

NDSU| Professional Athletic Training Program

**Master of Athletic Training
Student Handbook
2023-2024**

College of Health and Human Sciences
Department of Health, Nutrition, and Exercise Sciences
Revised September 2023

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Welcome to the Master of Athletic Training Program

Athletic training encompasses the prevention, examination, diagnosis, treatment and rehabilitation of emergent, acute or chronic injuries and medical conditions. (NATA.org, 2017).

The Master of Athletic Training (MATrg) degree is a professional program for the student who is interested in becoming an athletic trainer. Didactic course work and clinical education focus on prevention, assessment, treatment, and rehabilitation of injuries resulting from physical activity. Upon successful completion of this program, the student will be eligible to take the Board of Certification (BOC), Inc. exam. The "ATC" credential is awarded upon successful completion of the BOC exam.

Click on the link below for an informational video about the MATrg program.

<http://www.youtube.com/watch?v=3XHLBZGuRog>

Accreditation

The MATrg is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Initial accreditation was granted in 2006. A comprehensive self-study and site visit occurred in 2014-2015 with the program awarded 10 years of continuing accreditation. Additional information regarding the CAATE and accreditation can be found at www.caate.net.



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Mission Statements

NDSU Mission

With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation

CHHS Mission

This is currently being developed with the new college. Stay tuned!

HNES Mission

To create and communicate multidisciplinary knowledge through innovative instruction, research, and service.

MATrg Mission

With faculty dedicated to excellence in teaching, research, and service, the mission of the Master of Athletic Training program is to prepare entry-level athletic trainers to practice evidence-based medicine in a transformative healthcare environment.

NDSU MATrg Assessment Plan

Mission: With faculty dedicated to excellence in teaching, research, and service, the mission of the Master of Athletic Training program is to prepare entry-level athletic trainers to practice evidence-based medicine in a transformative health care environment.

Goals	Outcomes	Assessment Tool & Associated Course	Benchmark
1.Students will demonstrate comprehension of foundational and medical knowledge that is necessary for competence in AT practice.			

	1A. Prepare students for the knowledge required for the profession of athletic training in the domain areas set by the BOC®.	1A. BOC® Self-Assessment Pre HNES 780	1A. Used for baseline data only in order to compare to the BOC® Self- Assessment Post.
	1B. Evaluate students' comprehension of the BOC® domain areas in preparation for the BOC® exam.	1B. BOC® Self-Assessment Post HNES 773	1B. 85% of students will show an increase in scores from BOC® Pre- to Post Self-Assessment.
	1C. Assess students' comprehension and application of formative knowledge throughout the 5-semester program. (Students will take exam(s) each semester)	1C. "Bison Exam" HNES 794 I, II, IV, V	3A. Students must achieve a minimum score of 85% exam. Students have the opportunity to re-take the exams 6 times throughout the semester. If the student is unable to achieve a passing grade on either exam, he/she will fail the associated practicum course.
2. Students will provide high-quality, patient-centered care using evidence-based medicine.			
	2A. Facilitate the research process associated with evidence-based medicine (Locate, summarize, examine, analyze, and evaluate information for clinical-decision-making)	2A. Critically Appraised Topic HNES 773	2A. 100% of students will score 85% or higher on CAT rubric
	2B. Comprehensive evaluation of student skills using standardized patients	2B. Capstone Patient Experience Project HNES 773	2B. 100% of students will score 85% or higher on Rubric
	2C. Engage students in the totality of care provided by an Athletic Trainer	2C. Immersive Clinical Experience HNES 794 III	2C. 100% of students will score 2 or higher on preceptor evaluation Self-Reflection
	2D. Promote collaborative relationship and interactions for optimal patient care.	2D. Interprofessional Education Reflections HNES 794 I, II, IV, V Seminar Reflections HNES 773 Reflections	100% of students will participate in interprofessional education
3. Students will demonstrate professional preparedness as outlined			

in the CAATE Core Competencies (2020 Professional Standards)			
	3A. Demonstrate competence to practice as an AT.	3A. BOC®, Inc. Examination HNES 773	3A. 70% of students will successfully complete the BOC® Exam on the first attempt.
	3B. Reduce time to degree and attrition rates for graduate programs	3B. Graduation NA	3B. 80 % of students will complete the program in the specified time to degree (2 years)
	3C. Evaluate the quality of practicing entry-level ATs	3C. Employment NA	3C. 100% of graduates will secure employment as an AT within six months of graduation 3C. 100% of graduates will score an average of “2” or higher (considered average) on athletic training knowledge and skills as assessed by employer/supervisor
	3D. Promote participation in professional development activities	3D. Professional Development NA	3D. 100% of students will participate in at least one professional development activity (student organization, present at and/or attend conference)
4. Faculty and preceptors will provide quality instruction by demonstrating contemporary expertise in routine areas of AT practice			
	4A. Analyze feedback from students at the end of each semester regarding the quality of didactic content and instruction.	4A. Student Experience Survey End of semester (all courses)	4A. 100% of faculty members will score a 4.0 or better based on NDSU PTE requirements to the categories of: “the instructor as a teacher” and “the quality of this course”
	4B. Illustrate the contemporary expertise of faculty	4B. Contemporary Expertise Table Yearly (end of academic year)	4B. 100% of faculty will display contemporary expertise relative to role in the MATrg program
	4C. Analyze feedback from students at the end of each semester regarding the quality of clinical content and instruction.	4C. Student Evaluations of Preceptors HNES 794 I-V	4C. 100% of preceptors will receive 80% or more “yes” responses on Teaching (11:14); Supervision (6:8); Professional behavior (11:14)

	4D. Promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment in AT practice.	4D. AT credentials Yearly (start of academic year)	4D. 100% of faculty and preceptors will meet BOC certification maintenance requirements (current BOC certification documentation) 100% of preceptors will meet state regulations for AT practice (current state required documentation)
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Development of the MATrg Assessment Plan was guided by the following documents:

<https://knowledgeplus.nejm.org/blog/what-is-competency-based-medical-education/>

<https://www.ncbi.nlm.nih.gov/books/NBK221519/>

<https://caate.net/wp-content/uploads/2019/02/2020-Standards-Final-2-20-2019.pdf>

BOC and Graduation Data

Students who successfully meet all requirements of the MATrg program will be eligible to take the Board of Certification (BOC), Inc. exam. The Program Director verifies all candidates' eligibility through BOC Central. Following successful completion (passing) of the computer-based exam and completion of the professional program, a student is awarded the credential "ATC. BOC certification numbers are issued upon the BOC receiving an official transcript from NDSU (usually mid-June).

Part I: General Program Information

North Dakota State University					
Board of Certification (BOC) Data					
Academic Year	# of Graduates	# of Graduates taking BOC Exam	# of Graduates pass	Overall Pass Rate*	National Data (1st time pass rate)
2022-2023	3	3	2	TBD	TBD
2021- 2022	2	2	1	87.5%	77.2%
2020 - 2021	6	6	6	100%	61.6%
2019-2020	9	9	8	96.3%	77.6%
2018-2019	6	6	6	100%	77.8%
2017-2018	3	3	3	100%	80.8%
2016-2017	8	8	8	94%	83.6%

2015-2016	2	2	2	94%	82.17%
2014-2015	6	6	5	94%	80.65%
2013-2014	8	8	8	100%	82.85%
2012-2013	5	5	5	100%	80.90%
2011-2012	4	4	4	100%	82.30%
2010-2011	5	5	5	100%	60.70%

North Dakota State University

MATrg Graduate Data

Academic Year	# of Students Accepted	# of Students Graduated	AT Employment within 6 mths	Pursuing Additional Education	Total Employed/Enrolled	Employment/Education Rate
2022-2023	3	3	TBD	0		
2021-2022	5	2	2	0	1	100%
2020-2021	7	6	5	1	5	83%
2019-2020	10	*9	6	0	8	88%
2018-2019	6	6	4	0	4	67%
2017-2018	3	3	1	1	2	100%
2016-2017	10	8	5	1	7	100%
2015-2016	2	2	2	0	2	100%

2014-2015	8	6	6	0	6	100%
2013-2014	10	8	8	0	8	100%
2012-2013	5	5	4	0	4	80%
2011-2012	4	4	4	0	4	100%
2010-2011	5	5	5	5	5	100%

Admission Requirements for 2023-2024

Program Website:

https://www.ndsu.edu/hnes/graduate_programs/athletic_training_professional/program_info_and_applications/

1. Overall GPA of 3.0 at the time of application (3.0 GPA or higher maintained to start of program)
2. The following courses must be completed with a letter grade of “C” or better earned and documented on official transcripts prior to the start of the program in July.
 - Human Anatomy and Lab 1 semester
 - Human Physiology and Lab 1 semester
 - General Physics 1 semester
 - General Chemistry 1 semester
 - Biomechanics and/or Kinesiology 1 semester
 - Biology 1 semester
 - Medical Terminology 1 semester
 - Nutrition 1 semester
 - Psychology 1 semester
3. Writing Sample: Pitch the profession of athletic training as if you were speaking to a new student in the profession. Maximum word count: 300 words.
4. At least two (2) letters of recommendation – at least one letter must be from an instructor/professor. They must testify to the student's integrity (i.e. professionalism, communication skills, work ethic).
5. International students must meet the following English Language Test score requirements for HNES Graduate Programs:
 TOEFL (pbt): 600 TOEFL (ibt): 100 IELTS: 7 Academic PTE: 68
6. Documentation of a minimum of 20 hours of observation completed under the direct supervision of a BOC ATC® in an athletic training room setting. 20 hours must be completed within one (1) calendar year of application.

Verification Form:

https://www.ndsu.edu/fileadmin/hnes/AT/Athletic_Training_pdfs/Verification_of_AT_Hours.pdf

Send completed form to:

MATrg Program Director
PO Box 6050, Dept 2620
BBFH 24C
Fargo, ND 58108

Application Process

1. Apply online through ATCAS at: <https://atcas.liaisoncas.com/applicant-ux/#/login>
2. After creating your account, select the NDSU MATrg program.
3. Follow steps outlined in ATCAS to complete NDSU graduate school application and pay fee.
4. Apply to the NDSU graduate school.

****Application does not constitute acceptance into the program nor is acceptance guaranteed simply upon satisfactory completion of requirements. Admission requirements are weighted. Weighted criteria include overall GPA, Anatomy/Physiology Grades, and GPA from Science Courses carrying a major percentage of the weighting process.***

Admission Acceptance/Denial into the MATrg:

The MATrg application process is a competitive process. A committee reviews completed graduate school applications and selects applicants to interview. The committee will set up a time with the student to complete the interview process (virtual or in person). Students will be notified by the NDSU Graduate School regarding acceptance in the MATrg program. All NDSU Graduate School Policies will be followed accordingly.

