CALIFORNIA UNIVERSITY

GRADUATE ATHLETIC TRAINING EDUCATION PROGRAM

&

DEPARTMENT OF
HEALTH SCIENCE & SPORT STUDIES

GRADUATE ATHLETIC TRAINER'S HANDBOOK

POLICIES AND PROCEDURES

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INTRODUCTION

The following policies and procedures have been established for the purpose of clarifying, organizing, and maintaining an effective Graduate Athletic Training Education Program at California University of Pennsylvania. It is our hope that this manual will inform the Graduate Athletic Training Student, as well as the Department of Athletics, Administration, Athletic Coaches, the School of Graduate Studies and Research, the College of Education and Human Services, and the Athletic Training Staff of its policies and procedures.

This manual will serve as a guideline for the professional staff when carrying out the normal day-to-day operations of the Graduate Athletic Training Education Program, as well as making administrative and professional decisions. The contents are designed to assure safe, prudent, unbiased care for the interscholastic, intercollegiate, and professional athlete, as well as to provide for quality education in the Graduate Athletic Training Education Program.

DEPARTMENT OF HEALTH SCIENCE & SPORT STUDIES

A. Personnel and Structure

1. The Athletic Training Staff at California University is responsible for the prevention, care, treatment and rehabilitation of all athletic injuries incurred by a California University athlete while participating in the intercollegiate athletic program. In addition, the staff is available for consultation with the graduate student in matters relating to the care of the interscholastic and professional athlete.

2. The Athletic Training Team consists of:

   a. Chairperson, Department of Health Science & Sport Studies / Program Director, Graduate Athletic Training Education Program
   b. Program Director, Undergraduate Athletic Training Education Program.
   c. Head Athletic Trainer / Football Athletic Trainer
   d. Assistant Athletic Trainers
   e. Team Physician
   f. University Health Service Physician / Medical Director
   g. Graduate Assistant Athletic Trainers
   h. Undergraduate Athletic Training Students

3. The medical care for any athlete is determined primarily by the Athletic Training Staff, the Team Physician, and the Medical Director at the University Health Services. It is with the cooperation of these people that the care of the athlete is carried out expediently and appropriately.
ADMISSION STANDARDS AND CRITERIA
FOR THE
GRADUATE ATHLETIC TRAINING EDUCATION PROGRAM

A. General Information

The NATA accredited Master of Science degree in Athletic Training is a program intended for those students who desire a more intensive academic background and field experience in the specialized area of Athletic Training and Sports Medicine. Students graduating from the program will be able to receive national certification as a Performance Enhancement Specialist (PES) through the National Academy of Sports Medicine. Students will learn how to use the same Optimum Performance Training Model used by the National Academy of Sports Medicine for training Olympic and Professional athletes.

B. Admission Criteria

Admission into the advanced Graduate Athletic Training Education Program will require a solid background in athletic training and a good educational background in courses such as anatomy, first aid, basic and advanced evaluative techniques, therapeutic modalities, and therapeutic exercise techniques. The prospective student must have a minimum of a 3.00 QPA, a bachelor’s degree from a four year accredited college or university and acceptance to the School of Graduate Studies and Research. Students who are already Certified Athletic Trainers will be given preference for admission. Prospective students with a QPA of less than a 3.00 QPA will receive strong consideration for admission if they possess BOC certification as an athletic trainer. BOC certified, eligible for BOC certification, or equivalent athletic training credential is required. Additional requirements for admission are available upon request.

Selection of potential students to be admitted into the Graduate Athletic Training Education Program will be based on the following:

1. Q.P.A of 3.00 (unless otherwise as stated above).
2. Completion of the Graduate Athletic Training Education Program application form.
3. Completion of the application form to be submitted to the School of Graduate Studies and Research.
4. Submission of all undergraduate transcripts.
5. Submission of two references.
In order for a student to be admitted for candidacy to the School of Graduate Studies and Research, they must complete a minimum of 12 credits with a QPA of 3.00 or higher and make application. Once admitted, the student must maintain a 3.00 QPA in order to remain in good standing as a graduate student in the program.

