to make decisions regarding patient/athlete care and participation status. These decisions may become unnecessarily complex if the athletic training student has a personal interest in the patient/athlete. Athletic training students should also avoid encouraging or engaging in overt sexual advances from or with patients/athletes (“flirting”), as such practices will effectively undermine most attempts to garner professional respect from the patients/athletes under their care. The athletic training roomsclinical sites are clinical educational settings, and should be treated as such. These are places to learn, practice, and perfect clinical proficiencies and skills. Above all, these are places that provide quality health care to patients and BGSU student-athletes. Maintain a degree of separation from the student-athletes and patients. This will enable you to develop and maintain professionalism.

1. Socializing with patients/student-athletes at clinical sites should be minimal. The athletic training roomsclinical sites are places to work and develop your athletic training skills. Communicate in a professional manner at all times.

2. You are expected to behave as a professional regardless of personal opinions, feelings, likes or dislikes you may have formed about someone.

3. The BGSU AT faculty and athletic training staff will not tolerate discrimination for any reason. Consistent with the NATA Code of Ethics and BGSU nondiscrimination policy, all patients and student-athletes will be treated without discrimination and regardless of ability or sport.

4. Locker rooms, athletic training rooms, and related facilities can be areas that promote gossip. Stories about your personal life whether true or not will affect your opportunities as an athletic training student.

5. Make sure that you do not allow yourself to become the subject of gossip or the perpetrator of gossip.

6. Keep communication on a professional level. Do not get involved as a sympathetic listener to a student-athlete’s frustrations. They may be exaggerated and one-sided. Support the BGSU AT major. Be proactive about your treatment and rehabilitation plans.

7. The NATA Code of Ethics states that “Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.”

8. The Ohio Athletic Training Practice Act states that “Athletic trainers shall not engage in any sexual relationship or activity, whether consensual or nonconsensual, with any recipient while a practitioner/client relationship exists and for six months immediately following termination of the practitioner/client relationship.”

If an AT student develops a relationship with an athlete or patient:
A. The student must report it immediately to the Program Director, Clinical Education Coordinator, and Preceptor.  
B. The student will be removed from that clinical site and assigned to another clinical site.  
C. The student will not be able to return to a clinical assignment at that clinical site while the relationship exists and for a minimum of 6 months if it terminates.  
D. The student will not be permitted on the involved athlete’s team sidelines, bench, or related areas typically accessed by athletic training students and staff for the same time period as in C.  
E. The Preceptor in charge of the clinical site may refuse the assignment of an athletic training student after the 6 months' time frame with consultation of the Program Director and Clinical Education Coordinator.

If an AT student develops a relationship with another AT student:  
A. Both students must report it immediately to the Program Director and Clinical Education Coordinator.  
B. If both involved students are at the same clinical site, they must also notify their supervising Preceptor.  
C. The students will be assigned/reassigned to separate clinical sites while the relationship exists and for a minimum of 6 months if it terminates.  
D. The Preceptor in charge of the clinical site may refuse the assignment of the athletic training students after the 6 months’ time frame with consultation of the Program Director and Clinical Education Coordinator.

If an AT student develops a relationship and fails to notify the athletic training faculty and clinical staff:  
A. The student will be removed from the clinical site and placed on immediate clinical probation, once the Program Director reliably learns of the relationship.  
B. The duration of the probation is at the discretion of the Program Director.

These clinical education limitations could interfere with your ability to meet the requirements of the AT major.

BGSU Summer Camp Experience  
All athletic training students are eligible to work summer sport camps at BGSU. These opportunities provide additional sport experience as well as compensation for the athletic training student. It also affords the student an opportunity to work with a different age group and population of physically active individuals. See the Head Athletic Trainer for further details regarding how you may become involved.

Cell Phones  
Students are asked to refrain from using personal cell phones in the athletic training room/clinical site, on the field, or on the court during working hours. You may use your cell phone to conduct athletic training business, to call emergency numbers if necessary, or contact a staff athletic trainer if needed. At no time should students use personal or university cell phones to make or receive private calls during working hours. If cell phones are used and abused in the athletic training room/clinical site you will be asked to not bring them to with you while you work.  
The use of cell phones, pagers, personal digital assistants (PDAs), or other personal electronic devices is not allowed in class or at clinical sites except when required for communications or other activities specific to athletic training. These devices must be turned off and put out of sight (i.e., no game playing, internet surfing, or text messaging either!). Turn off electronic devices before you enter the clinical site. If you are in an emergency situation and need to leave your phone on, please advise your Preceptor when you arrive, set your phone to vibrate, if available, and step outside or away from the clinical site to take any calls. If a student does not abide by this policy, he or she will be reminded of the policy and asked once to comply. Upon subsequent occurrences, I or the Preceptor can ask you to leave the class or clinical site.