Retention Standards

1. Maintain an overall grade point average of 3.0 on a 4.0 scale.
2. Receive a "B" or higher (85%) in all required MATrg courses (see Plan of Study).
 - Students who fail to earn a "B" or higher will not be allowed to advance in the MATrg program until a remediation plan is developed and approved by student, adviser, and program director. Graduate School policies will be followed regarding student status.
 - Students may only retake 1 course in the athletic training curriculum if they earn a "C." Earning "C"s in 2 or more classes will result in dismissal from the program.
 - Students earning a "D" or "F" in any athletic training course associated with the intended degree program will result in a dismissal from the program. A reapplication process for the intended degree program would be necessary for the student to complete the program at a later date.

**** Students in the NDSU Exercise Science or Nutrition Sciences/Athletic Training option must successfully complete all Exercise Science requirements and receive a Bachelor's of Science degree a minimum of one semester prior to intended date of MATrg graduation.**

3. Meet Technical Standards criteria.
https://www.ndsu.edu/fileadmin/hnes/AT/Athletic_Training_pdfs/Technical_Standards.pdf
4. Display appropriate ethical/moral conduct and behavior as stated in MATrg Student Code of Conduct, NDSU Code of Student Behavior, NDSU Graduate School Code of Conduct, Professional and Academic Honor Codes of the HDE Honor System, NATA Code of Ethics, BOC Standards of Professional Practice.
<https://www.ndsu.edu/fileadmin/policy/601.pdf>
https://www.ndsu.edu/hnes/graduate_programs/
https://www.ndsu.edu/fileadmin/hse/undergraduate/HDE_Honor_Code-Updated_06-14.pdf
<http://www.nata.org/membership/about-membership/member-resources/code-of-ethics>
http://bocatc.org/system/document_versions/versions/40/original/boc-standards-of-professional-practice-2016-20170615.pdf?1497541442
5. Compliance with all policies and procedures as outlined in the MATrg Student Handbook.
6. Meet all Graduate School Requirements: <https://catalog.ndsu.edu/programs-study/graduate/athletic-training/>

Graduation Requirements

1. Fulfillment of MATrg retention standards.
2. Documented minimum of 1075 clinical education hours in various clinical experience sites.
3. Meet all NDSU Graduate School requirements.
https://www.ndsu.edu/gradschool/graduating_students/
4. Complete Degree Application/Exit Survey form in the last semester of the program.
 - a. *Degree Application/Exit Survey form* can be found on the Graduate School website under Current Students and Forms
<https://dmsforms.ndsu.edu/iFiller/iFiller.jsp?fref=d0349a1e-a1e0-4461-b889-54754e5e2038>

Graduation Documentation Requirements

Students who are not required to submit a master's paper, thesis, or doctoral dissertation to the Graduate School will be required to:

- Submit the [Intent to Graduate](#) form by the posted deadline in the semester in which they plan to graduate. This form will not require the adviser's approval.
- Submit the Application for Graduate Degree by the last day of the semester in which they plan to graduate. This form will be a DocuSign form to be signed by the student, advisor and program coordinator.
- Any student that has submitted a degree application will be contacted as they will not have to do anything further to apply for graduation.

Additionally, information regarding graduation requirements by the graduate school can be found here: https://www.ndsu.edu/gradschool/current_students/graduation

Plan of Study-Option 1

OPTION 1: Plan of Study

Exercise Science/**Master of Athletic Training**

The following combination of courses are suggested semester schedules that allow for completion of the degree in a five-year span. Course arrangement is based on the semester course is offered, classification, and pre-co requisite requirements. This is only an outline and should be used with the curriculum guide. Circumstances may change this plan.

Fall Semester I		Spring Semester I		Summer Session	
ENGL 110/120 ^(ENGL 110 includes ENGL 100 lab for 1 credit or placement)	3 cr	COMM 110	3 cr		
HNES 170	2 cr	CSCI 114/116	3-4 cr		
Psyc 111	3 cr	Humanities/Global	3 cr		
Electives	6 cr	Electives	6 cr		
Psyc 111					
Total	14 cr	Total	15-16 cr		
Fall Semester II*		Spring Semester II		Summer Session	
BIOL 220	3 cr	BIOL 221	3 cr		
BIOL 220L	1 cr	BIOL 221L	1 cr		
CHEM 121 ^(pre or coreq Math 103)	3 cr	CHEM 122	3 cr		
CHEM 121 L	1 cr	CHEM 122L	1 cr		
PHYS 211 ^(prereq Math 105)	3 cr	HNES 365	3 cr		
PHYS 211 L	1 cr	STAT 330	3 cr		
HNES 250	3 cr	Electives	3 cr		
Total	15 cr	Total	17 cr		
Fall Semester III **		Spring Semester III		Summer Session	
PSYC 211	3 cr	HNES 368	3 cr	HNES 780	3 cr
HNES 374	3 cr	HNES 370	3 cr	HNES 720	3 cr
HNES 375	3 cr	HNES 371	3 cr		
HNES 496	1 cr	HNES 491	1 cr		
HNES 465	3 cr	Humanities/Diversity	3 cr		
HNES 466	1 cr	Electives	3 cr		
Upper Division Writing	3 cr				
Total	17 cr	Total	16 cr	Total	6 cr
Fall Semester IV		Spring Semester IV		Summer Session	
HNES 472	3 cr	HNES 775	3 cr	HNES 475	12 cr
HNES 476	2 cr	HNES 782	5 cr		
HNES 770	2 cr	HNES 794	2 cr		
HNES 781	4 cr				
HNES 794	2 cr				
Total	13 cr	Total	10 cr	Total	13 cr
Fall Semester V		Spring Semester V			
HNES 774	3 cr	HNES 778	3 cr		
HNES 776	2 cr	HNES 773	2 cr		
HNES 772	2 cr	HNES 794	3 cr		
HNES 794	3 cr				

Total

10 cr

Total

8 cr

*Apply to the Exercise Science Program **Apply to MATrg Program

DRAFT

Plan of Study-Option 2

OPTION 2: Plan of Study

Master of Athletic Training

The following combination of courses are suggested semester schedules that allow for completion of the degree in a two-year span. Course arrangement is based on the semester course is offered, classification, and pre-co requisite requirements. This is only an outline and should be used with the curriculum guide. Circumstances may change this plan.

Summer Session I		Fall Semester I		Spring Semester I	
HNES 780	3 cr	HNES 770	2 cr	HNES 775	3 cr
HNES 720	3 cr	HNES 781	4 cr	HNES 782	5 cr
		HNES 794	2 cr	HNES 794	2 cr
Total	6 cr	Total	8 cr	Total	10 cr
Summer Session II		Fall Semester II		Spring Semester II	
HNES 794 Optional Internship		HNES 774	3 cr	HNES 778	3 cr
		HNES 776	3 cr	HNES 773	2 cr
		HNES 794	3 cr	HNES 794	3 cr
		HNES 772	2 cr		
		Total	11 cr	Total	8 cr

HNES 780 Athletic Training Techniques
 HNES 775 Therapeutic Modalities
 HNES 781 Orthopedic Assessment I
 HNES 794 Clinical Experience I
 HNES 770 EB Practice and Research
 HNES 782 Orthopedic Assessment II
 HNES 794 Clinical Experience II
 HNES 774 Therapeutic Exercise
 HNES 776 Non-OrthoAssessment
 HNES 720 Advanced Emergency Care
 HNES 772 Prevention and Health Promotion
 HNES 794 Clinical Experience III
 HNES 778 AT Administration and Professional Development
 HNES 773 Athletic Training Capstone
 HNES 794 Clinical Experience IV

Course Descriptions

HNES 720 Advanced Emergency Care (3 cr)

This course will introduce advanced emergency care techniques as well as reinforce basic knowledge already learned in previous course work. Certified Athletic Trainers are expected to perform life-saving measures and this course will develop the skills needed to treat athletes and lay public with evidence based medical care.

HNES 770 Evidence Based Research and Practice (2 cr)

This course introduces students to current evidence-based research methods and the importance of conducting and interpreting athletic training research.

HNES 772 Prevention and Health Promotion in Athletic Training (2 cr)

General nutrition, prevention and health promotion concepts, and psychosocial and mental health aspects in athletic training.

HNES 773 Athletic Training Capstone (2 cr)

Comprehensive review of patient case scenarios using evidence-based practice for clinical integration as a healthcare professional.

HNES 774 Therapeutic Exercise (3 cr)

Therapeutic interventions involving rehabilitative techniques, equipment, and activities using body movements to enhance function, prevent impairments and activity restrictions to maximize participation and health-related quality of life.

HNES 775 Therapeutic Modalities (3 cr)

Therapeutic interventions involving contemporary modalities to prevent and treat orthopedic injuries to restore and enhance function and maximize participation and health-related quality of life.

HNES 776 Non-Orthopedic Assessment (3 cr)

Clinical evaluation and diagnosis of non-orthopedic conditions and illnesses.

HNES 778 Athletic Training Administration and Professional Development (3 cr)

Understand the Health care system and professional competence as related to athletic training.

HNES 780 (3 cr) Athletic Training Techniques

Exposure to a variety of foundational athletic training skills and techniques.

HNES 781 Orthopedic Assessment I (4 cr)

Clinical evaluation and diagnosis of the lower extremity.

HNES 782 Orthopedic Assessment II (5 cr)

Clinical evaluation of the upper extremity, head, and spine.

HNES 794 Practicum – AT Clinical Experience I (2 cr)

Clinical experiences and mastery of completed proficiencies.

HNES 794 Practicum – AT Clinical Experience II (2 cr)

Clinical experiences and mastery of completed proficiencies.

HNES 794 Practicum – AT Clinical Experience III (3 cr)

Clinical experiences and mastery of completed proficiencies.

HNES 794 Practicum – AT Clinical Experience IV (3 cr)

Clinical experiences and mastery of completed proficiencies.

Bison Exams

As a part of the comprehensive assessment plan associated with the MATrg program, an emphasis has been placed on learning over time and applying knowledge and skills throughout the curriculum. Students will complete a written comprehensive examination at the beginning of each semester to evaluate the students' knowledge, skills, and abilities to that point in the program. A practical examination may be incorporated at any time during the academic year. Bison Exams will reflect content from all previous courses. Students must obtain an 85% or higher on the exam. Students scoring below an 85% will have the opportunity to retake a Bison Exam until a passing score of 85% or higher is attained (*maximum of six attempts per semester*). If a student does not pass the exam by the end of the semester, the student will receive a failing grade for the associated clinical education course (HNES 794 Practicum). Students will not be able to progress to the next semester; rather he/she/they will have to wait until the course is offered the following year.

Interprofessional Education Seminar

The purpose of this seminar is to expose students to a variety of interprofessional education opportunities. Students are required to attend and participate in all seminars. Seminar information will be provided each semester in the corresponding HNES 794 Practicum course. Students will complete a post-event survey and reflection for each seminar topic and speaker.