The graduate athletic training student can expect to complete the academic coursework in one calendar year, which starts in June of each year, with the paid field experiences occurring from mid-August to June 1st, or the end of the interscholastic season at the institution to which they are assigned.

C. Graduate Assistantships and Tuition Costs

Graduate assistantships are available and will be appointed based on qualifications and experience. Assignments will be made on or before July 1st. Only certified athletic trainers will be assigned to California University and Washington and Jefferson College.

Graduate assistantships are available and will be appointed based on qualifications and experience. Graduate assistants will be appointed to serve as athletic trainers on campus or at local high schools and colleges. The assistantships begin in early August of each year and will continue until the third week of May. Graduate assistants work an average of 30 hours per week at their athletic training setting. It is assumed that graduate assistants will devote full time to their studies and to their work related to the assistantship. Employment in addition to the assistantship is not permitted.

Assistantships will include an out of state tuition waiver for all three semesters (summer, fall and spring) with a stipend of $13,100.00. All graduate students will be responsible for in-state tuition and fees, which varies from year to year. The current in-state tuition for 2006 - 2007 is approximately $2,944.00 per semester, with fees totaling an additional $912.60 per semester.* There are two options available to the student to cover the costs of the in state tuition for the fall and spring semesters. Option #1: receive the stipend of $13,100 over 20 pay periods and pay for tuition through some other means (financial aid, loans, cash, etc.) or Option #2: through payroll deduction from the stipend of $13,100, have tuition taken out of each pay and have remaining a stipend of approximately $7,600.00. All graduate students will be responsible for tuition costs and fees during the summer sessions, which is approximately $5,170 for tuition including fees.* Out-of-state students who are accepted into the program will be awarded a partial graduate assistantship for the summer, which will waive the out-of-state tuition, but will still be responsible for in-state tuition.

*Amounts subject to stay the same or slightly increase each year.
D. Athletic Training Student Club

This club is affiliated with the Department of Health Science & Sport Studies and the Athletic Training Education Program. The constitution and by-laws of the athletic training club are included in Appendix B. Graduate students are encouraged and welcome to attend club meetings to provide input and guidance for the undergraduate students involved in athletic training.
A. Graduate Athletic Trainer Responsibilities and Duties

1. Have a working knowledge of the emergency action plan and its procedures at your particular assignment.

2. Perform necessary first-aid skills.

3. Properly fill out appropriate athletic training room forms to ensure accurate documentation of all injuries, treatments and rehabilitation procedures.

4. Perform taping, wrapping, etc. as needed.

5. Properly fit and instruct athletes in the use of ambulation aids when they are needed.

6. Accurately evaluate injuries.

7. Keep athletic training rooms clean and in proper working order.

8. Properly apply therapeutic modalities where indicated.

9. Demonstrate and initiate therapeutic exercise programs when indicated.

10. Do not date, socialize with, or fraternize in any way with high school students enrolled at your assigned school.

11. Keep medical kits adequately stocked at all times.

13. Please show due respect and care when using any athletic training equipment that is the property of the clinical setting to which you are assigned.

14. Use proper care and be responsible when driving Gators, if applicable.

15. Assist in the fitting of protective equipment.

16. Establish professional relationships with the coaches, administration, and parents at your field experience.
B. Procedures on the Practice and Game Fields

1. Act in a professional manner at all times.

2. Studying while in the clinical setting or falling asleep at the field experience sites will not be tolerated.

3. Properly communicate with all coaches, athletes, and medical personnel.

4. When covering home contests, graduate athletic trainers should introduce themselves to the visiting athletic trainer or coach and try to accommodate any needs that the visiting team may have.