Illegal or Abused Substances  
Athletic Training is a health care profession. AT students should act accordingly and in compliance with the NATA Code of Ethics and the Ohio Athletic Training Practice Act. Note these relevant excerpts:

NATA Code of Ethics  
• Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.  
• Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

Ohio Athletic Training Practice Act  
• Athletic trainers shall not, by their conduct or comments, publicly discredit or lower the dignity of the members of the profession.  
• Athletic trainers shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.
Convictions related to alcohol or other substance abuse may interfere with the ability to obtain a license or be hired as an athletic trainer. A zero-tolerance policy regarding alcohol, drugs, and chemical substances of use/abuse is in effect as of October 1, 2005 for all AT majors. Alcohol, tobacco, and other illegal or abused substances are NOT permitted in the athletic training rooms/clinical sites and MAY NOT be utilized while the student is at those sites.

Any AT student who attends a clinical site including a University-sanctioned athletic event or trip hung over, smelling of alcohol or drugs (e.g., marijuana), or under the influence of a nonprescription chemical substance is subject to immediate removal from the site and placement on clinical probation. Infractions that occur at BGSU athletic training sites can result in students being banned from ALL clinical sites on the BGSU campus. Students may be required by the AT Program Director or Clinical Education Coordinator to attend counseling through the Wellness Connection.

Because at least 1 year of clinical experience following admission to the professional phase of the AT major must occur under the direct supervision of a Preceptor who is an athletic trainer, and because the majority of such experiences occur on campus, such a ban would significantly impact a student’s progression through the major.

In addition, it is a policy of the AT major and the BGSU Athletic Department’s Athletic Training/Sports Medicine Department that AT students are subject to drug testing as needed. Students are subject to any BGSU Athletic Department and/or NCAA Drug Usage Policy and Testing Program and as such can be tested at any time randomly or if there is reasonable suspicion that they are using and/or abusing drugs. The BGSU Athletic Department Drug Testing Policy is available upon request. The Head Athletic Trainer coordinates the drug testing program. Students may be referred to the Dean of Students.

If an AT student needs help in dealing with a substance abuse problem, he or she is encouraged to consult with or contact:
- a member of the AT faculty, or athletic training staff
- the BGSU Wellness Connection at (419) 372-WELL
- the BGSU Counseling Center at (419) 372-2081

NATA Membership
Membership in the National Athletic Trainers’ Association (NATA) is strongly encouraged for all students within the BGSU ATEP. It is important to be a member of your professional organization(s) to promote professionalism and network with other professionals. Paid student membership provides individuals with scholarship opportunities, subscriptions to the Journal of Athletic Training and NATA News, and access to important NATA website features such as the Placement Vacancy Notice. Students may apply on-line at http://www.nata.org
Bowling Green State University is affiliated with District 4 within the NATA. Membership to the NATA includes membership within the district and state. The Great Lakes Athletic Trainers’ Association (GLATA) has its own website to disseminate district information at www.glata.org. Ohio also has its own state organization, the Ohio Athletic Trainers’ Association and you can find information regarding this organization at www.oata.org.

BOC Examination Information
National Athletic Trainers’ Association Board of Certification examination applications are available through the BOC website at www.bocatc.org. Please start this process early as the application process takes time.

Athletic training room/clinical site keys
Keys to the athletic training room/clinical site will be assigned to you as needed. You are responsible for these keys. If they are lost you will be responsible for the involved expenses. Unauthorized people should not be let into the athletic training room/clinical site or have access to your keys.

Cardiopulmonary Resuscitation and First Aid Certification
Prior to acceptance into and throughout the professional phase all athletic training students enrolled in the BGSU AT major must have current CPR-PR certification. Students who have never been certified, have expired certification(s), or are nearing certification expiration(s) are advised to contact their local organization for information regarding available courses, dates, and costs.
STUDENT AGREEMENT

I have been informed that there is a copy of the current AT Student Handbook available to me on the BGSU Athletic Training Community Blackboard site and it is my responsibility to be familiar with its contents. I understand that these policies and procedures are in effect until superseded by another version of the handbook or by supplements to this version.

Furthermore, I intend to comply fully with all the policies and procedures stated in the AT Student Handbook as prescribed by the AT major faculty and staff. I have been informed to especially be aware of:

- Professional Behavior and Dress Code
- Interpersonal Relationship Issues
- Illegal or Abused Substances

Failure to follow the rules, regulations and guidelines of the Athletic Training major may result in disciplinary actions.

Due process and disciplinary procedures will be initiated and followed as stipulated in the AT Student Handbook, and the BGSU Academic Bulletin/Catalog. By my signature, I also understand my rights and responsibilities as a student in the BGSU AT major.

______________________________
Student Signature

______________________________
Printed Name

______________________________
Date