Part II: MATrg Policy and Procedures

Academic Counseling

Students will be assigned to athletic training advisors once they have indicated that they are interested in athletic training or upon entry to the athletic training program. Student pursuing Option 1 plan of study will transition to an athletic training faculty member in the middle of their Sophomore year while students pursuing Option 2 plan of study will be assigned an athletic training faculty member advisor upon acceptance into the program. Both Option 1 and 2 students will be split amongst the athletic training faculty. Students are required to meet with their assigned MATrg advisor each semester and meetings will be documented in navigate. Students may also consider contacting the Academic Counseling Services at <https://career-advising.ndsu.edu/academic-advising/> for additional assistance.

Academic Dishonesty/Plagiarism

The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of Registration and Records. Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty.

Academic Responsibility and Conduct

Please refer to NDSU Policy Manual Section 335 Code of Academic Responsibility and Conduct (www.ndsu.edu/fileadmin/policy/335.pdf) and Policy 326 Academic Misconduct (<https://www.ndsu.edu/fileadmin/policy/326.pdf>)

American with Disabilities Act

Any students with disabilities or other special needs, who need special accommodations in the MATrg program are required to share these concerns or requests with the instructor and contact the Disability Services Office as soon as possible. <https://www.ndsu.edu/disabilityservices/>. Accommodations will be based on recommendations and formal plan of action from Disability Services.

Appearance/Hygiene Policy

Professional appearance instills confidence in others, sends a clear message that the healthcare provider is credible, and reflects self-confidence and good health. Students are expected to demonstrate a professional appearance and demeanor in all academic and clinical settings.

- Appropriate dress includes an athletic training or NDSU shirt and Khaki pants or shorts.
 - Athletic shorts or sweatpants may be worn for didactic lab days only
- Hair should be clean and non-distracting. Long hair should be pulled back in the clinical setting.
- Facial hair should be groomed and non-distracting.
- Jewelry, make-up, perfume/cologne should be not be overwhelming.
- Good hygiene practices are essential as a healthcare provider.
- The student's appearance and hygiene must not distract from the professional image of an athletic trainer.

Athletic Training Student Code of Conduct

As a graduate student in the professional athletic training program at NDSU, it is imperative for students to behave as professionals. Professional behavior is the expectation in all aspects of the program including the classroom, clinical education/experience, and any other situation associated with the program. The foundational behaviors of professionalism include: honesty, integrity, respect, responsibility, compassion, empathy, trustworthiness, effective interpersonal communication, and positively advocating the program and profession.

In the classroom, the student is expected to:

- Attend all classes, arriving on time and remaining until dismissed.
 - This includes finals week.
- Arrive to class prepared for each class session.
- Actively participate in all classes.
- Refrain from class disturbances.
- Turn off and store away cell phones and all electronic devices unless permitted by the instructor.
- Notify the instructor in advance of anticipated absences, late arrivals, or early departures.
- Complete all assignments and exams on time and honestly.
- Maintain a positive attitude during class and outside of class.
- Take responsibility for personal behavior and performance.
- Show respect and care when using any athletic training program equipment during labs, instructional sessions, or data collection.
- Promptly notify faculty or program director if any equipment is missing, malfunctioning, or broken.

In the clinical settings, the student is expected to:

- Arrive on time.
- Follow all policies and procedures of the clinical setting.
- Dress professionally and according to the program and site dress code.
- Maintain confidentiality of the patient and student information (HIPAA, FERPA) at all times.
- Follow the NATA Code of Ethics.
- Follow the BOC Standards of Professional Practice.
- Engage in appropriate relationships. The student should not engage in any personal relationships (dating or fraternizing) with patients.
- Take responsibility for personal behavior and performance.

At all times, the student is expected to:

- Represent the MATrg Program in a positive manner.
 - This includes being respectful to the AT faculty and staff, preceptors and other clinical personnel. If the student has a concern, the conflict resolution policy should be used.
 - Students will not disparage the MATrg program, AT faculty, staff, preceptors, associated clinical personnel, or patients. This includes any negative statement, written or oral, about the program, AT faculty, staff, preceptors, associated clinical personnel or patients.
- Represent Athletic Training in a positive manner.
- Follow all policies and procedures in the MATrg Student Handbook.

In addition, it is the student's responsibility to abide by the following policies regarding student conduct/behaviors.

1. Court conviction for unlawful acts involving violation of university, city, state, or federal law including misuse and abuse of alcohol and other substances and/or illegal possession of substances of abuse (i.e., cited for a possession of alcohol as a minor) is considered a violation of the Student Code of Conduct Policy and subject to disciplinary action by the MATrg

Program. Students are required to report any court conviction of unlawful acts to the Program Director within 30 days of the conviction. Failure to report unlawful convictions to the Program Director within the 30 days may result in termination from the program.

2. The use of alcohol and other substances and/or illegal possession of substances during any component of the MATrg program is prohibited. Violation of this policy is subject to suspension or termination from the program.
3. Sexual harassment is the unwanted imposition of sexual attention, usually in the form of repeated or unwanted verbal or physical sexual advances, sexually implicit or derogatory statements made by someone in your classroom or workplace which cause you discomfort or humiliation and interfere with your academic or work performance. Sexual harassment can be committed against men or women. Some examples include: sexually oriented jokes and derogatory language in a sexual nature, obscene gestures, displays of sexually suggestive pictures, unnecessary touching, direct physical advances of a sexual nature that are inappropriate and unwanted, requests for sex in exchange for grades, letters of recommendation or employment opportunities, demands for sexual favors accompanied by implied or overt threats.
4. All assignments/exams/materials submitted by an athletic training student for academic evaluation shall be exclusively the work of that student. Any athletic training student who violates this policy or who allows another athletic training student to plagiarize his/her work shall be subject to disciplinary action. Cheating in any manner will not be tolerated and will impact students' status in the program.

NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of Registration and Records. Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty

5. It is the responsibility of the athletic training student observing any form of cheating to personally notify the course instructor and/or the program director.
6. Athletic Training Students with previous certifications or licensure from a related allied health profession (with the exception of CPR/First Aid) must receive permission from Program Director, Coordinator of Clinical Education AND supervising preceptor(s) to perform skills outside the scope of Athletic Training.
7. Discretion should be used with personal/professional relationships. Under no circumstances will inappropriate behaviors be tolerated with respect to amorous interaction in either the didactic or clinical experience environment.
8. Students are expected to be accountable for their reputation. Actions in a student's personal/private life can significantly influence his/her academic career and professional career here at NDSU (and after graduation). Choices related to alcohol or drug use, etc., inappropriate voicemail or email messages, incriminating/distasteful photos or information social media activity (i.e. Facebook, Twitter, Snapchat) could result in a student's reputation being marred by his/her peers, faculty, preceptors, student- athletes, coaches, and potential employers. It is essential to demonstrate sound judgment if a student wishes to receive positive recommendations.

Disciplinary action for violating any of the above policies may include any of the following:

- a. Failure on assignment, test, or course involved.
- b. Academic warning, probation, or suspension from the program, and/or the College of HDE and/or from NDSU.
- c. Suspension from a portion of the MATrg program.
- d. Expulsion from the MATrg and/or NDSU.

Blood-borne Pathogen Policy

The purpose of this plan is to eliminate or minimize exposure to blood borne pathogens and other potentially infectious materials and to comply with the Department of Labor Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens standard, 29 CFR 1910.1030:

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051

and NDSU Bloodborne Pathogen Training provided through the University Police and Safety Office. All students in the MATrg must comply with university and program requirements for annual blood-borne pathogen training/updates. Annual training is mandatory for all students. For more information, please refer to:

https://www.ndsu.edu/police_safety/environmental_health_and_safety/biological_safety/

BBP Post Exposure Plan can be found at:

http://www.ndsu.edu/fileadmin/policesafety/docs/bio_BloodborneExposureControlPlan.pdf

Communication Policy

Cell phones should NOT be used during classes or clinical experiences unless approved by instructor or preceptor. Students must turn phone to vibrate or silence during academic course time and clinical education. If you must answer a coming call or a text message, please leave the classroom to respond to the call or message. Please visit with instructor prior to class if you need such a device on during class. Students may carry a cell phone during clinical education for emergency use only.

NDSU Email is official form of communication. **All students must have an active NDSU email account and should check it daily for announcements or messages from faculty/staff/preceptors and relevant university announcements and information.**

COVID-19 Policy Information

The NDSU MATrg Program continues to monitor changes associated with the COVID-19 pandemic. Please be aware that program operations, policies, and procedures may change abruptly as COVID-19 policies and procedures change. The MATrg faculty will communicate any university and program changes as soon as possible. At this time, NDSU is currently having live in-person classes with optional mask wearing. However, the following rules will continue to be in effect:

1. Every person should be comfortable continuing to wear a mask in their personal discretion and should not face any pressure to discontinue mask usage.
2. Faculty may require masks to be worn in their classes at their discretion.
3. Health care operations on campus, including Student Health Service, will continue to be able to mandate masks in accordance with regular health care protocols.

University-related information can be found at:

https://www.ndsu.edu/studenthealthservice/patient_resources/covid_19_information/

City of Fargo information can be found at:

<https://fargond.gov/city-government/departments/fargo-cass-public-health/coronavirus-disease-2019-covid-19>

North Dakota information can be found at:

<https://www.health.nd.gov/diseases-conditions/coronavirus>

National Athletic Trainers' Association information can be found at:

<https://www.nata.org/practice-patient-care/health-issues/covid-19-coronavirus>

Conflict Resolution Policy

When there is a concern or issue with a colleague, it is common practice to meet and discuss the concern/issue directly. The conflict resolution policy for the MATrg program is to first meet with the individual(s) with the expectation all individuals act professionally. If the issue/concern is with a peer, an AT faculty should mediate meeting. If the conflict is with one of the AT faculty, preceptor, or clinical staff the student should contact the NDSU Ombuds (<https://www.ndsu.edu/ombud/>) or his/her advisor to help with an approach for addressing the concern.

If the concern/issue is not resolved the student should follow the chain of command. Individuals should not be surpassed with the chain. Disparaging comments or disrespectful behaviors will not be tolerated and are subject to Behavior Citation Policy.

1. MATrg Program Director
2. HNES Graduate Coordinator
3. HNES Department Head
4. HDE Dean
5. NDSU Graduate Dean

Criminal Background Check

All students must complete a criminal background check upon acceptance into the MATrg program. This policy is intended to safeguard patients/student-athletes at the clinical sites. An electronic invitation will be sent to each student. The criminal background checks will be completed by the student on-line through Castlebranch. Check includes County Criminal, Nationwide Record Indicator with SOI, Social Security Alert and Residency History.

All reports will be made available to the Director of Athletic Training from the agency providing the background check and will be kept confidential. Some information may be released beyond the administration of the Athletic Training Program as deemed necessary. Students will be notified if any information in the report may preclude them from being placed in the clinical sites associated with the education program. Students that are not able to complete the clinical aspect of the program will not be able to satisfy the requirements of the degree. Any student with such information in a report will have the opportunity to submit a written explanation that will be reviewed by program and university administration.