5. Be in attendance at all practices and games to which you are assigned by the local administrator.

C. Scheduling and Advisement

All graduate students who are pursuing athletic training will be advised by the faculty of the Department of Health Science & Sport Studies. Official scheduling will be completed via web registration during normal registration periods. The department faculty will assign each student an advisor. You must form your committee from other faculty associated with the program. Scheduling times will be in accordance with university policy. However, the faculty maintains an open door policy. Graduate students needing advice or counseling may walk in at anytime to discuss their schedule or career goals.

D. Dress Code

To promote and increase a professional atmosphere, the following dress code policies will be in effect. Your attire must identify you as a member of the institution/team to which you are assigned or be approved California University Athletic Training apparel. Cut off T-shirts, jeans, inappropriate hats, etc. are frowned upon and should not be worn. Look professional!

As a graduate student of the program at California University, you are expected to look and act as a professional at all times. You are not only representing California University to the community that we service, but the profession of athletic training, as well as yourselves and the institution that you received your undergraduate education in athletic training.
E. Keys

Keys to the Hamer Hall athletic training facility and the computer lab will be distributed to all graduate athletic trainers. Keys remain university property at all times and are not to be duplicated in any manner whatsoever. If misuse of the athletic training room or computer lab is detected, your key will be repossessed. All keys will be returned at the end of the academic school year to the Program Director. Any key not returned or lost will result in a $20.00 fee that must be paid in order to graduate and the withholding of transcripts until rectified.

F. Absence from Field Experiences

Graduate athletic trainers perform a vital role in the overall operation of the athletic training program at the setting to which you are assigned. Therefore, attendance at the paid field assignments is imperative. Valid reasons for absence during practice and games, includes but is not limited to:

1) Illness   3) Miscommunication
2) Class      4) Death of immediate family member

Absences for other reasons must be approved by the site supervisor and/or the Program Director or other Athletic Training faculty members. Graduate athletic trainers that purposely miss practice and games will be dealt with severely. Such activity could result in the loss of pay or your graduate assistantship.

G. Employment and Athletic Training

The Athletic Training Faculty and the School of Graduate Studies and Research prohibit outside employment along with your athletic training graduate assistantship. Graduate students must be available to perform field experiences as needed. Due to the extreme difficulties encountered in trying to attend classes, cover sports, and assisting in other athletic training related functions, the athletic training faculty strongly discourages this practice.

H. Drug and Alcohol Policy

Graduate students who show up to a work assignment under the influence of illicit drugs and/or alcohol will face immediate disciplinary action. In addition, students who are found consuming alcohol or using illicit drugs while on duty will immediately be placed on two weeks probation, without pay, and will face further disciplinary action as determined by the Athletic Training Faculty.
I. Professional Liability Insurance

Graduate athletic trainers will be required to purchase professional liability insurance. Reimbursement of the premium will be distributed in the students’ first paycheck in August. Proof of purchase must be provided to the Program Director prior to the start of August camps. Failure to purchase the insurance will result in the students’ suspension from the field experience component of the program and will result in losing the graduate assistantship.

In addition, all students will be required to provide proof of Pennsylvania Child Abuse Clearance and the Criminal Record Check. These forms will be mailed with the orientation letter and are the responsibility of the graduate student.

J. Universal Precautions as they may relate to Athletic Training.

(The theory of Universal Precautions is that you use safety barriers in handling blood/body fluids of all patients, regardless of their diagnosis).

I. Barrier Precautions
   a. Handwashing
      Thorough washing of hands is the single most important measure for the prevention of transmission of infections.

      Washing of hands should occur:
      (1) Between athlete contacts
      (2) If contamination with blood or body fluids occur
      (3) Before and after glove use
      (4) Prior to eating
      (5) After using toilet facilities
      (6) After coughing or sneezing
      (7) After infectious waste disposal
      (8) Anytime hands are visibly soiled

      Hands should be washed using friction with soap and hot running water for at least 10 seconds.

   b. Gloves

      Gloves must be available in athlete care areas.

      Gloves must be worn for handling blood/body fluids for all athletes. The following situation require gloves:

      (1) Handling soiled items
      (2) Touching or cleaning soiled surfaces
(3) Performing invasive and vascular access procedures
(4) Handling blood/body specimens and fluid containers
(5) Changing dressings
(6) Touching mucous membranes or non-intact skin

c. Gowns
Gowns should be worn:
(1) During procedures likely to generate splashes of blood or body fluids

d. Masks and Protective Eye wear
Masks and protective eye wear should be worn:
(1) During procedures likely to generate splashes of droplets of blood or body fluids.
(2) During direct, sustained contact with a patient who is coughing extensively or is being suctioned.

e. Prevention of Needle Sticks
Athletic Trainers should take precautions to prevent injuries caused by needles, scalpels or other sharp instruments.
(1) Needles should not be recapped, bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand.
(2) Used needles and sharps should be discarded immediately after use in puncture-resistant containers.
(3) Prevention is the key - a vaccine is available to prevent Hepatitis B.

II. Athletic Trainers with exudative lesions or dermatitis should refrain from both direct athlete care and handling of athletic equipment until the condition is resolved.

III. Precautions for Athletic Trainers
Transmission of HIV and Hepatitis B have been documented to occur through sexual contact, sharing of contaminated needles, transfusion of contaminated blood and from mom to baby during pregnancy. No evidence of transmission by casual contact has been reported. Athletic trainers are not at risk of getting Hepatitis B or AIDS in the sports medicine setting.

IV. Using gloves, contaminated surfaces or equipment should be washed with soap and water and disinfected using a 1:10 solution of bleach.
V. Garbage soiled with blood or body fluids should be placed in a plastic bag using gloves and discarded using California University policy.

VI. Blood and body fluid specimens should be collected using gloves and transported in containers secured against leakage.

VII. Linen soiled with blood and body fluids should be:

- Handled with gloves
- Separated from unsoiled linen
- Washed with detergent and bleach (if material is colorfast)
- Washed with hot water
- Machine dried (hot cycle)

Disinfectant Solution: Mix one part bleach with 10 parts water for equipment or surfaces.

Laundry: Use one cup bleach per load
APPENDICES

Appendix A  Constitution and By-laws of the Athletic Training Student Club
Appendix B  Agreement between California University and local High Schools
Appendix C  Advisement Sheet
Appendix D  Research Requirements
Appendix E  Monthly Hour Form
Appendix F  Calendar for 2005 – 2006

Other research forms are available from the department web page at www.cup.edu/education/hsss then select MS athletic training.
APPENDIX A
CONSTITUTION AND BY-LAWS
OF THE
ATHLETIC TRAINING STUDENT CLUB

Article I Name

This organization will be known as the Athletic Trainers Club of California University of Pennsylvania. This club will be affiliated with the Department of Health Science & Sport Studies and the Athletic Training Education Program.

Article II Purpose

The objects of this club will be:

Section I. To promote excellence in the field of Athletic Training through education and practical applications.

Section II. To encourage interactions between student athletic trainers and the general student body.

Section III. To assist students in better accessing the job market through external organizations.

Article III Membership

Section I. The membership of the Athletic Trainers Club will be open to all students enrolled at California University of Pennsylvania.

Section II. Membership will not be based on race, sex, creed or physical disability.

Section III. This organization will require no membership dues.

Amendment to Article III

To be considered an active member, one must attend ¾ of the meetings (excusable if you have other athletic training obligations) and must participate in at least ½ of the club activities.

Article IV Officers

Section I. The elected officers of the Athletic Trainers Club will consist of a President, Vice-President, Secretary/Treasurer and four Representatives. All officers are to be elected annually at the fourth meeting of the school year. A majority of all votes cast will be necessary for a selection. In the election of officers a majority of the members polled will be requisite for a choice. If on the first ballot no candidate received a majority of the votes cast the person having the lowest number of votes is to be dropped from the list and a new ballot be taken immediately and proceeding in a like manner until an election is reached. All officers will take office at the fifth meeting.