Diversity Equity and Inclusion Statement

NDSU takes a collective responsibility for ensuring a sense of belonging, respect, and justice that support the success of each person. The Athletic Training program strives to serve students from diverse backgrounds and perspectives, and offers students from all ethnic backgrounds a welcoming and challenging educational environment in which to prepare for rewarding careers in health care fields and success in life. Through diversity, students are empowered to seek excellence and grow in their understanding and respect for others. We embrace diversity and consider it a vital element of high-quality teaching, research, and patient care.

While we present content and activities that are respectful of diversity (gender, sexuality, physical ability, age, socioeconomic status, ethnicity, race, veteran status, and culture), we also recognize that historically scientific literature represents a small group of voices. We are committed to incorporating emerging inclusive resources for our students, and suggestions for our program and curriculum are encouraged and appreciated. Every effort will be made to avoid scheduling exams or project due dates on religious holidays. Additionally, Students will not be penalized for class absences because of religious holidays. Students should notify the faculty member of conflicts due to any religious holidays as soon as possible.

If you would like to know more please refer to NDSU's website: <https://www.ndsu.edu/about/inclusion>

We would like to acknowledge the HNES Nutrition Sciences and College of Health Professions as their statements guided the development of this statement.

Dismissal from Graduate School

Graduate students may be suspended or dismissed from NDSU as a result of failure to meet the scholastic standards, academic or professional misconduct, insufficient progress toward a degree, or failure to meet professional expectations or standards. Students suspended or dismissed from the Graduate School are not eligible for admission into any degree-granting or certificate program or into non-degree status for a period of at least one calendar year from the date of their suspension or dismissal. Suspension or dismissal does not become complete until the completion of any appeal process. See the NDSU Graduate School website for further details <https://bulletin.ndsu.edu/graduate/graduate-school-policies/>.

Drug and Alcohol Policy

Refer to the AT student code of conduct and the NDSU drug and alcohol policy. <https://www.ndsu.edu/fileadmin/policy/155.pdf>

Employment/Extra-Curricular Activities Policy

All students must understand that all clinical education/experience courses (and any associated requirements for those classes) are considered academic classes and must be considered a priority over outside employment opportunities or extra-curricular activities. The MATrg does not employ athletic training students for work study positions for financial aid/compensation.

Enrollment Status

Nine credits are considered a full-time graduate load. Students wishing to change their enrollment status (Leave of Absence, Family/Medical Accommodation Extension, Withdraw, etc.) must fill out the

appropriate forms (https://www.ndsu.edu/gradschool/current_students/forms/). The Graduate School must approve all changes in enrollment status. In addition, the student should discuss with advisor and program director the impact changing enrollment status may have on the timeline for completion of the MATrg program. Each request will be taken into considerations on a case-by-case basis and will be evaluated by the MATrg Faculty. Students who submit a leave of absence from the program (and their associated return) will be evaluated to ensure program quality. A return to the program plan will be developed and may alter the original timeline.

Fees and Expenses

The majority of costs for learning materials, course/lab supplies and equipment are covered through student tuition and fees. However, there are additional expenses that are the financial obligation of the students enrolled in the Master of Athletic Training Program at NDSU. A summary of expenses is listed below; this list neither exhaustive or inclusive of all student financial obligations.

Additional Expenses (***Required***)

Fee Description	*Estimated Cost	Additional Information
Textbooks (dependent of course and semester)	\$200-500/semester	All required textbooks are available through the NDSU Memorial Union Bookstore. https://www.ndsubookstore.com/home Students may purchase textbooks elsewhere.
Transportation to clinical sites	Cost dependent on site location.	Students are responsible for transportation to all clinical sites on and off campus. MAT bus system may not be accessible for all sites and times.
BOC Exam	\$360-\$390 <i>NATA members receive a discounted application fee</i>	All students are required to successfully pass the BOC Exam to become a Certified Athletic Trainer (ATC)
Graduate Degree Processing Fee	\$25	Graduation applications are due February 1

Additional Expenses (***Optional***)

Fee Description	*Estimated Cost	Additional Information
Athletic Training Organization	\$10/year	The Athletic Training Organization (ATO) is a student organization and provides funding for student activities and travel for professional development.
Commencement Attire	Cost dependent on purchase or renting	Students have the option of participating in NDSU commencement. Information regarding regalia is available through the NDSU Bookstore. https://www.ndsubookstore.com/graduation

**Fees may change based on vendor or supplier. Students will be notified as timely as possible when changes in fees occur.*

Tuition and university mandatory student fees information is available through NDSU One Stop service center: <https://www.ndsu.edu/onestop/accounts/tuition/>. Similar to other health professional programs. The MATrg program charges differential tuition. Examples of what is covered with differential tuition can be found here.

Expenses covered by differential tuition

Fee Description	*Estimated Cost	Additional Information
Criminal Background Check	\$49	Students are required to complete background package check through <i>CastleBranch</i> . Instructions will be provided upon enrollment in the program.
Liability Insurance	\$68	Students are required to complete background package check through <i>Proliability (Mercer)</i> . Instructions will be provided upon enrollment in the program
Immunizations: TB Testing, Influenza Vaccine, Varicella titer or proof of vaccination, COVID-19, Hepatitis B series	Cost dependent of individual health care coverage.	Available at NDSU Student Health Service or through primary care provider.
Apparel One polo shirt	\$40-\$200	Students are required to wear NDSU/Athletic Training apparel at all clinical sites. NDSU apparel can be purchased at the NDSU book Store and local retailers; Athletic Training apparel is available through the MATrg on-line store.
ID Badge	\$5-\$10	ID Badges are set up through the NDSU Card Center. ID Badge must be worn during all clinical education and experiences.
Hepatis B vaccination Series	Cost dependent of individual health care coverage.	Students are encouraged to complete the Hepatis B vaccination series due to

		potential risk of exposure as a health care provider. Available at NDSU Student Health Service or through primary care provider.
Travel (with teams or professional development)	Cost dependent on location and duration of event, transportation, lodging, meals and registration (if applicable)	Students with the opportunity to travel with an athletic team are responsible to discuss associated personal expenses with preceptor <i>prior</i> to leaving for the event. Students are encouraged to attend local, regional, and national conferences for professional development.
Certifications	\$35-\$200	Students may have the opportunity for additional certifications through certain courses (Graston Technique [®] , NR-EMT, Casting and Bracing: ROT, OBT) and responsible for associated fees.
NATA Membership	\$80/year (new member) \$119/year (renewing member)	NATA membership includes district (MAATA) and state (NDATA) memberships. Also allows to scholarship opportunities through respective associations.

Fraternization/Socialization Policy

The MATrg program adheres to the Consensual Relationship Policy:

https://www.ndsu.edu/fileadmin/policy/162_1.pdf

The MATrg program strongly discourages fraternization (which includes dating or socializing) between Athletic Training Students and any Clinical Site personnel (preceptors/coaches). The program also strongly discourages fraternization between Athletic Training Students and Student-Athletes. If an Athletic Training Student is in a relationship with a student-athlete or Clinical Site personnel, prior to being assigned, this information must be disclosed to the Coordinator of Clinical Education for reassignment. If the Clinical Site becomes aware of any fraternization occurring, they shall notify the MATrg Coordinator of Clinical Education or Program Director so that the situation can be handled appropriately.

Grade Policy

A grade of "B" (85%) or higher is required for all athletic training courses (see Retention Standards policy). All MATrg courses will use the following grading scale:

93% and higher = A	70%-77.9% = D
85% to 92.9% = B	Below 69.9% = F
78% to 84.9% = C	

Students are responsible for monitoring grades for all classes. Any concerns or questions should be addressed with the course instructor.

Grievance Policy

A variety of informal options for reporting available. These include contacting appropriate supervisors or department chairs or other unit administrators; the Dean of Student Life, the Vice President of Student Affairs or the Counseling and/or Disability Services Office (students); the Equal Opportunity Office; the General Counsel's Office; or the Office of Human Resources (employees). Formal grievance option for employees and students are available at:

https://www.ndsu.edu/fileadmin/diversity/Grievance_Flow_Chart.pdf

Immunizations

Students are expected to adhere to all medical requirements of their assigned clinical site, including, but not limited to, vaccinations and testing policies. If the student chooses not to receive any vaccinations, it is the student's responsibility to find clinical sites that meet all of the CAATE requirements and are approved by the program. Students may be able to apply for medical or religious exemptions but it is the student's responsibility to work with the clinical site. Any exemptions must be approved by the clinical site prior to the start of the clinical rotation.

First year students must provide verification for MMR, Varicella, COVID and Hep B series. Although the Hep B series is not required it strongly recommended. Second year students will need Tuberculosis Screening (TB test), and Influenza inoculation shot. Appropriate forms can be found NDSU MATrg website. Electronic Medical Record documentation is also acceptable.

All documentation needs to be uploaded to E*Value. To upload documents in E*Value, log in and follow the following directions:

In E*Value, from the home screen go to "Other Tasks" and then "Manage Personal Records". Once in your personal record you will see a list of documents you can upload. Please upload your document with the corresponding name. Please do not delete any previously uploaded documents. E*Value does also have a "help" option if you have questions.

Infectious and Communicable Disease Policy

All students must follow OSHA guidelines regarding any incident/exposure involving infectious diseases while participating in any activity associated with the MATrg Program. Discretion in attending class, clinical experiences, and other activities when contagious with an infectious/communicable disease should be used. It is the student's responsibility to obtain documentation (if required) from a physician prior to returning to relevant MATrg setting(s).

Students in contact with patients/athletes at Clinical Sites may be at risk of exposure to communicable disease and have a responsibility to avoid spreading the communicable/infectious disease. (See Infectious and Communicable Disease Policy in **Forms section of Handbook**)

If you are exposed to body fluids while caring for a patient: (See BBP Exposure Policy)

1. Wash the exposed area (not eyes) immediately and thoroughly with soap and water. Cover with a dry sterile dressing if an open wound is present.
2. Notify Preceptor immediately. Program Director and Coordinator of Clinical Education also must be notified as soon as possible.
3. Complete an incident report (available form Coordinator of Clinical Education or Preceptor); submit one copy to the Preceptor and one copy to Coordinator of Clinical Education.
4. Seek medical advice immediately from your choice of provider. Students are not covered under workers' compensation; therefore, costs of care are the responsibility of the student.

NDSU Land Acknowledgement Statement

We collectively acknowledge that we gather at NDSU, a land grant institution, on the traditional lands of the Oceti Sakowin (Dakota, Lakota, Nakoda) and Anishinaabe Peoples in addition to many diverse Indigenous Peoples still connected to these lands. We honor with gratitude Mother Earth and the Indigenous Peoples who have walked with her throughout generations. We will continue to learn how to live in unity with Mother Earth and build strong, mutually beneficial, trusting relationships with Indigenous Peoples of our region.

Non-Discriminatory Policy

The MATrg program follows all University policies and procedures regarding discrimination.