A. President

The duty of the President is to preside at all meetings unless unavoidable absence; to preserve order; to enforce provisions of the constitution and other rules and regulations as may be adopted for the conduct of the meeting and have general supervision, control and authority.
B. Vice-President
In the absence of the President, the Vice-President shall preside. In the event that neither the President nor the Vice-President is present, the presiding officer will be the Secretary/Treasurer.

C. Secretary/Treasurer
The duties of the secretary/treasurer are:

(1) To keep a full and correct list of officers and members with their addresses and accurate minutes of the preceding meeting which will be recorded in a book used for that purpose. He/she will keep all official papers and notify all applicant upon election of office.

(2) To pay all orders drawn on him/her properly attested by the President, keeping an accurate account of all money received and paid out by him/her and will present a monthly statement of funds on hand and have the accounts in readiness for settlement at the expiration of the term of office deliver to the successor all money, papers, books, vouchers and other property in his/her possession.

Amendment II of Article IV; Section I
The minutes of each meeting are sent to all club members as well as the faculty of the undergraduate athletic training program via email.

D. Representatives
The duties of the representatives are to:

(1) Present suggestions, or complaints from their class to the President at anytime.

(2) Information pertaining to the organization is to be distributed by the representatives, and will also collect forms when warranted.

Amendment III of Article IV; Section I
The use of representatives and the formation of committees will be utilized as needed.

Article V. Elections

Section I. Nominations of officers will be made at the third meeting with the election of officers to be held at the fourth meeting and these officers will enter upon their duties on the fifth meeting. No member shall be voted for who is not nominated. All candidates nominated to more than one office will decline all but one nomination prior to the printing of the ballots. A member that is nominated from the floor will be present, to accept the nomination, or if not present will have a letter of acceptance for one office only.

Amendment I of Article V; Section I
The nomination of officers for the following academic year (Pres, VP, Sec/Treas – elects) will be held at the first meeting in November or the first meeting of the spring semester in the case of a December graduation of an officer.

Section II. Election and Term of Office
The officers of the club will be elected annually at the fourth meeting. If the elections can not take place at that time, elections will be held as soon after as convenient. Vacancies may be filled or new offices created and filled at any meeting. The President, Vice-President and Secretary/Treasurer must be a junior or senior. The representatives will be one from each class.
Amendment I of Article V; Section II
Under Section II of Article V, the office of Vice-President, and Secretary/Treasurer are encouraged to be sophomores in hopes of building a strong leadership allowing additional time to run for office positions.

Amendment II of Article V; Section II
The President-elect, VP-elect, and Secretary/Treasurer-elect are elected annually at the last meeting of November or the last meeting of the fall semester. The elections will be held at the second meeting of the spring semester in the case of a December graduation of an officer.

Section III. All elections will be by ballot, written or printed, and will be conducted by two tellers and a judge to be appointed by the President at the meeting at which nominations are made.

Section IV. Whenever a vacancy will occur in any elective office whether by resignation, or otherwise, the same will be filled at the next succeeding stated meeting.

Article VI. Meetings
Section I. There will be nine meetings during the school year. A club member must attend four of the nine to be considered an active member of the club. Additional meetings will be called by the President if needed.

Section II. All meetings of the members of the club shall be governed by the Parliamentary Rule and usages contained in the then current “Robert’s Rules of Order.”

Section III. Quorum
At all meetings of members there shall be present at least fifteen members in order to constitute a quorum for the purpose of transaction of business; but less than a quorum may adjourn such meetings without notice until a quorum is present.

Section IV. Voting
Each member who is present at the meeting will be entitled to one vote. Members will not be entitled to vote by proxy at any meeting.

Article VII Advisor
Section I. The advisors of the Athletic Trainers’ Club will be a member of faculty of the Department of Health Science and Sport Studies.

Section II. The advisor will support the organization by contributing to the education and development of students.

Section III. The advisor will work with the organization, but not direct the program. The advisor may offer suggestions, considerations or ideas for the group’s discussion.

Section IV. The advisor should be aware of the general finances of the organization.

Section V. Monitor the group’s functions and encourage the members to assume appropriate responsibility for the group’s activities.

Article VIII. Amendments
This document may be amended at any time as long as the following regulations are followed:

1) The proposed amendment must be posted at least ten days before the first reading.
2) The proposed amendment must be read at two meetings providing there are at least ten days in between meetings.

3) The proposed amendment must receive three-fourths (3/4) vote of the members present at the second of the two meetings provided that there are at least fifteen members present.

4) If the proposed fails to pass the necessary vote, the amendment may be proposed following the same procedure as a new amendment.

Amendment I of Article VIII

A proposed amendment can be posted via email to all members of the club and the faculty of the undergraduate athletic training program at least days prior to the meeting in which it will be read and discussed.
APPENDIX B
ARTICLE OF AGREEMENT
FOR
GRADUATE ATHLETIC TRAINING INTERNSHIPS

The parties to this Agreement are California University of Pennsylvania, for and on behalf of the Department of Health Science & Sport Studies, hereinafter referred to as the "University", and the _________ School District of ____________ County, hereinafter referred to as "School".

I. PURPOSE

The University, as part of its commitment to the education of its Master's candidates in the Graduate Athletic Training Education Program, needs a field experience in which its interns can apply and utilize their skills related to their program of study. The University will provide Graduate Athletic Training Interns with income for services rendered.

The School is in need of an individual certified or eligible to be certified by the Board of Certification (BOC) and the State Board of Medicine and/or the State Board of Osteopathic Medicine, Bureau of Professional and Occupational Affairs in conjunction with School's regularly scheduled interscholastic athletic programs.

II. SERVICES TO BE PROVIDED BY THE UNIVERSITY

The University will provide to School one (1) Graduate Athletic Training Intern, certified or eligible for certification under the BOC and the State Board of Medicine and/or the State Board of Osteopathic Medicine. The University shall be responsible for the supervision of the intern's field experiences and the payment of the Graduate Athletic Training Intern. An Act 34 clearance and any other statutorily required clearances must be provided to the School District before the intern’s commencement of services to the School.

The Graduate Athletic Training Intern shall provide for the School at least the following:

1. Provide athletic training services only to interscholastic team participants and cheerleaders for an average of 30 hours per week, over the course of the academic year, as deemed necessary by the athletic director.
2. Serve as a liaison between attending physicians or team physician (see section III, paragraph three) and the interscholastic team participants, cheerleaders and their parents.
3. Serve as advisor to the coaches, administrators, interscholastic team participants and the cheerleaders on matters relating to the management of sports related injuries.
4. Assist the School in the improvement of its athletic health care delivery system, the athletic training facilities and equipment and the athletic training program.

III. **SERVICES TO BE PROVIDED BY THE SCHOOL**

The School shall provide the Graduate Athletic Training Intern with the opportunity and the athletic training equipment, physical facilities, materials and supplies in which to apply and practice the clinical skills related to that intern's program of study. The School will also provide the Graduate Athletic Training Intern with the opportunity to become involved in the interscholastic athletic programs regularly scheduled by School as appears appropriate. School will have the responsibility to designate the administrative duties of the Graduate Athletic Training Intern and to supervise their day-to-day activities. Furthermore, the School has the right to remove any intern with whom it may become dissatisfied and shall be relieved of any obligations to that Intern until such time as another Intern may be assigned. The University shall use its best efforts to assign another Intern. If the service rendered has been discontinued, any payment made will be refunded on a pro-rated basis.