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7708, ndsuoaaa@ndsuo.edu.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY:

<https://www.ndsu.edu/fileadmin/policy/100.pdf>

If you believe you have been subjected to discrimination, harassment, and/or retaliation, you are encouraged to file a complaint as soon as possible. In most cases, the deadline to file a complaint is within 180 calendar days of the most recent incident of discrimination, harassment, and/or retaliation, although there are exceptions based on your reason for the delay in filing. Information for filing a complaint can be found at: https://www.ndsu.edu/equity/filing_a_complaint_at_ndsu/

DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINT PROCEDURES:

<https://www.ndsu.edu/fileadmin/policy/156.pdf>

Non-NDSU Athletic Training Opportunities

Clinical education and experience opportunities provided to the students are a part of the MATrg program required curriculum. All clinical education and experiences take place at an affiliated clinical site. Any athletic training camp, clinic, internship, or employment opportunity that falls outside of the MATrg program's requirements is not endorsed or recommended by the NDSU MATrg program.

Students who voluntarily engage in activities outside the MATrg program are NOT considered athletic training students and should not refer or represent themselves as such. Utilizing “athletic training student” status during this timeframe is inappropriate and may place the student in violation of the corresponding state practice act.

Students *may not perform* any athletic training duties outside of MATrg curriculum courses and clinical education experiences. These include but are not limited to:

- Application of therapeutic modalities such as electrical stim or ultrasound
- Distribution of over-the-counter medications
- Evaluation of injury or illness other than for EMS referral
- Prescription of therapeutic exercise programs
- Decision making regarding return to play, or application of taping or bracing techniques to allow for return to play
- *No NDSU MATrg athletic training clothing or nametags may be worn while working summer camps/clinics, internships, or other employment opportunities.*

Students are encouraged to discuss Non-NDSU athletic training opportunities with the CCE to determine the feasibility of the opportunity becoming an MATrg affiliated clinical site.

Participation, Waiver, and Release of Liability

All students must sign the university Participation, Waiver, and Release of Liability form as acknowledgment and assumption of risk for participating in the MATrg program. This includes didactic courses and associated labs and all clinical education experiences.

<https://www.ndsu.edu/fileadmin/vpfa/forms/UPSO-Waiver.pdf>

Pass/Fail Option

Due to the extenuating circumstances of COVID 19, many universities have adopted a Pass/Fail option in place of traditional letter grades. This was done in the spirit of assisting students and faculty with challenges associated with remote delivery (computer access, internet availability, illness, etc.) of spring courses.

While the MATrg program recognizes the challenges and disruptions of this pandemic, we must also maintain the academic integrity of the MATrg program. Therefore, the MATrg is **requiring a letter grade of “C” or higher** for all required courses for admission and GPA of 3.0 or higher. Additionally, all retention standards stated in the MATrg handbook still apply. If a student who received a P/F in a pre-requisite course, they can provide documentation of a final grade from an instructor, admissions will be considered. If a P/F was received in a pre-requisite course from an Advanced Placement (AP) course, the P will be accepted.

However, if any student experiences an extenuating circumstance that feel a Pass (P) grade is warranted over a letter grade, an appeal for admission will be considered. Students considering the Pass/Fail option should contact the Program Director for information regarding the appeal process.

Professional Behavior Citation Policy

Upon graduation students are expected to practice healthcare in a manner consistent with NATA Code of Ethics and compliant with the BOC Standards of Professional Practice, and applicable institutional/ organizational, local, state, and federal laws, regulations, rules, and guidelines. As athletic training students, the MATrg students' education must reflect the standards and expectations of the athletic training profession, the MATrg program, the HNES Department, the HSE College, and NDSU. Therefore, the MATrg program expects all students to develop and maintain the competent and compassionate dispositions of health care professionals and behave in a manner that brings honor to the profession at all times.

At NDSU and other health care facilities, an employee is reprimanded one time and may be terminated following a recurrent incident. While students are treated as professionals, teachable moments and the opportunity to learn from mistakes is supported. A Professional Behavior Citation (See *Forms* Section) will be issued by faculty/preceptor for inappropriate behavior. Consequences of the Citation range from a written memo of warning to immediate dismissal from the program based on the severity of the infraction. At a minimum the student, faculty/preceptor issuing the Citation and MATrg Program Director will meet to discuss the infraction and necessary action plan.

Professional Rescuer CPR/AED

All students are required to obtain and maintain current Professional Rescuer CPR/AED. An initial American Red Cross CPR for the Professional Rescuer course will be taught in conjunction with HNES 780 or HNES 720. This course will also include AED and Emergency Oxygen Training.

Professional Liability Insurance

Students enrolled in the MATrg curriculum must obtain Professional Liability Insurance through Mercer Consumer Mercer Consumer, a service of Mercer Health & Benefits Administration LLC. (ProLiability.com). The program will assist in obtaining the insurance. The expense is apart of the differential tuition.

Reimbursement Policy

Reimbursable expenses must be approved by the Program Director or CCE prior to purchase. All receipts and required paperwork **must** be turned in to the Department Administrative Assistant, Tara Hoyme, within 30 days from purchase. If it is turned in after the 30-day period and/or after the fiscal year (July 30th), it will not be reimbursed. If there are extenuating circumstances that make it difficult to turn-in receipt/paperwork on time, notify the program director immediately.

Scholarships

The College of Health Sciences and Human Sciences (HSHS) has "in-house" awards and information regarding other local, state, and national scholarship opportunities. The HSHS Scholarship committee, made up of faculty from each department, determine some of the scholarships. For the HNES Department, the faculty determine the winners for their respective degree program. For athletic training, there are two scholarships, the Buck (Francis) and Honey (Dorothy) Isrow Family Scholarship and the Dr. E.P. and Lucy E. Wenz Graduate Scholarship. The athletic training faculty determine the recipients based on the criteria for each. All of the students in the College of HSHS are sent email reminders about the scholarships once a month starting in November and ending in

February. Additional scholarship information is available at:

https://www.ndsu.edu/hnes/graduate_programs/athletic_training_professional/financial_information/

Scholarship opportunities are also available from athletic training professional organizations such as the NATA, MAATA, and NDATA. Additionally, students can find this information by visiting the state, district, and national athletic training websites: www.nata.org , www.maataad5.org and www.ndata.org

Scholastic Standards, NDSU Graduate School

To be in academic good standing and to receive a graduate degree, a student must have a cumulative grade point average (GPA) of at least 3.0.

All courses taken by a graduate student for which grades are given will be used in calculating the GPA. Credits taken as Satisfactory or Unsatisfactory grading are not used in calculating the GPA. When a course has been repeated, both grades will appear on the transcript, but only the second grade will be used in calculating the GPA. A specific course can be retaken only once, and only three total courses can be retaken.

In fulfilling graduate course requirements on any plan of study, only grades of A, B, or C are acceptable. For master's paper (797), master's thesis (798), and doctoral dissertation (899), only the grade of satisfactory (S) is acceptable. For seminar (790/890), graduate teaching experience (792/892), individual study/tutorial (793/893), practicum/internship (794/894), or field experience (795/895), only grades of A, B, C, or S are acceptable for graduate credit.

Programs and/or supervisory committees may require a higher performance than C in certain courses. While some courses may be used for graduate credit with a grade of C, courses with grades of D, F, or U may not be used for graduate credit. Acquisition of more than two grades of C, D, F or U may be grounds for dismissal upon recommendation by the program administrator.

These minimal scholastic requirements apply to each student enrolled in the Graduate College. Additional requirements may exist for certain graduate programs. The MATrg program requires a "B" grade (85% or higher) in all program courses outlined in the student's plan of study.

Academic Warning

Any student in GOOD STANDING whose cumulative GPA drops to less than 3.0 at any time of attendance is automatically placed on academic WARNING. Any student admitted in CONDITIONAL status because of grade deficiency is automatically placed on academic WARNING. A student on academic WARNING cannot register for the following semester until the grades for the current semester post.

If a student on academic WARNING fails to achieve a cumulative GPA of at least 3.0 in the subsequent semester of attendance, then the student will be placed on academic PROBATION.

Academic Probation

A student on academic PROBATION may not continue the pursuit of a graduate degree program without a recommendation from the appropriate program administrator and a waiver from the Dean of the Graduate College. This recommendation must include a review of the

student's current status and a proposed plan of remediation which provides the student an opportunity to return to a cumulative GPA of at least 3.0 within one additional semester (fall or spring) for full-time students and two semesters for part-time students (i.e. students taking 5 credits or fewer).

The remediation plan must be developed in collaboration with the advisor and approved by the graduate program director or department chair; the approved remediation plan has to be submitted to the Graduate College in order to receive a waiver from the Dean of the Graduate College.

This plan must include:

- the specific course(s) you plan to take
- verification that the course(s) will be offered
- the grade you plan to earn in order to return to a cumulative GPA of at least 3.0 within one semester
- any additional information that addresses past obstacles to academic success (optional).

The remediation plan must be submitted and approved in time for the student to register for the academic term (fall or spring) that immediately follows the term in which the student was placed on probation. If the student does not submit an acceptable plan in time to enroll for the next academic term (fall or spring), or if the cumulative GPA is not at least 3.0 after the probationary period, the student will be dismissed from his or her graduate program.

A student on academic PROBATION is not eligible for a graduate assistantship or tuition waiver.

Dismissal from the Graduate College

Graduate students may be suspended or dismissed from NDSU as a result of failure to meet our scholastic standards, academic or professional misconduct, insufficient progress toward a degree, failure to meet professional expectations or standards or failure to submit an acceptable remediation plan. Students suspended or dismissed from the Graduate College are not eligible for admission into any degree-granting or certificate program or into non-degree status for a period of at least one calendar year from the date of their suspension or dismissal.

Suspension or dismissal does not become complete until the completion of any [appeal process](#).

Graduate Student Appeals

The philosophy of the Graduate College at North Dakota State University is to encourage and seek resolution of problems at the level most closely related to the origin of the specific disputes. This means:

1. the student is to first discuss the problem(s) with the person(s) directly involved;
2. if the student is not satisfied after discussing the problem with the person(s) directly involved or if discussion of the problem(s) seems inappropriate because of the nature of the student's complaint, the student should seek advice from the administrator of the program; and
3. depending on the nature of the problem(s), the program administrator or student's supervisory committee chair may deal with the situation directly, advise the student to discuss the problem(s) with the appropriate academic dean and/or the Dean of the Graduate College, or advise the student of the appropriate grievance procedure to pursue.

Areas of possible graduate student appeal include equal opportunity, suspension or dismissal from an academic program or the Graduate College, sanctions for academic dishonesty, and degree-acquisition processes that are unique to graduate education. The burden of proof by a preponderance of the evidence is on the graduate student making the appeal.

Additional information regarding graduate student appeals can be found at:

<https://bulletin.ndsu.edu/graduate/graduate-school-policies/graduate-student-appeals/>

Sexual Harassment, Gender-based Harassment, Sexual Misconduct and Title IX

NDSU is committed to providing a safe, healthy, and non-discriminatory learning, living and working environment for all members of our university community that is free from discrimination on the basis of sex, including sexual harassment, gender-based harassment and sexual assault, stalking and/or intimate partner violence. All students are required to complete the on-line module for Equal Opportunity/Title IX Training each year.

To read the full text of this NDSU Policy 162 – go to: <https://www.ndsu.edu/fileadmin/policy/162.pdf>

Social Media Policy

As Athletic Trainers, we must think about behavior that might compromise the confidentiality of patients, harm the integrity of the profession, or violate the NATA Code of Ethics. Principle 4.1 of the NATA Code of Ethics states, “Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.” Principle 3.1 states, “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.”

This includes any online activity including social networking sites (i.e., Facebook, Twitter, Instagram, Snapchat, etc.). As healthcare professionals we need to maintain a level of professionalism and that that extends to the online community. Think about who you “friend” and what is being posted on websites. Ask yourself these questions as you navigate the online social networking world:

- Would you want to be friends with your physician?
- Is what I am posting appropriate for my grandmother?
- Will a potential employer think this is appropriate?
- Will anything posted present itself in a negative manner?

Technical Standards

The MATrg program is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the MATrg program establishes the essential qualities considered necessary for students to maintain their status in this program to achieve the knowledge, skills, and competencies of an athletic trainer, as well as meet the expectation of the program's accrediting agency (CAATE). Students will need to fulfill the technical standards with or without accommodations. A signed Technical Standards form is required at the start of each academic year. A copy of the form is available at:

https://www.ndsu.edu/fileadmin/hnes/AT/Athletic_Training_pdfs/Technical_Standards.pdf

Transfer Policy

Students who wish to transfer into the MATrg program must meet all Graduate School and program requirements: https://www.ndsu.edu/gradschool/admitted_graduate_students/faq
The MATrg Application Committee will review all official transcripts to determine transfer eligibility of previous coursework. Master's students may transfer up to ten (10) credits from another institution.

Weather Related Issue Policy

In case of inclement weather, we follow the University's recommendations regarding cancellations and delays. These recommendations are for both class and clinical responsibilities. It is the student's responsibility to communicate with their preceptor regarding their status.

Withdrawal Process

Withdrawal to Zero Credits (after classes have started)

Students who have registered and then wish to drop all courses after the semester start date must officially withdraw from the university. Failure to initiate the withdrawal process may result in 'F' grades and financial obligations that otherwise might be avoided. Refund (<https://www.ndsu.edu/onestop/accounts/refunds>) information may be reviewed on the One Stop website. Steps to withdraw from all courses include the following:

Read and complete the Cancellation of Registration/Withdraw to Zero Credits Form (<https://www.ndsu.edu/registrar/forms/withdraw>). Submit to NDSU One Stop.

Students are responsible for any unpaid bills at the time of withdrawal.

Withdrawal forms must be submitted by the published deadline of the semester. Withdrawals after this date will not be processed without evidence of a compelling reason or circumstance beyond the student's control. Courses already completed at the time of withdrawal from a term will be withdrawn as well.

Students should not attempt to drop all of their courses, their last course, or their only course on Campus Connection.

Unlike refunds for individual course drops, withdrawal refunds (https://www.ndsu.edu/onestop/accounts/dropping_withdrawing) are prorated and are based on complete withdrawals from all courses, course lengths, and withdrawal dates.

Part III: Clinical Experience General Information

Athletic Training Student Responsibilities and Expectations include:

1. Actively engage in the learning opportunities through observation, discussion, and participation. Tasks and skills can be performed under the Preceptor' and may include but are not limited to the following.
 - a. Completing proficiencies for the associated clinical experience course

- b. Practice skills learned in courses
 - c. Take initiative in helping athletes (up to the student's level of education)
 - d. Provide mentoring and leadership to other students
 - e. Cooperatively follow directions given by the preceptor or any supervisor
 - f. Assist with ATR daily operations (practice/game responsibilities and maintenance)
 - g. Complete administrative duties (documentation, inventory)
 - h. Communicating healthcare/wellness professionals, coaches, parents
 - i. Review, understand and have immediate access to the Emergency Action Plans (EAPs) for all appropriate venues associated with the clinical education assignment
2. Engage in conversation with Preceptor(s) to enhance learning and develop inter-professional relationships. It is the student's responsibility to engage the preceptor during down time in the ATR.
 3. Act within the scope of practice as an ATS and emulate practices as outlined in the *BOC Standards of Professional Practice* and the NATA Code of Ethics.
 4. Adhere to all policies and procedures of the clinical site and MATrg Student Handbook.
 5. Represent the MATrg Program and Athletic Training profession in a positive manner by demonstrating professional and ethical behaviors at all times.
 - a. If at any time the student's behavior is deemed inappropriate, the student is to be dismissed immediately from the clinical site and the Coordinator of Clinical Education and/or Program Director will be contacted.

NOTE: Students will have differences of opinion with other students or preceptors regarding patient care. The student should never express his/her disagreement of patient care or decisions of the preceptors in the presence of the patient. It is encouraged that the student discusses any differences of opinion in a private setting in a professional manner. Learning different approaches or techniques will make the student well rounded in his/her practitioner skills.

Preceptor Qualifications and Responsibilities

Preceptors function to supervise, instruct, and mentor students during clinical education in accordance with the program's policies and procedures. A preceptor is qualified to serve in a supervisory role when:

- Licensure as a health care provider such as an athletic trainer or physician
- Credentialed by the state in which they practice (where regulated)
- BOC certification in good standing and state credential (in states with regulation) for preceptors who are solely credentialed as athletic trainers
- Had planned and ongoing education for their role as a preceptor
- Contemporary expertise

Responsibilities of a Preceptor include:

1. Promote a positive and supportive learning environment for students in the MATrg Program.
2. Provide constructive feedback to assist student learning and clinical competency.
3. To be physically present and provide appropriate supervision, both visual and auditory, when students are performing approved athletic training services.
4. Enhance student learning and to provide instruction to students regarding new techniques and skills related to the domains of athletic training.

5. Serve as a role model that promotes and demonstrates professional standards and ethical behavior to the student.
6. To practice legally and ethically in accordance to state and national Scope of Practice documents and requirements.
7. To ensure the safety of the student at all times.
8. To ensure that the policies and procedures in the MATrg Student Handbook are followed.
9. To follow criteria set forth by the Affiliated Site Agreement and Clinical Education Site.
10. To follow the Standards set forth by the CAATE:
 - a. Supervise students during clinical education and provide autonomy as deemed fit
 - b. Provide instruction and assessment of the current knowledge, skills, and clinical abilities designated by the Commission
 - c. Provide instruction and opportunities for the student to develop clinical integration proficiencies, communication skills and clinical decision making during actual patient/client care
 - d. Provide assessment of athletic training students' clinical integration proficiencies, communication skills and clinical decision-making during actual patient/client care
 - e. Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training
 - f. Preceptor Responsibilities: A preceptor must demonstrate understanding of and compliance with the program's policies and procedures.

If the student's behavior is inappropriate or unsatisfactory, the Coordinator of Clinical Education and/or Program Director will be contacted immediately.

Preceptor Training and Selection Process

As described per CAATE, "A preceptor must receive planned and ongoing education from the program designed to promote a constructive learning environment." To ensure preceptors are aware of their responsibilities, a preceptor training will be provided to all new preceptors prior to receiving MATrg students. Additionally, preceptor training will be an ongoing process to update preceptors and provide further learning opportunities for current preceptors. If substantial changes are made to the program, formal trainings will be offered. Active preceptors will also receive updates via email and during in person visits regarding ongoing programmatic changes yearly. Preceptor Training will include both pedagogical information and clinical practice information to promote an effective learning environment for athletic training students.

Physician preceptors receive a separate training that is unique to them because their supervisory role is different than the traditional preceptor. Students engage with physicians while in other clinical experiences (i.e., while being at in the athletic training room with an athletic trainer preceptor) or when students visit their clinics. Although the interaction in the clinic start out as a shadowing experience, the physician can allow the student to be more autonomous as the physician gains confidence in the student's skills. Information for electronic access to documents is provided.

Preceptor Selection Process

Preceptors will be selected based on their qualifications. Minimum required qualifications include:

- Licensure as a health care provider, credentialed by North Dakota
- BOC certification in good standing
- Planned and ongoing education for their role as a preceptor (preceptor training)

- Contemporary expertise in their area

Preceptor Communication

All preceptors will be informed about the program’s framework, individual student needs, student progress, and our assessment procedures on a regular basis. This communication will occur several times per academic year, or as needed, predominately via email.

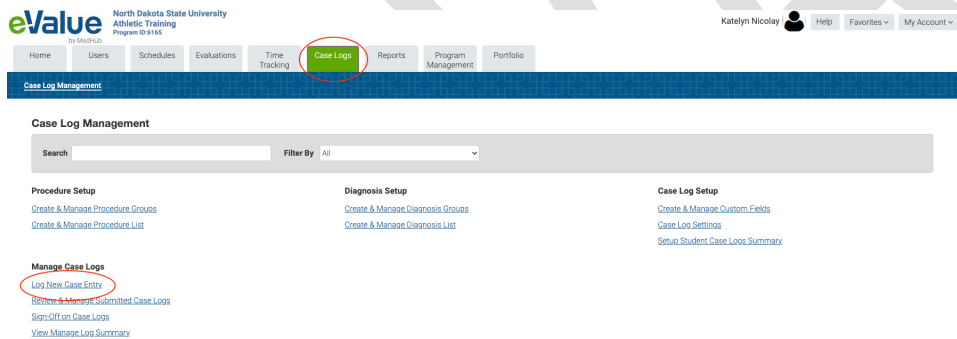
Clinical Integration Proficiencies

For each clinical experience course (HNES 794 practicums), the student will be evaluated by a preceptor on a number of Clinical Integration Proficiencies (CIP’s) in the clinical setting. It is the student’s responsibility to take initiative and approach the preceptor to evaluate the CIPs. If the student has waited until the last minute, the preceptor has the right to refuse to evaluate the proficiencies. Proficiencies are expected to be evaluated at a proficient level. All students are expected to demonstrate a high level of competency of skills learned throughout the entire length of the educational program.

Clinical Integration Proficiencies should occur in athletic training clinical experiences with real clients/patients in settings where athletic trainers commonly practice. When this is not possible, simulation may be used to complete the CIP’s. Students will submit CIPs on E*Value. Directions can be found below:

Instructions for Case Logs & Proficiencies

1. Log onto eValue. Click the **Case Logs** tab at the top of the menu, then select **Log New Case Entry**.



2. The first screen should have the **Main** tab highlighted. Fill in all required information. Under the **Assignment** drop down menu, select your current clinical course. In the **Notes** section, write a brief description of the case and your actions.