In the event the designated Intern becomes unavailable or unable to perform services for any reason, the University shall use its best efforts to assign another qualified individual. The University shall have twenty (20) working days in which to find a replacement. Should the University not be able to assign a qualified replacement or should the regular intern be unable to resume his or her assigned duties after the twenty working day period, the School shall be reimbursed and the University shall be relieved of its obligations hereunder.

The School will provide the Graduate Athletic Training Intern a physician to serve as a team physician, under whom the Graduate Athletic Training Intern must take direction. The provisions of the Pennsylvania Code, Title 49, Professional and Vocational Standards; Part I, Department of State; Subpart A, Professional and Occupational Affairs; Chapter 18, State Board of Medicine – Practitioners Other than Medical Doctors, Subchapter G, Athletic Trainers, defines Certified Athletic Trainer under Definitions, as a person who is certified to perform athletic training services by the State Board of Medicine or the State Board of Osteopathic Medicine. Athletic training services is defined as the management and provision of care of injuries to a physically active
person as defined in this Act with the direction of a licensed physician. The term includes the rendering of emergency care, development of injury prevention programs and providing appropriate preventative and supporting devices for the physically active person. The term also includes the assessment, management, treatment, rehabilitation and reconditioning of the physically active person whose conditions are within the professional preparation and education of a certified athletic trainer. The term also includes the use of modalities such as: mechanical stimulation, heat, cold, light, air, water, electricity, sound, massage, and the use of therapeutic exercises, reconditioning exercise and fitness programs. Athletic training services shall not include surgery, invasive procedures or prescription of any controlled substance. A physician is defined in the Pennsylvania Practice Act, 63 P.S. section 422.2, as one who is a medical doctor or doctor of osteopathy.

The School will provide a vacation period for the Graduate Athletic Training Intern coinciding with the winter holidays. The Intern will be excused from their field assignments no later than December 23rd, 2006 and will run until January 3rd, 2007. In addition, the School will allow the Intern to stay abreast in the profession of Athletic Training by allowing time away from the field experience so that they may attend the Eastern Athletic Trainers’ Association Annual Meeting and Clinical Symposium (January 5 – 8, 2007). If the intern does not attend this symposium, they are expected to be at their field assignments.

IV. PAYMENT

In accord for the services rendered by California University of Pennsylvania as above set forth, School will pay to California University the sum of $12,500.00 for the services of one (1) Graduate Athletic Training Intern to serve in the capacity of an athletic trainer during the 2006 - 2007 academic year.

V. PAYMENT TERMS

Invoices will be sent to the School by June 1st, 2006 with payment due in full on or before August 1st, 2006.  Payment is to be made payable to California University of Pennsylvania and sent to the address listed on the invoice.
VI. **DURATION**

This agreement shall become effective no sooner than August 12\textsuperscript{th}, 2006, provided that payment has been received by the University, and shall continue until terminated by mutual agreement of both parties or until the end of the fiscal year ending June 30\textsuperscript{th}, 2007, in which the Agreement was filed, whichever comes first.

In the event that the School’s physical facilities for athletic training are deemed unsuitable for an appropriate learning experience by the Graduate Review Committee and the National Athletic Trainers’ Association, Inc. and that a physician is not associated with the School for direction purposes for the Graduate Athletic Training Intern, the University may consider this contract terminated and refund the appropriate fee, if any, to the School.

VII. **RISK MANAGEMENT**

As a part of this agreement, the Graduate Athletic Training Intern shall procure and obtain a liability insurance policy at whatever the current rate is at the time the policy becomes effective.

VIII. **EQUAL OPPORTUNITY**

The University and the School does not and will not discriminate against any employee or applicant for employment or registration because of race, color, creed, sex, national origin or disability.