Case Log Management

Student *

Filter:

- Berg, Noah
- Doe, John
- Hospidales, Demetrios
- Steckler, Abby
- Student, Nikki
- Sulzer, Zachery
- Teststudent, Edward
- Weisenberger, Brooke

Send Email notifications *

Yes
 No

Interaction Date *

9/13/2021

Assignment *

- None (No Evals Generated)
- 793 Summer Internship
- 794 AT Clinical Exp I
- 794 AT Clinical Exp II
- 794 AT Clinical Exp III
- 794 AT Clinical Exp IV

Search for exact match

Site **

Sex *

Age *

3. Skip over the Diagnosis tab to the **Procedures** tab. Under the **Procedure Group** dropdown menu, select your clinical course again. This will pull up the list of all proficiencies required for that course. Select the activity, and choose whether it should be graded or ungraded. If you are submitting a proficiency, you must select **Graded**. Select your role in the procedure. If you are submitting a proficiency, you must have **Performed** the procedure independently.

eValue North Dakota State University
Athletic Training
Program ID: 6165

Katelyn Nicolay Help Favorites My Account

Home Users Schedules Evaluations Time Tracking **Case Logs** Reports Program Management Portfolio

Case Log Management

Log New Case Entry

Start as Template

Main | Diag | **Procedures** | Review

Procedure Group

- Select Group
- Diagnosed
- HNES 785 Proficiencies
- HNES 785 Proficiencies - Graded
- HNES 783 Proficiencies
- HNES 783 Proficiencies - Graded
- HNES 784 Graded
- HNES 794**
- HNES 794 II
- HNES 794 III
- HNES 794 IV
- 7-aid procedures

No Favorites Found

Select your role in the procedure: *

Add Procedure

Priority	Procedure	Your Role	Remove	Move

Next ->

4. Once all information has been entered, select **Add Procedure**. Your procedure should now be listed in the chart at the bottom of the page.

5. Select the **Review** tab. Make sure all information has been added correctly, then click **Save Record** at the bottom of the page. Your case will be sent to your preceptor for review and grading.

6. You can review your logged cases at any time by selecting **Review & Manage Submitted Case Logs** under the **Case Logs** tab. All logged cases will be listed at the bottom of the page. You can also use the settings to filter by date, procedure, etc.

If you would **like to create a template for logging cases**, see directions below: Set the parameters you would like (i.e., site, age, sport, setting). Once the preferred selections are made, select save as template at the top of the page (under the heading Log New Case Entry). Name the template. Once the template is saved, you can choose it from the drop down at the top of the page for each new entry. Note that the date will always reset and there can be as many or few entries saved into the template as you need. You cannot save a procedure as part of the template.

Part IV: Clinical Experiences Policy and Procedures

Clinical Education and Experience Hours

Requirements

Students must have adequate real client/patient interactions (athletic training clinical experiences) to prepare them for contemporary clinical practice with a variety of patient populations. These athletic training clinical experiences must be supervised by a preceptor who is an athletic trainer or physician. Each student will complete a variety of clinical experiences and are required to accumulate minimum of 1075 hours (a minimum of 250 and maximum of 650 each semester) by the end of his/her clinical education student will be assigned to a variety of on and off campus affiliated sites to meet the

accreditation experiences. These hours must be correctly documented and approved by a preceptor through E*Value. Each requirements of populations that include clients/patient:

- throughout the lifespan (for example, pediatric, adult, elderly);
- of different sexes;
- with different socioeconomic statuses;
- of varying levels of activity/athletics (for example, competitive and recreational, individual and team activities, high and low intensity activities); and
- with non-sport client/patient populations (for example, participants in military, industrial, occupational, leisure activities).

Additionally, students will be required to complete a minimum of 10 clinical hours over the course of the program with the following:

- Physical Therapy Clinic
- Non-Orthopedic Experience
- Orthopedic Clinic Experience

Clinical Experience Hours

Students will be required each semester to accumulate a minimum of 250/maximum 650 hours. Practicum hours for fall camp (immersive experience) are 150 minimum/250 maximum. It is expected that once a student meets the minimum required hours they continue with their clinical experience responsibilities until the end of the assignment. Clinical hours may take place anytime including evenings, weekends, holidays, and academic breaks (i.e. Thanksgiving, Christmas, Spring Break) and it is expected that students embrace those learning opportunities. Additional once-a-year opportunities may present themselves and students are encouraged to attend unique experiences. It the student's responsibility to track and monitor hours using E*Value to ensure the required number of hours are obtained each semester. The student should check at the end of each semester to ensure that all hours have been approved by their preceptor. If there is a concern regarding clinical education opportunities (i.e., team travel or days off) the Coordinator of Clinical Education should be notified and alternative arrangements may be made for additional clinical education opportunities.

Missing a clinical Assignment

If students are unable to attend a clinical assignment for whatever reason (e.g., family emergency, illness), it is the student's responsibility to let their preceptor and the CCE know *prior* to missing the clinical assignment. The absence **must be approved** by both the preceptor and CCE before the student can miss.

MATrg First Year Student:

Fall Semester (associated with HNES 794 Clinical Education I)

Students will be assigned to a preceptor and will work with the assigned preceptor to determine his/her schedule. Hours may extend beyond the academic year depending on site/team assignment. Refer to corresponding syllabi.

Spring Semester (associated with HNES 794 Clinical Education II)

Students will be assigned to a preceptor and will work with the assigned preceptor to determine his/her schedule. Hours may extend beyond the academic year depending on site/team assignment. Refer to corresponding syllabi.

MATrg Second Year Student:

Fall Semester (associated with HNES 794 Clinical Education III)

Students will be assigned to a preceptor and will work with the assigned preceptor to determine his/her schedule. In addition, students may be assigned to non-orthopedic, physical therapy and orthopedic clinical experiences. Hours may extend beyond the academic year depending on site/team assignment. Refer to corresponding syllabi.

This clinical experience will also include as an immersive experience. Immersive experience is defined by the Commission on Accreditation of athletic Training Education (CAATE) as “a practice-intensive experience that allows the students to experience the totality of care provided by athletic trainers”. The goal of this experience is for students to see the day-to-day of an Athletic Trainer. Students will be assigned to a clinical site and preceptor (possibility NDSU Fall Camp (FB, VB, or SOC)). Students will work with the assigned preceptor to determine his/her schedule. Refer to corresponding syllabi.

Spring Semester (associated with HNES 794 Clinical Education IV)

Students will be assigned to a preceptor for the majority/entire semester. In addition, students may be assigned to non-orthopedic, physical therapy and orthopedic clinical experiences. Hours may extend beyond the academic year depending on site/team assignment. Refer to corresponding syllabi.

This clinical experience will also include as an immersive experience. Immersive experience is defined by the Commission on Accreditation of athletic Training Education (CAATE) as “a practice-intensive experience that allows the students to experience the totality of care provided by athletic trainers”. The goal of this experience is for students to see the day-to-day of an Athletic Trainer. Students will choose an approved site to complete the last eight weeks of the semester. Students will work with the assigned preceptor to determine his/her schedule. Refer to corresponding syllabi.

Documentation:

Clinical hours:

Logging Hours and E*Value

All students will log their clinical hours in E*Value (www.e-value.net). Students can log hours in E*Value by logging in with assigned username and password. Click – Time Tracking – Log Time. The screen will look like this:

User *
Shannon David

Task *
Days Off

Assignment * scheduled assignments only
Please select...

Start and End time *
1:00pm to 9:00pm (8 hrs)

Supervisor *
Please select...

Site * scheduled sites only
Select assignment first

Enter a comment about the shift (optional)

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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	1	2	3	4

Task: Click scheduled hours.

Assignment: The practicum class currently enrolled.

Start and End Time: Add in the start and end time for the clinical experience. *Hours should be rounded to the nearest 15 minutes.* For example, if the student leaves the clinical site at 10:05, round down to 10:00.

Supervisor: This will default to the preceptor assigned to at the specific clinical site. However, by “unchecking” the box, any preceptor can be selected.

Site: This will also default to the clinical site assigned to at that specific time. However, by “unchecking” the box any clinical site can be selected. For example, if assigned to “NDSU” participate in “Sanford Physicals”; uncheck the box to find “Sanford Orthopedics”.

Enter a Comment: Students can enter in specific comments. Each clinical site orientation must be documented once completed. Specific skills, opportunities, interesting cases, etc. observed during clinical experiences should also be documented in this section.

It is the student's responsibility to make sure the all clinical hours are approved by the appropriate preceptor by the end of the semester. Once clinical hours are approved, a green check mark will appear for that entry. Unapproved hours will not count towards semester total.

Additionally, all evaluations will be completed in E*value. These include:

Preceptor evaluation forms*:

- The preceptor evaluation form will be sent by E*Value and must be filled out and electronically signed by the STUDENT at the end of each clinical experience.

Student evaluation forms: *

- The student evaluation forms will be sent by E*Value. These evaluations must be submitted at the end of the clinical experience

Clinical education site evaluation forms*:

- The clinical experience site evaluation forms will be sent by E*Value. These evaluations must be submitted at the end of the clinical experience.

*It is required that all evaluations be **reviewed and discussed** between the student and preceptor(s) before submitting the documentation on E*Value.

Clinical Education and Experience Schedules:

The Coordinator of Clinical Education (CCE) will assign each student to an affiliated on and off campus sites for each semester. Changes may occur at any time during the semester at the discretion of the CCE and/or preceptor. These changes may have a domino effect. Therefore, all students need to be flexible if changes do occur. Any changes will be noted and an updated experience schedule will be e-mailed to the students and placed on the MATrg Blackboard site.

All students must contact their preceptor *at least one week* prior to the experience begins to determine a time schedule and site orientation. The orientation checklist needs to be completed at this time. For off campus experiences, the student must give his/her time schedule to the CCE. The student can notify the CCE by NDSU e-mail, text, or in writing. The CCE needs these schedules to set up times to visit the affiliated sites while the students are at the associated site. Any changes to the schedule must be communicated to the preceptor and CCE.

Supervision Policy

Students must be supervised by a preceptor during the delivery of athletic training services. Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills as well as the context of care. Preceptors must be on-site and have the ability to intervene on behalf of the athletic training student and the patient. Supervision also must occur in compliance with the state practice act of the state in which the student is engaging in client/patient care. Student(s) left alone without direct supervision will be required to leave the venue and immediately report the incident to either the CCE or Program Director.

Dress Code Policy

The following dress code is required at all NDSU athletic training rooms and all off-campus affiliated sites unless otherwise stated.

1. Nametags will be worn and visible at all times. The nametag allows a mechanism to differentiate students from credentialed providers.
2. Baseball caps/visors may be worn outside only. They must appropriate color/design. (no outlandish color/designs/logos)
3. Outside practices – a winter jacket/hat/mittens etc. as needed. Nametag will be worn so it is visible.
4. The Hygiene Policy will be enforced.

Practice Dress Code

1. T-shirts, sweatshirts, polos with AT or NDSU logo.
2. T-Shirts must be tucked in the front and back at all times.

3. Khaki pants or shorts (mid-thigh or longer) only.
 - No insulated/nylon sweatpants.
 - Pant legs should not be dragging on the ground.
 - Pants should fit so no undergarments or body parts are exposed while standing, bending, or squatting (use of belt is suggested).
 - No athletic shorts, denim shorts, or cotton sweatpants.
 - No running tights or compression shorts.
4. Running/tennis shoes only.

Game Day Dress Code

Basketball, Volleyball and Wrestling or other indoor event

1. Student should communicate with preceptor regarding professional attire. See Sanford Dress Code Policy**

All other events

1. Game shirt polo
2. Shirts must be tucked in the front and back at all times
3. Dress Khaki pants or shorts ONLY
5. Running/tennis or brown/black dress shoes only (No high-heeled shoes for women).

NOTE:

- *Just because an outfit is fashionable, does not mean it is professional*
- *Any STUDENT that does not follow the MATrg dress code will be sent home*

**Dress Code policy as stated in the Sanford Student Orientation Handbook

“...it is important that all students project a professional image and reflect Sanford’s commitment to the work of health and healing. Modesty, cleanliness and neatness are in the main guidelines to follow in dressing appropriately for student experiences. Clothing must be clean, well fitted, pressed, and appropriate for the service area and the student role. No jeans or other denim pants or skirts; form fitting, skin-tight clothing such as leggings, tights and tight knit tops, high slit skirts, short or mini length dresses or skirts; excessively baggy pants or tops; low cut blouses or tops, “tank tops and crop tops; see through clothing or bare midriff’s; athletic style sweatshirts, t-shirts, sweat shirts, wind pants; short; clothing that is patched, torn, or faded; or flip flops.

Excellent personal hygiene is expected at all times. No use of scented lotions, perfumes or cologne is permitted. Body art (tattoos, piercing/jewelry) that may be offensive to patients, family members, other customer or employees, or is deemed inappropriate by Sanford staff is not allowed to be visible. Examples of inappropriate tattoos include anything of an obscene or sexual nature and/or anything that may be construed to be discriminatory against any sex, race, ethnic background or religion. Examples of inappropriate piercing include large ear jewelry or more than 3 pieces of ear jewelry per ear. Students who make inappropriate dress or grooming choices may be sent home to change into acceptable attire or remove offensive odors.

Students having clinical experiences in the operating room will wear hospital- provided surgical scrubs. You will be assisted by operating room staff, your instructor or Student Experiences Coordinator to obtain these scrubs.”

Emergency Action Plans (EAP)

Emergency Action Plans (EAPs) are set for any possible injuries during an event. Each affiliated clinical education site has specific EAP. It is the *student’s responsibility* to review, understand and have immediate access to the EAPs for all appropriate venues associated with the clinical education assignment. EAPs are available at each clinical site, and E*value. Students are responsible for discussing EAPs and location of emergency equipment (AED, oxygen, splints, etc.) with preceptor(s) during their orientation meeting at the start of each clinical assignment.

E-Value

E-value is where all clinical documentation is collected and stored. Students will complete hour logs and evaluations in E-Value. Additionally, a personal records file will be found on E-value. To upload documentation into E-Value:

1. **In E*Value**, from the home screen go to “Other Tasks”
2. Then “Manage Personal Records”
3. Once in your personal record you will see a list of documents you can upload.
4. Please upload your document with the corresponding name.

HIPAA/Medical Confidentiality/FERPA

Health Information Portability and Accountability Act (HIPAA)

The US Department of Health and Human Services describes HIPAA as, “federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.”

Athletic Training is an allied health profession. Therefore, medical records are retained or initiated and confidentiality must be maintained. At no time should there be discussion about an injury or injured athlete with anyone other than the appropriate medical staff. Medical staff does not include parents, roommates, professors, the press, and others in the community. Medical information can only be released by authorized personnel with the athlete’s consent. Athletic training students must always be aware of their surroundings and other persons present before discussing any confidential information.

As an athletic training student, there is an obligation to withhold any information that is acquired professionally or socially and considered confidential. Information should only be shared with relevant personnel in the appropriate setting. Examples of confidential information includes a diagnosis of a student-athlete, the treatment and rehabilitation of any medical condition, participation status and any additional information acquired during academic and/or clinical duties. A breach of this information is subject to penalty under federal law and may jeopardize a student’s status in the MATrg at North Dakota State University. Furthermore, as an athletic training student, it is expected that the Code of

Ethics and Student Code of Conduct as outlined by the National Athletic Trainers' Association and the MATrg program will be upheld.

NDSU does not have formal training for HIPAA or FERPA. Students will be provided information regarding HIPAA/Medical Confidentiality in HNES 780 and prior to clinical experiences at Sanford Health Clinical sites. Attendance and compliance for this training is mandatory for all students. Students will sign a HIPAA/ Medical Confidentiality Acknowledgment form.

FERPA

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

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

There is the potential at certain clinical sites for students to have access to or be privileged to a student's education records. MATrg students will be held to the same expectations and responsibilities as NDSU faculty/staff members regarding FERPA (Buckley Amendment)

<https://www.ndsu.edu/fileadmin/registrar/facstaff/ferpa.pdf>

Information regarding FERPA will be reviewed in HNES 780. Attendance and compliance for this training is mandatory for all students. All students will sign a FERPA Compliance form stating they understand and will comply with FERPA regulations.

Orientation Checklist

Students must schedule an orientation meeting with the preceptor of each clinical site they are assigned ideally one week prior to starting at the clinical site. Students will complete the orientation checklist (found on Blackboard) and store it in the proficiency binder in the tab corresponding to that semester. The second page of the orientation binder needs to be given to their preceptor. An orientation checklist should be completed for *every* clinical site a student has a clinical experience. If the student revisits a clinical site, an orientation checklist needs to be completed again with updated information.

Sanitation Policy

Students will have access to sanitary precautions (such as soap, water, hand sanitizer) at all clinical sites. Additionally, students will have access to personal protective equipment to prevent the spread of bloodborne pathogens.

Therapeutic Equipment Safety Policy

Clinical Education sites (including NDSU Athletics) have multiple therapeutic modalities intended for the use and treatment of patients and for instruction in the MATrg program. Students may only use modalities under the supervision of a preceptor. All modalities must be calibrated and safety checked by certified personnel according to the manufacturer's recommendation or federal, state, or local ordinance regarding specific equipment calibrations and maintenance. Documentation must be available to the program to verify modalities meet safety policy requirements.

Transportation Policy

All students will be assigned to off-campus affiliated sites throughout their clinical education career. ***Students are responsible for their own transportation to all clinical sites.*** If transportation to the site is an issue, this must be brought to the attention of the CCE.

Travel Policy

Students may have the opportunity to travel with various athletic teams as part of clinical education experiences. Students are encouraged to take advantage of these opportunities. Student should discuss travel options with appropriate preceptor and CCE. All students must complete a Student Field Trip Informed Consent form prior to each travel event (Form available on Blackboard). This form must be submitted to the CCE *prior* to student travel via E-Value. A portion of this form includes Emergency Contact Information that must be completed and provided to the preceptor supervising the travel event.

Radiation Exposure

It is possible that while at a clinical site the student may be exposed to radiation. Students are required to complete Radiation Training through NDSU. Training can be found here:

https://www.ndsu.edu/police_safety/annual_notices_and_training/

Part V: Clinical Education Affiliated Sites

On Campus Affiliated Sites

All on campus sites house NCAA Division I athletic teams.

Bentson-Bunker Fieldhouse Athletic Training Room (BBFH ATR):

The BBF ATR is located in the north end of the lower level in the BBF. It houses the following sport: fall and spring volleyball.

Fargodome Athletic Training Room (FD ATR):

The Fargodome ATR is located on the east lower concourse of the Fargodome. It houses the following sport: fall and spring football.

Newman Outdoor Field Athletic Training Room (NOF ATR):

The Newman Outdoor Field is located at the intersection of Albrecht Blvd. and 15th Ave. N. The ATR entrance is located on the west side of the building. Enter the west doors and continue down the hallway (past the men's locker room) to the end. The ATR will be at the end of the hallway. The athletic team house in the NOF ATR is the baseball team.

Sanford Health Athletic Complex (SHAC)

The SHAC ATR is the main athletic training room on campus. It houses the offices of the Director of Sports Medicine, assistant athletic trainers, and graduate assistant athletic trainers. It contains physician offices used primarily by the team physicians. It also contains taping, treatment, rehabilitation, and classroom areas. It is located to the south of the FargoDome. The athletic teams housed in the SHAC ATR include softball, women's soccer, cross- country, track and field, wrestling, and men's and women's basketball and golf.

Off Campus Affiliated Sites

The MATrg has various affiliated sites in the Fargo-Moorhead area consisting of high schools, colleges/universities, clinics, hospitals, and hockey and gymnastics organizations that all have a current affiliated agreement with the NDSU MATrg program. They include the following:

American Gold Gymnastics

American Gold Gymnastics is comprised of the FM Acro Team, the AGG Competitive Team, and the Recreational Class Program. In addition, AGG is home of the Fargo North, Fargo South, West Fargo, and Moorhead High School gymnastics.

Apex Physical Therapy

Apex provides exposure to rehabilitation in a clinic setting with a Physical Therapist.

Athletes in Action:

Athletes in Action is an international sports organization focused on equipping athletes, coaches, and sport-minded individuals to grow in their relationship with religion and sports.

Concordia College

Concordia College is a NCAA Division III athletic program provides exposure to baseball, softball, basketball, cross-country, football, golf, hockey, soccer, softball, swimming and diving, tennis, track and field, volleyball, and wrestling.

Fargo Force (Scheels Arena):

Fargo Force is a minor league hockey team. NDSU Men's basketball plays all home games at Scheels Arena.

Fargo Davies High School

Fargo Davies High School provides exposure to dance and cheerleading teams, baseball, softball, basketball, cross- country, football, golf, hockey, soccer, softball, swimming and diving, tennis, track and field, volleyball, and wrestling.

Fargo North High School

Fargo North High School provides exposure to dance and cheerleading teams, baseball, softball, basketball, cross-country, football, golf, hockey, soccer, softball, swimming and diving, tennis, track and field, volleyball, and wrestling.

Fargo South High School

Fargo South provides exposure to dance and cheerleading teams, baseball, softball, basketball, cross-country, football, golf, hockey, soccer, softball, swimming and diving, tennis, track and field, volleyball, and wrestling.

Mayville State

Mayville State provides exposure to football, volleyball, basketball, and baseball.

Oak Grove High School

Oak Grove provides exposure to football, basketball, baseball, cross country, track and field, and golf.

RedHawks Baseball

Redhawks Baseball provides exposure to independent minor league professional baseball.

Rehab Authority

Rehab Authority provides exposure to rehabilitation in a clinic setting with a Physical Therapist.

Sanford Orthopedics and Sports Medicine:

Sanford Orthopedics and Sports Medicine is a medical clinical that houses orthopedic physicians, physician assistants, nurses, athletic trainers, and physical therapists.

Sanford Power Center

Sanford Power Center provides exposure to physical therapy and team and individual athletic enhancement.

Sanford Walk-In Clinic

Sanford Clinic provides exposure to non-orthopedic conditions.

Twin Cities Orthopedics

This clinical site will be primarily at Hamlin University. Hamlin University has 12 different male and female sports. Sports include basketball, baseball, softball, track and field, swimming and diving, tennis, volleyball, gymnastics, hockey, and lacrosse.