IX. **LIABILITY**

Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth’s rights, claims or defenses that arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

X. **APPLICABLE LAW**

This contract shall be governed by, interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania.
XI. INDEPENDENT CONTRACTORS

In performing the services required by the contract, each party will act as an independent contractor and not as an employee or agent of the other party. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

IN WITNESS WHEREOF, This Agreement has been executed and delivered as of the date set forth in the caption hereof:

FOR THE SCHOOL DISTRICT:  FOR THE UNIVERSITY:

__________________________  __________________________________
Superintendent          Allan Golden, Vice President for
                        Administration and Finance
                        California University of Pennsylvania
                        of the State System of Higher Education

__________________________
Athletic Director

Approved as to Form and Legality:

__________________________
Attorney Charles Schweitzer
CUP Legal Counsel
Approved regarding form and legality

__________________________
Attorney General
Commonwealth of Pennsylvania

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APPENDIX C

ATHLETIC TRAINING

MASTER OF SCIENCE
Effective - Summer, 2004

The student who is enrolled in the Graduate Athletic Training Education Program will be required to complete 36 credits to receive the Master of Science in Athletic Training.

I. ATHLETIC TRAINING CORE (17 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATE 700</td>
<td>Gross Anatomy of the Extremities</td>
<td>4</td>
</tr>
<tr>
<td>ATE 720</td>
<td>Sports Therapy</td>
<td>4</td>
</tr>
<tr>
<td>ATE 725</td>
<td>Pedagogical Studies in Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>ATE 745</td>
<td>Contemporary Issues in Athletic Training</td>
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<td>PRF 753</td>
<td>Psychological Aspects of Sport Injury &amp; Rehab</td>
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II. PERFORMANCE ENHANCEMENT CORE (6 credits)

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<td>PRF 750</td>
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III. RESEARCH (13 credits)

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<td>RES 849</td>
<td>Master's Thesis</td>
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Approved UCC: 3/06
Appendix D

This information is available on the Research link on the department web page
www.cup.edu/education/hsss
# Clinical Log Sheet

**APPENDIX E**  
**CALIFORNIA UNIVERSITY OF PENNSYLVANIA**  
**DEPARTMENT OF HEALTH SCIENCE AND SPORT STUDIES**  
**ATHLETIC TRAINING STUDENT**

**CLINICAL LOG SHEET**

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**NAME ___________________________**  
**SPORT ___________________________**  
**MONTH ___________________________**  
**YEAR ___________________________**
Appendix F
DEPARTMENT OF HEALTH SCIENCE & SPORT STUDIES
GRADUATE ATHLETIC TRAINING EDUCATION PROGRAM
CALIFORNIA UNIVERSITY OF PENNSYLVANIA

CALENDAR DATES FOR 2006 - 2007

May 29   Orientation Meeting – Hamer Hall 148 – 7:00 pm
May 30   First Day of Classes
June 13 - 16  No Classes – Attend NATA Convention in Atlanta or R & R
June 19   Classes Resume
June 30   First Five Weeks End
July 3    Second Five Weeks Begins
July 4    No Classes
August 4  Second Five Week/Ten Week Summer Ends
August 13 High School / University Camps Begin
August 28 Fall Classes Begin

September Apply for Candidacy to Graduate School (Grad School or HSSS Web Site)
October 1 Last date to form Thesis Committee
December 8 Last Day of Fall Classes
December 11 – 17 Finals Week
December 20 Last Day for Thesis Prospectus Meetings
December 23 *Last Day at Clinical Assignments (Christmas Break)
January 3  Return to Clinical Assignments
January 5 - 8 Time Off for EATA Meeting, Boston, MA (if attending)
January 16 Spring Classes Begin
February 1  Start Process for Graduation Checkout
March 10 – 18  Spring Break (from classes only)
April 5 – 8  Easter Break (from classes only)
April 27  Last Day for Thesis Oral Defenses
May 4  Last Day to Submit Thesis to Graduate School
May 4  Last Day of Classes for Graduate Students
May 12  Graduation (Strongly encouraged to attend)
May 18  Last Official Day at Clinical Assignments, unless teams make playoffs.  **Last day of contract is May 29.**